

gates public library
Board of Trustees
August 27, 2025

Present: Wendy Heffer, President; Cathy Rappazzo, Vice President; Katie Muscato, Secretary; Theresa May; Mary Yates; Kathleen Plum; Alex Collins; Christine Hunt; Jennifer Erler-Perry, Library Director and Andrew Loughlin, Town Councilman

Absent: Amanda McGinnis; Mike Boedicker, Assistant Library Director

1. **Call to Order/Pledge of Allegiance/President's Comments:** Trustee Heffer, President called the meeting to order at 6:10 PM with the Pledge of Allegiance.
2. **Guest/Public Comments:** None
3. **Guest Staff Comments:** None
4. **Town Councilman's Comments:** Councilman Loughlin comment that he hoped everyone was having a great summer and thanked the Trustees for all that they do.
5. **Action Items:**
 - a. **Agenda Changes:** A motion to approve the agenda was made by Trustee Rappazzo, seconded by Trustee May and carried unanimously.
 - b. **Approve Minutes:** A motion to approve the July 23, 2025 minutes was made by Trustee Yates, seconded by Trustee Hunt and carried unanimously.
 - c. **Personnel Report:** A motion to approve the July 2025 Personnel Report was made by Trustee Muscato, seconded by Trustee Plum and carried unanimously.
6. **Financial Review:**
 - a. Motion to approve the Year-to-Date Report (July) was made by Trustee Hunt, seconded by Trustee May and carried unanimously.
 - b. Motion to approve Bills to Be Paid: A motion to approve the August 2025 for Claims #226-260, Accounts payable Claims #27275-27277, 27303-27310, Retiree Medicare Premium Payout and Funds Transfer of Payroll 16 & 17 was made by Trustee Rappazzo, seconded by Trustee Yates and carried unanimously.
 - c. Signatory of Bills: September meeting will be Trustee Collins. October meeting will be Trustee Rappazzo. November meeting will be Trustee Heffer. December meeting will be Trustee Yates.
7. **Reports:**
 - a. **Long Range Plan:**
 - a. Advocacy and Funding: No highlight reported.

- b. Commitment to the Community: No highlight reported.
- c. Programs and Events: No highlight reported.
- d. Marketing: No highlight reported.
- e. Technology: No highlight reported.
- f. User Experience: No highlight reported.
- b. **Director's Statistical Report**: No highlights reported.
- c. **Private Money Monthly Reports**: Nothing of note.
- d. **Staff Highlights**: The staff highlights are included in the packet. Please review at your convenience.

8. **Items for Board Discussion:**

a. **Board Committees**

- a. Friends Report: No report.
- b. Facilities/Operations report: No report.
- c. Finance report: No report.
- d. Nominating report: No report.
- e. Personnel report: No report.
- f. Policies report: No report.

9. **Other Business**: None

Having no further business to discuss, a motion to adjourn the meeting was made by Trustee Rappazzo, seconded by Trustee May; motion carried unanimously. Meeting adjourned at 6:23 PM.

Respectfully submitted,

Brenda Bialaszewski
Recording Secretary