



**gates public library**  
**Board of Trustees**  
**September 24, 2025**

Present: Wendy Heffer, President; Cathy Rappazzo, Vice President; Katie Muscato, Secretary; Theresa May; Mary Yates; Alex Collins; Christine Hunt; Jennifer Erler-Perry, Library Director; Mike Boedicker, Assistant Library Director

Absent: Kathleen Plum; Amanda McGinnis; and Andrew Loughlin, Town Councilman

1. **Call to Order/Pledge of Allegiance/President's Comments:** Trustee Heffer, President called the meeting to order at 6:08 PM with the Pledge of Allegiance.
2. **Guest/Public Comments:** None.
3. **Guest Staff Comments:** None.
4. **Town Councilman's Comments:** None.
5. **Action Items:**
  - a. **Agenda Changes:** The Staff Presentation was removed from the agenda. A motion to approve the amended agenda was made by Trustee Rappazzo, seconded by Trustee Collins and carried unanimously.
  - b. **Approve Minutes:** A motion to approve the August 27, 2025 minutes was made by Trustee Yates, seconded by Trustee Muscato and carried unanimously.
  - c. **Personnel Report:** A motion to approve the August 2025 Personnel Report was made by Trustee May, seconded by Trustee Yates and carried unanimously.
  - d. **Sustainable Purchasing Policy:** A motion to approve the Sustainable Purchasing Policy was made by Trustee Hunt, seconded by Trustee May and carried unanimously.
  - e. **Programming Policy:** A motion to approve the Programming Policy was made by Trustee Muscato, seconded by Trustee Hunt and carried unanimously.
6. **Financial Review:**
  - a. Motion to approve the Year-to-Date Report (August) was made by Trustee Rappazzo, seconded by Trustee Muscato and carried unanimously.
  - b. Motion to approve Bills to Be Paid: A motion to approve the September 2025 for Claims #261-293 Accounts payable Claims #27326-27331 and Funds Transfer of Payrolls 18, 19 and 20 was made by Trustee Hunt, seconded by Trustee Yates and carried unanimously.
  - c. Signatory of Bills: 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: Will be holding Early Voting at the Library; October 26 – Nov 2.

- b. Commitment to the Community: Partner with Verona Animal Shelter to collect supplies during September.
- c. Programs and Events: Rochester Regional Health Mobile Mammogram unit is booked for October 17.
- d. Marketing: October flier and promotions being reviewed.
- e. Technology: No highlight reported.
- f. User Experience: No highlight reported.
- b. **Director's Statistical Report**: Library visits and programs have increased from last year.
- 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: The golf tournament was a success raising \$4,500 for the library.
- b. Facilities/Operations report: New roadside sign installed, French drains installed by walkway doors and new landscaping in front of walkway on westside of the building.
- c. Finance report: The 2026 budget will be presented to the board for approval in October.
- d. Nominating report: No report.
- e. Personnel report: No report.
- f. Policies report: See Action Items d. and e.

9. **Other Business**: None

Having no further business to discuss, a motion to adjourn the meeting was made by Trustee May, seconded by Trustee Rappazzo; motion carried unanimously. Meeting adjourned at 6:50 PM.

Respectfully submitted,

Brenda Bialaszewski  
Recording Secretary