

gates public library
Board of Trustees
October 22, 2025

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

Absent: Christine Hunt; Mike Boedicker, Assistant Library Director

1. **Call to Order/Pledge of Allegiance/President's Comments:** Trustee Heffer, President called the meeting to order at 6:09 PM with the Pledge of Allegiance.
2. **Guest/Public Comments:** Melanie Savidis from the Friends of the Gates Public Library spoke about all the activities and support the Friends provides and about membership in the Friends.
3. **Guest Staff Comments:** Heidi Jung, shared her many and varied job duties as the Teen Services Librarian.
4. **Town Councilman's Comments:** Councilman Loughlin shared that the Veterans Day ceremony will be on November 8, 2025 at 10:30 am at the Gates-Chili High School in the auditorium. The 2026 Budget Workshop was held on Monday, October 20, 2025. The Town Board will vote on the 2026 Budget at the November Town Board meeting on November 3, 2025.
5. **Action Items:**
 - a. **Agenda Changes:** A motion to approve the agenda was made by Trustee May, seconded by Trustee Yates and carried unanimously.
 - b. **Approve Minutes:** A motion to approve the September 24, 2025 minutes was made by Trustee Muscato, seconded by Trustee Rappazzo and carried unanimously.
 - c. **Personnel Report:** A motion to approve the September 2025 Personnel Report was made by Trustee Collins, seconded by Trustee May and carried unanimously.
 - d. **2026 Hours of Service and Closing Schedule:** A motion to approve the 2026 Hours of Service and Closing Schedule was made by Trustee Plum, seconded by Trustee Rappazzo and carried unanimously.
 - e. **Library Board Meetings in 2026:** A motion to approve the 2026 Library Board Meetings schedule was made by Trustee May, seconded by Trustee Rappazzo and carried unanimously.
 - f. **Food for Fines in November:** A motion to approve the Food for Fines to run from November 1-29 was made by Trustee Plum, seconded by Trustee Muscato and carried unanimously.
 - g. **2026 Library Budget:** A motion to approve the 2026 Library Budget was made by Trustee Rappazzo, seconded by Trustee May and carried unanimously.
 - h. **Library Card Account Policy:** A motion to approve the revised Library Card Account Policy was made by Trustee Plum, seconded by Trustee Muscato and carried unanimously.
6. **Financial Review:**
 - a. Motion to approve the Year-to-Date Report (September) was made by Trustee Muscato, seconded by Trustee Plum and carried unanimously.

- b. Motion to approve Bills to Be Paid: A motion to approve the October 2025 for Claims #294-332 Accounts payable Claims #27332-27333, 27348-27352, Retiree Medicare Premium Payout, and Funds Transfer of Payroll 21 and 22 was made by Trustee Heffer, seconded by Trustee May and carried unanimously.
- c. Signatory of November meeting will be Trustee Heffer. December meeting will be Trustee Yates.

7. **Reports:**

a. **Long Range Plan:**

- a. Advocacy and Funding: Director Erler-Perry and Assistant Director Boedicker will be meeting with Senator Cooney October 29.
 - b. Commitment to the Community: Sustainable Libraries activities are going strong.
 - c. Programs and Events: The library will be collecting toys again this year for Golisano Cares after Thanksgiving.
 - d. Marketing: The committee has been enjoying the new sign. The Constant Contact newsletter will be switching over to Patron Point soon.
 - e. Technology: Internet usage decreased and wi-fi usage has increased.
 - f. User Experience: Committee needs to meet. Looking to purchase metering faucets in the public restrooms.
- b. **Director's Statistical Report**: See comments above in Long Range Plan.
 - c. **Private Money Monthly Reports**: One of the CDs matures at the end of the week and be reinvested.
 - 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: Friends book sale November 13-15, 2025.
- b. Facilities/Operations report: Last week a roof leak test was done.
- c. Finance report: The 2026 library budget was presented to the board for approval. See Action Item g.
- d. Nominating report: Nominations for 2026: Trustee Rappazzo for President, Trustee Plum for Vice President and Trustee Yates for Secretary.
- e. Personnel report: No report.
- f. Policies report: See Action Items h.

9. **Other Business:** None

Having no further business to discuss, a motion to adjourn the meeting was made by Trustee Plum, seconded by Trustee Rappazzo; motion carried unanimously. Meeting adjourned at 7:35 PM.

Respectfully submitted,

Brenda Bialaszewski
Recording Secretary