

gates public library
Board of Trustees
January 22, 2025

Present: Wendy Heffer, President; Katie Muscato, Secretary; Theresa May; Kathleen Plum; Mary Yates; Alex Collins; Christine Hunt; Amanda McGinnis; Jennifer Erler-Perry, Library Director and Mike Boedicker, Assistant Library Director; Andrew Loughlin, Town Councilman

Absent: Cathy Rappazzo, Vice President

1. **Call to Order/Pledge of Allegiance/President's Comments:** Trustee Heffer, President called the meeting to order at 6:07 PM with the Pledge of Allegiance.
2. **Guest/Public Comments:** None
3. **Guest Staff Comments:** Paula Blackburn, Adult Services Librarian shared with the board her numerous job duties.
4. **Town Councilman's Comments:** Councilman Loughlin welcomed Trustee McGinnis. Councilman Loughlin toured Delphi Rise recently and was instrumental in getting a Narcan box for the library.
5. **Action Items:**
 - a. **Agenda Changes:** No changes. A motion to adopt the agenda was made by Trustee Yates, seconded by Trustee May and carried unanimously.
 - b. **Approve Minutes:** A motion to approve the December 18, 2024 minutes was made by Trustee Muscato, seconded by Trustee Plum and carried unanimously.
 - c. **Personnel Report:** A motion to approve the December 2024 Personnel report was made by Trustee Plum, seconded by Trustee May and carried unanimously.
 - d. **Approve FFRPL Grant Report for 2024:** A motion to approve the FFRPL Grant Report for 2024 was made by Trustee Collins, seconded by Trustee Hunt and carried unanimously.
 - e. Accept the Gates full-time Library Association and C.W.A. Local 1170, 3-year contract: A motion to accept the Gates full-time Library Association and C.W.A. Local 1170, 3-year contact (1/1/2025 to 12/31/2027) was made by Trustee Yates, seconded by Trustee Plum and carried unanimously.
6. **Financial Review:**
 - a. The Year-to-Date Report (December) will be shared at the February meeting.
 - b. Motion to approve Bills to Be Paid: A motion to approve January 2025 for 2024 Invoices Claims #397-417, Accounts Payable Claims #27099, 27100, 27114, 27118 and Funds Transfer of Payrolls #25 and 26 for a total of \$100,675.82 was made by Trustee Yates, seconded by Trustee Hunt. A motion to approve January 2025 Claims #001-012, Accounts payable Claims #27115-27117

and Funds Transfer of Payroll 1 for a total of \$100,571.38 was made by Trustee May, seconded by Trustee McGinnis and carried unanimously.

- c. Signatory of Bills for the February meeting will be Trustee Yates.

7. **Reports:**

a. **Long Range Plan:**

- a. Advocacy and Funding: Hosting a Town Hall meeting tomorrow with Assemblyman Meeks. Fundraising for the 65th Anniversary will begin soon.
- b. Commitment to the Community: The library is collecting coats and winter wear through the month of January. Donations collected will be donated to Open Door Mission and St. Theodore's clothing closet.
- c. Programs: There has been an increase in the number of programs offered as well as attendance at the programs.
- d. Marketing: Putting on the finishing touches to the February program brochure and working on 65th Anniversary Celebration promotion.
- e. Technology: One on one programs continue to be popular. Technology team is working with the Town on networking. Links for Udemy and Kanopy have been added to the website.
- f. User Experience: Early planning on an accessibility audit.

- b. **Director's Statistical Report**: PC and wi-fi usage is down.

- c. **Private Money Monthly Reports**: Nothing to note.

- d. **Staff Highlights**: The September staff highlights are included in the packet. Please review at your convenience.

8. **Items for Board Discussion:**

a. **Board Committees**

- a. Friends Report: No meeting this month, next meeting is in February.
- b. Facilities/Operations report: data on the LED lights was provided.
- c. Finance report: No report.
- d. Nominating report: Trustees are reminded of the staff development requirements and opportunities to complete those hours were mentioned.
- 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 May, seconded by Trustee Plum; motion carried unanimously. Meeting adjourned at 7:10 PM.

Respectfully submitted,

Brenda Bialaszewski
Recording Secretary