



Board of Trustees

November 19, 2025

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

Absent: Alex Collins, Christine Hunt

1. **Call to Order/Pledge of Allegiance/President's Comments:** Trustee Heffer, President called the meeting to order at 6:05 PM with the Pledge of Allegiance.
2. **Guest/Public Comments:** Sue Melia and Cheryl Downer attended; both are prospective candidates for the open position on the board.
3. **Guest Staff Comments:** Kristyn Stauffer, Communications Clerk shared their many and varied job duties.
4. **Town Councilman's Comments:** Councilman Loughlin shared that the 2026 Budget was approved at the November Town Board meeting
5. **Action Items:**
 - a. **Agenda Changes:** A motion to approve the agenda amended as discussed was made by Trustee Plum, seconded by Trustee Yates and carried unanimously.
 - b. **Approve Minutes:** A motion to approve the October 22, 2025 minutes was made by Trustee May, seconded by Trustee Muscato and carried unanimously.
 - c. **Personnel Report:** A motion to approve the October 2025 Personnel Report was made by Trustee Yates, seconded by Trustee Plum and carried unanimously.
 - d. **2026 Library Trustee Officers:** A motion to approve the 2026 Library Trustee slate of officers was made by Trustee Heffer, seconded by Trustee May and carried unanimously.
 - e. **2026 Library Budget:** A motion to approve the 2026 library budget as amended was made by Trustee Yates, seconded by Trustee Rappazzo and carried unanimously.
 - f. **Displays and Exhibits Policy update:** A motion to approve the updated Displays and Exhibits Policy was made by Trustee Plum, seconded by Trustee May and carried unanimously.
6. **Financial Review:**
 - a. Motion to approve the Year-to-Date Report (October) was made by Trustee Rappazzo, seconded by Trustee May and carried unanimously.

- b. Motion to approve Bills to Be Paid: A motion to approve the November 2025 for Claims #333-374 Accounts payable Claims #27353-27354, 27374-27378, and Funds Transfer of Payroll 23 was made by Trustee Muscato, seconded by Trustee Yates and carried unanimously.
- c. Signatory for the December meeting will be Trustee Yates. Signatory for the January meeting will be Trustee Muscato.

7. **Reports**

- a. **Director's Report/Long Range Plan:** Director Erler-Perry mentioned the ongoing saga of our e-processing hardware and software. Assemblyman Meeks will be holding a Town Hall at the library on 12/17.
- b. **Director's Statistical Report:** Wi-fi, internet, library visits and circulation are all up from last year
- c. **Private Money Monthly Report:** Nothing to report.
- 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: November books sale last week. The wish list was approved for 2026. Planning for 40th anniversary of GPL Friends is already in the works. Junior Friends decorated a Grinch Christmas tree at the Hinchey House.
- b. Facilities/Operations report: Leak issues continue with two leaks near front door that were recently sealed. Leaking of breezeway doors continue. The front doors of 904 were repaired.
- c. Finance report: No report.
- d. Nominating report: There are 4 candidates for the vacant Trustee position.
- e. Personnel report: No report.
- f. Policies report: The Displays and Exhibits Policy was updated, see action item f.

9. **Other Business:** None

Having no further business to discuss, a motion to adjourn the meeting was made by Trustee Muscato, seconded by Trustee Rappazzo; motion carried unanimously. Meeting adjourned at 7:08 PM.

Respectfully submitted,

Brenda Bialaszewski
Recording Secretary