

gates public library
Board of Trustees
December 17, 2025

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

Absent: Kathleen Plum

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 attended the meeting. Sue will be joining the board in 2026 filling a vacancy.
3. **Guest Staff Comments:** No staff presentation this month.
4. **Town Councilman's Comments:** Councilman Loughlin thanked President Heffer for her service and leadership as President of the board. The Town Council's organization meeting is on January 5, 2025 from 1:00 pm to 5:00 pm. The Town Board meeting is also on January 5, 2025 at 7:30 pm.
5. **Action Items:**
 - a. **Agenda Changes:** A motion to approve the agenda as amended was made by Trustee May, seconded by Trustee Yates and carried unanimously.
 - b. **Motion to Approve Minutes:** A motion to approve the November 19, 2025 meeting minutes was made by Trustee Mulla, seconded by Trustee Collins and carried unanimously.
 - c. **Motion to Approve the November Personnel Report:** A motion to approve the November 2025 Personnel Report was made by Trustee Collins, seconded by Trustee Yates and carried unanimously.
6. **Financial Review:**
 - a. Motion to approve the Year-to-Date Report (November) 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 December 2025 for Claims #375-410 Accounts payable Claims #27395-27401, and Funds Transfer of Payroll 24 and 25 was made by Trustee Yates, seconded by Trustee Mulla and carried unanimously.
 - c. Signatory of January meeting will be Trustee Mulla. Signatory of the February meeting will be Trustee Heffer.
7. **Reports:**
 - a. **Director's Report (highlights):**

- a. Advocacy and Funding: Director Erler-Perry and Assistant Director Boedicker will be working with Assemblyman Meeks on 2027 funding request in the new year.
 - b. Commitment to the Community: For the month of December the library is collecting toys for the Golisano Children's Hospital Toy Donation Drive. In January the library will be collecting socks.
 - c. Programs and Events: Working on programming for early 2026. Thinking about an electronics drop-off and would like to do another Trivia Night.
 - d. Marketing: The January flier will be published soon. Work is being done on the website so it is in compliance with ADA regulations that go into effect in the Spring of 2026.
 - e. Technology: The 3D printer programs (pixel art and pumpkins) were very popular.
 - f. User Experience: The committee was supposed to meet this month but the meeting was rescheduled to next month.
- b. **Director's Statistical Report**: Circulation is up from last year.
 - c. **Private Money Monthly Reports**: One or more of the CD matures in February 2026.
 - 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: Current issues are HVAC related and toilet issue.
 - c. Finance report: No report.
 - d. Nominating report: The nominating committee interviewed four candidates to fill 1 open position on the board.
 - 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 Rappazzo; motion carried unanimously. Meeting adjourned at 6:47 PM.

Respectfully submitted,

Brenda Bialaszewski
Recording Secretary