

gates public library
Board of Trustees
January 28, 2026

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

Absent: Christine Hunt

1. **Call to Order/Pledge of Allegiance/President's Comments:** Trustee Rappazzo, President called the meeting to order at 6:00 PM with the Pledge of Allegiance.
2. **Guest/Public Comments:** No Guest
3. **Town Councilman's Comments:** Councilman Loughlin shared that the Town has been busy with snow removal and keeping the streets safe.
4. **Action Items:**
 - a. **Agenda Changes:** A motion to approve the agenda as amended was made by Trustee Plum, seconded by Trustee Yates and carried unanimously.
 - b. **Motion to Approve Minutes:** A motion to approve the December 17, 2025 meeting minutes was made by Trustee Heffer, seconded by Trustee May and carried unanimously.
 - c. **Motion to Approve the Personnel Report:** A motion to approve the December 2025 Personnel Report was made by Trustee Collins, seconded by Trustee May and carried unanimously.
 - d. **Motion to Approve the FFRPL Grant Report for 2026 (Tummonds):** A motion to approve the FFRPL Grant Report for 2026 was made by Trustee Mulla, seconded by Trustee Plum, and carried unanimously.
 - e. **Motion to Approve the Lost Property Policy:** A motion to approve the Lost Property Policy was made by Trustee Yates, seconded by Trustee May, and carried unanimously.
5. **Financial Review:**
 - a. Motion to approve the Year-to-Date Report (December) was made by Trustee Yates, seconded by Trustee Collins and carried unanimously.
 - b. Motion to approve Bills to Be Paid: A motion to approve the January 2026 for 2025 Invoice for Claims #410-445 Accounts Payable Claims #27402, 27418, 27421, Funds Transfer of NYS Retirement, Retiree Medicare Premium Payout, and Funds Transfer of Payroll 26 and 1 was made by Trustee May, seconded by Trustee Plum and carried unanimously. A motion to approve the January 2026 Invoices for Claims #001-011 Accounts Payable Claims #27419-27420, 27422-27424,

Funds Transfer of Retiree Medicare Premium Payout and Funds Transfer of Payroll 2 and 3 was made by Trustee May, seconded by Trustee Plum and carried unanimously.

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

6. **Reports:**

a. **Director's Report (highlights):**

- a. Advocacy and Funding: Currently working on a letter to Assemblyman Meeks.
 - b. Commitment to the Community: The library is collection socks for the month of January. Socks collected will be donated to the Open Door Mission.
 - c. Programs and Events: The Committee is working on planning an afterhours trivia program with a tie-in to the Oscars.
 - d. Marketing: The Committee just release the February Programs and Events brochure.
 - e. Technology: No highlight mentioned.
 - f. User Experience: No highlight mentioned.
- b. **Director's Statistical Report**: Circulation is down as compared to the previous year; Wi-Fi and Public PC usage is up. Programming is also increased.
 - c. **Private Money Monthly Reports**: One of the CDs matures in February and may be moved to another bank depending on interest rates.
 - d. **Staff Highlights**: The staff highlights are included in the packet. Please review at your convenience.

7. **Items for Board Discussion:**

a. **Board Committees**

- a. Friends Report: No report.
- b. Facilities/Operations report: The library is exploring having metered water faucets installed in restroom.
- c. Finance report: No report.
- d. Nominating report: No report.
- e. Personnel report: No report
- f. Policies report: See Action Item 4 e.

8. **Other Business:** None

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

Respectfully submitted,

Brenda Bialaszewski

Recording Secretary