gates public library

Board of Trustees

March 25, 2026

Present: Cathy Rappazzo, President; Mary Yates, Secretary; Katie Mulla; Theresa May; Alex Collins; Christine Hunt; Sue Melia; Mike Boedicker, Assistant Library Director; and Andrew Loughlin, Town Councilman

Absent: Kathleen Plum, Vice President; Wendy Heffer; Jennifer Erler-Perry, Library Director

1. **Call to Order/Pledge of Allegiance/President's Comments:** Trustee Rappazzo, President called the meeting to order at 6:06 PM with the Pledge of Allegiance.
2. **Guest/Public Comments:** No guests**/**public in attendance
3. **Town Councilman's Comments:** Councilman Loughlin shared information on businesses and projects in the Town.
4. **Action Items:**
    a. **Agenda Changes:** A motion to approve the agenda as amended was made by Trustee Yates, seconded by Trustee May and carried unanimously.
    b. **Motion to Approve Minutes:** A motion to approve the February 25, 2026 meeting minutes as amended was made by Trustee May, seconded by Trustee Yates and carried unanimously.
    c. **Motion to Approve the Personnel Report:** A motion to approve the February 2026 Personnel Report was made by Trustee Mulla, seconded by Trustee Hunt and carried unanimously.
5. **Financial Review:**
    a. Motion to approve the Year-to-Date Report (February) was made by Trustee Yates, seconded by Trustee Mulla and carried unanimously.
    b. Motion to approve Bills to Be Paid: A motion to approve the February 2026 Claims # 042-082 Accounts Payable Claims #27463-27468, Funds Transfer of Payroll 5, 6 & 7 for a total of $253,070.48 was made by Trustee Hunt, seconded by Trustee Yates and carried unanimously.
    c. Signatory for the April meeting will be Trustee Yates. Signatory for the May meeting will be Trustee Plum.
6. **Reports:**
    a. **Director's Report (highlights):**
        a. <u>Advocacy and Funding</u>: Refer to the Director's Report included in the packet for highlights
        b. <u>Commitment to the Community</u>: The next community service project is a collection for Willow Domestic Center of personal hygiene supplies in May/June.
        c. <u>Programs and Events</u>: Refer to the Director's Report included in the packet for highlights

   d. Marketing: Refer to the Director's Report included in the packet for highlights
   e. Technology: The library now has 5 Wi-Fi hot spots and has requested 5 more.
   f. User Experience: Metered faucets and bottle filling stations will be installed soon. The fence in the courtyard in back is slated to be installed at the end of May.

b. **Director's Statistical Report:** No highlight reported.

c. **Private Money Monthly Report**: No highlight reported.

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: Just completed a successful book sale. Trustee will share information about April 18th Friends Council Gathering that is being held at the library.
      b. Facilities/Operations report: Facility improvements mentioned above in 6.a.f. User Experience.
      c. Finance report: No report
      d. Nominating report: No report
      e. Personnel report: No report
      f. Policies report: No report

8. **Other Business:** None

Having no further business to discuss, a motion to adjourn the meeting was made by Trustee May, seconded by Trustee Yates; motion carried unanimously. Meeting adjourned at 6:29 PM.

Respectfully submitted,

Brenda Bialaszewski
Recording Secretary