gates public library

Board of Trustees

April 22, 2026

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

Absent: Alex Collins

1. **Call to Order/Pledge of Allegiance/President's Comments:** Trustee Rappazzo, President called the meeting to order at 6:02 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 March 25, 2026 meeting minutes as amended was made by Trustee May, seconded by Trustee Hunt and carried unanimously.
    c. **Motion to Approve the 2025 NYS Annual Report:** A motion to approve the 2025 NYS Annual Report was made by Trustee Yates, seconded by Trustee Plum and carried unanimously.
5. **Financial Review:**
    a. Motion to approve the Year-to-Date Report (March) was made by Trustee Yates, seconded by Trustee Mulla and carried unanimously.
    b. The Motion to approve Bills to be Paid will be done at a special meeting on April 23, 2026.
    c. 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>: Refer to the Director's Report included in the packet for highlights
        c. <u>Programs and Events</u>: Refer to the Director's Report included in the packet for highlights
        d. <u>Marketing</u>: Refer to the Director's Report included in the packet for highlights
        e. <u>Technology</u>: Refer to the Director's Report included in the packet for highlights

f. User Experience: Refer to the Director's Report included in the packet for highlights

b. **Director's Statistical Report:** Visits, program attendance and new library cards issued numbers are up from last year.

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

d. **Circulation Report:** Circulation is down slightly from last year. See the circulation report in the packet for more detailed information.

e. **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: Meet next week. The library hosted a Friends Council meeting on 4/18.
      b. Facilities/Operations report: Bottle fillers and metered faucets have been installed.
      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 Heffer, seconded by Trustee May; motion carried unanimously. Meeting adjourned at 6:51 PM.

Respectfully submitted,

Brenda Bialaszewski
Recording Secretary

gates public library

Board of Trustees
Special Meeting to Approve Bills to be Paid
April 23, 2026

Present: Cathy Rappazzo, President, Kathleen Plum, Vice President; Mary Yates, Secretary; Wendy Heffer; Sue Melia; Jennifer Erler-Perry, Library Director

Absent: Katie Mulla; Theresa May; Christine Hunt, Alex Collins

1. **Call to Order:** Trustee Rappazzo, President called the special meeting to approve claims to order at 11:01 AM
2. **Action Items/Financial Review:**
   a. Motion to approve Bills to Be Paid: A motion to approve the March 2026 Claims #083-138 Accounts Payable Claims #27469-27471, 27486-27491, Funds Transfer of Payroll 8 for a total of $135,211.16 was made by Trustee Yates, seconded by Trustee Heffer and carried unanimously.

Having no further business to discuss, a motion to adjourn the meeting was made by Trustee Heffer, seconded by Trustee Yates; motion carried unanimously. Meeting adjourned at 11:02 PM.

Respectfully submitted,

Brenda Bialaszewski
Recording Secretary