gates public library

Board of Trustees

May 27, 2026

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

Absent: Mike Boedicker, Assistant Library Director

1. **Call to Order/Pledge of Allegiance/President's Comments:** Trustee Rappazzo, President called the meeting to order at 6:07 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 was made by Trustee Collins, seconded by Trustee Yates and carried unanimously.
   b. **Motion to Approve Minutes:** A motion to approve the April 22, 2026 meeting minutes was made by Trustee May, seconded by Trustee Heffer and carried unanimously. A motion to approve the April 23, 2026 special meeting to approve bills to be paid was made by Trustee Hunt, seconded by Trustee Yates and carried unanimously.
   c. **Motion to Approve the Personnel Report:** A motion to approve the April 2026 Personnel Report was made by Trustee Mulla, seconded by Trustee Yates and carried unanimously.
   d. Motion to Approve the Lease: A motion to approve the Lease was made by Trustee Yates, seconded by Trustee Plum and carried unanimously.
5. **Financial Review:**
   a. Motion to approve the Year-to-Date Report (April) was made by Trustee Heffer, seconded by Trustee May and carried unanimously.
   b. Motion to approve Bills to Be Paid: A motion to approve the April 2026 Claims #139-193 Accounts Payable Claims #27492-27493, 27516-27523, Funds Transfer of Payrolls 9, 10 and 11 for a total of $262,324.05 was made by Trustee Yates, seconded by Trustee Plum and carried unanimously.
   c. Signatory for the June meeting will be Trustee Heffer. Signatory for the July meeting will be Trustee Rappazzo.
6. **Reports:**
   a. **Director's Report (highlights):**

Advocacy and Funding: We are waiting to hear how libraries fair with the new state budget.

Commitment to the Community: Collecting personal hygiene products for Willow Domestic Center through June 22. We will merge this committee with User Experience as there is some crossover in the new Strategic Plan.

Programs and Events: A successful National Libraries Week Pop-Up event.

Marketing: Social Media posts have gone out about Heidi retiring. Invitations for the celebration on June 30 have been sent.

Technology: Sarah is working on the 2027 Technology plan & budget. One 2027 item to note is the update of the library's website OR server. Both are in the range of 12-15k.

User Experience: Next meeting in June to discuss the merging of committees.

b. **Director's Statistical Report:** Circulation and Library visits have increased compared to last year

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

d. **Circulation Report:** Digital use was up over this time last year.

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: Poetry contest & celebration was held on 5/19.
      b. Facilities/Operations report: No report
      c. Finance report: No report
      d. Nominating report: No report
      e. Personnel report: Director's review will happen in June.
      f. Policies report: No policy changes to 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 6:46 PM.

Respectfully submitted,

Brenda Bialaszewski
Recording Secretary