gates public library

Board of Trustees

June 24, 2026

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

Absent: Christine Hunt; Jennifer Erler-Perry, Library Director

1. **Call to Order/Pledge of Allegiance/President's Comments:** Trustee Rappazzo, President called the meeting to order at 6:00 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 Heffer, seconded by Trustee May and carried unanimously.
   b. **Motion to Approve Minutes:** A motion to approve the May 27, 2026 meeting minutes was made by Trustee Yates, seconded by Trustee May and carried unanimously.
   c. **Motion to Approve the Personnel Report:** A motion to approve the May 2026 Personnel Report was made by Trustee Mulla, seconded by Trustee Plum and carried unanimously.
   d. **Motion to Approve Updated Meeting Room Policy**: A motion to approve the updated Meeting Room Policy was made by Trustee Plum, seconded by Trustee Heffer and carried unanimously.
5. **Financial Review:**
   a. Motion to approve the Year-to-Date Report (May) was made by Trustee Collins, seconded by Trustee Yates and carried unanimously.
   b. Motion to approve Bills to Be Paid: A motion to approve the June 2026 Claims #194-247, Accounts Payable Claims #27542-27546, Funds Transfer of Payrolls 12 & 13 for a total of $173,634.11 was made by Trustee Plum, seconded by Trustee Yates and carried unanimously.
   c. Signatory for the July meeting will be Trustee Rappazzo. Signatory for the August meeting will be Trustee Yates.
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. Community Impact Community: The Commitment to the Community and the User Experience Committee have merged into one committee and have been renamed.

c. Programs and Events: 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: Refer to the Director's Report included in the packet for highlights

b. **Director's Statistical Report:** Reference and library visits are down and PC/Internet usage is up as compared to last year at this time.

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

d. **Circulation Report:** No highlight reported.

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: No report

b. Facilities/Operations report: No report

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 6:33 PM.

Respectfully submitted,

Brenda Bialaszewski
Recording Secretary