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March 18, 2024 7:15 PM

Board Meeting

**Present:** Brown, Megan, Cantore, Mathew; DiGianni, Jason; Dugan, Suzanne; McMunn, Maria; Meyer, Stephen; Rodger, Ed; Srinivasan, Purushothaman. Also present were Alex Gutelius, Jim Foster, Rebecca Verhayden, and Joe Gaug, Attorney.

**Absent:** Dave Golden, Tom Madison, Russ Wise

**Guest:** John Criscone, Susan Flint

The meeting was called to order at 7:16 PM by Ms. McMunn.

**AGENDA:** Ms. McMunn presented the March 18, 2024 agenda. A **Motion** was made by Mr. DiGianni, seconded by Mr. Srinivasan, to approve the agenda as sent. The **Motion** passed unanimously by those present.

**MINUTES:**

A **Motion** was made by Mr. Srinivasan, seconded by Mr. Meyer, to accept the February 26, 2024, minutes as sent. The **Motion** passed unanimously by those present. Ms. Dugan chose to abstain.

**PUBLIC COMMENT:** None

**BOARD COMMENT:** None

**TREASURER'S REPORT:**

**Presentation of the 2023 Audit:**

John Criscone of Cusack & Company was present to review the summary results and answer any questions about the 2023 audit. Mr. Criscone noted the audit went very well. Staff was easy to work with and provided all information in a timely manner. He noted it was a very clean audit. All significant transactions have been recognized in the financial statements in the proper period. The financial statement disclosures are neutral, consistent, and clear. They encountered no significant difficulties in dealing with management in performing and completing the audit. Finally, he noted some of the current year recommendations. Their recommendations were to record donations received in revenue account instead of netting them in an expense account. Additionally, we should have all civil service documents in each employee personnel file upon hiring, review employee vacation accrual balances, and review and update the employee handbook. Management is making the proper updates in all these areas. Mr. Criscone thanked Ms. Gutelius and her staff for all their preparation and cooperation during the audit. The Board of Trustees accepted the 2023 audit as presented.

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Mr. Meyer presented the Financial Statement for February 2024. The Financial Statements were reviewed and received for audit. It was noted Special Projects are now broken out on page 4 of the Financial Statement. Mr. Meyer noted the Library received the following donations in February 2024. \$30 from Alfred Riccio, \$50 in memory of Blake Michael Hagner, \$50 for Patricia V. Lawensen, and \$50 for Kathleen N. Casazza.

The February 26, 2024 warrant for \$184,656.27 was presented for approval. A **Motion** was made by Mr. Meyer, seconded by Ms. Brown, to approve the February 26, 2024 warrant. The **Motion** passed unanimously by those present. The reviewer for the February 26, 2024, warrant was Mr. DiGianni.

The March 8, 2024 warrant for \$166,114.26 was presented for approval. A **Motion** was made by Mr. Meyer, seconded by Ms. Dugan, to approve the March 8, 2024, warrant. The **Motion** passed unanimously by those present. The reviewer for the March 8, 2024, warrant was Mr. Srinivasan.

**THE FRIENDS:** Mr. Foster gave the following report:

1. A Memorandum of Understanding is being prepared to outline the agreement between the FOL and the Library.
2. The Used Book Sale is scheduled for May 17-19 and the Plant Swap is scheduled for June 1.
3. The TTOB will be hosting former NY Times food critic Ruth Reichl on April 17 at 7:00pm, at the Gowana Middle School.
4. The FOL craft give and take is scheduled for April 20-21.

**DIRECTOR'S REPORT:** Mr. Foster gave the following report on Public Service:

1. Eclipse glasses will be available to the public starting on April, 1. One pair per household. Glasses will also be given away at several eclipse related programs.
2. Mini Golf at the Library will be on Friday, March 22 at 6:30pm.
3. Exploring the Outdoors in Clifton Park will be held on Monday, March 25 at 6:30pm.
4. Tax Prep season is winding down as we approach the tax filing deadline.
5. The most recent issue of the CPH Library Insider features our ELL program.
5. The FOL will be adding three new museum passes to our collection in April. The FDR Presidential Library & Museum, Bennington Museum, and Herman Melville's Arrowhead.

**DIRECTOR'S REPORT:** Ms. Gutelius gave the following report:

1. Ms. Gutelius welcomed Rebecca Verhayden as our new Assistant Director of Planning and Communications.
2. We received a grant to purchase educational supplies for the ELL volunteers.
3. Virtual Author Talks are now available through the Library Speakers Consortium.
4. National Library Workers Day is April 9. We will be hosting a lunch for staff on April 10 due to room availability.



5. Schenectady Public Library has decided to withdraw from JA, and gave written notice to be effective in 6 months. We have limited information regarding this decision and the impact it will have on other areas libraries at this time.

**COMMITTEE REPORTS:**

**POLICY COMMITTEE:** No Report

**PUBLIC RELATIONS:** No Report

**LONG RANGE PLANNING:** No Report

**PERSONNEL COMMITTEE:** No Report

**BUILDINGS AND GROUNDS:** No Report

**FINANCE AND AUDIT:** No Report

**LEGISLATION:** No Report

**OLD BUSINESS:** None

**NEW BUSINESS:**

SALS is offering Construction Challenge Grants of up to \$5,000 per project to improve the function of member library buildings. Staff is recommending we apply for funding to add handicap door openers for the staff entrance (three doors). A **Motion** was made by Mr. Meyer, seconded by Mr. DiGianni, to approve the application request for staff entrance doors. The **Motion** passed unanimously by those present.

There being no further business, Ms. Brown made the **Motion**, seconded by Mr. Srinivasan, to adjourn the meeting. The **Motion** passed unanimously by those present, and the meeting adjourned at 8:15PM.

The next scheduled Board Meeting is Monday, April 15, 2024 at 7:15pm.