



December 16, 2024

7:15 PM

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

Absent: Dave Golden, Tom Madison

Guest: Cornelia Mogor

The meeting was called to order at 7:15 pm by Ms. McMunn.

AGENDA: Ms. McMunn presented the December 16, 2024 agenda with one modification. Under New Business Item B. Closure on December 23 was added. A **Motion** was made by Ms. Brown, seconded by Ms. Dugan, to approve the agenda as amended. The **Motion** passed unanimously by those present.

MINUTES:

A **Motion** was made by Mr. Meyer, seconded by Ms. Dugan to accept the November 18, 2024, minutes with one spelling correction to a Board members name. The **Motion** passed unanimously by those present.

PUBLIC COMMENT: None

BOARD COMMENT: None

TREASURER'S REPORT:

Mr. Wise presented the Financial Statement for November 2024. The November Financial Statement was reviewed and received for audit. There was \$25 in anonymous donations this month.

The November 25, 2024, warrant for \$525,809.83 was presented for approval. A **Motion** was made by Mr. Wise, seconded by Mr. Rodger, to approve the November 25, 2024, warrant. The **Motion** passed unanimously by those present. The reviewer for the November 25, 2024, warrant was Mr. Cantore.



The December 9, 2024, warrant for \$266,379.34 was presented for approval. A **Motion** was made by Mr. Wise, seconded by Ms. Brown, to approve the December 9, 2024, warrant. The **Motion** passed unanimously by those present. The reviewer for the December 9, 2024, warrant was Ms. Brown.

THE FRIENDS: Mr. Foster gave the following report:

1. The TTOB selection for 2025 is *West with Giraffes* by: Lynda Rutledge.
2. The TTOB kickoff with meteorologist Reid Kisselback from Channel 13, WMHT is on January 19.
3. The FOL Used Book Sale will be January 31-February 2.
4. The TTOB program will welcome back Abby Shea, a Culinary Institute of America graduate, on February 8 at 2:00pm with a soup making program.

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

1. Mr. Foster highlighted children's, adults and technology programs taking place at the library this month. We are introducing a new book club for banned books. The first selection will be *1984* by George Orwell. We also have a lot of interest in our annual Happy Noon Year program for families.
2. We will have a Winter Reading program for adults, teens, and children beginning in January. Participants can read and enter their name for prizes.
3. The Crossing Cultures Potluck on December 10 was a great success. We had a big turnout and it was a great opportunity to recognize our volunteers and highlight the ELL program.

DIRECTOR'S REPORT: Ms. Verhayden gave the following report on Communications:

1. The most popular Facebook and Instagram posts were photos of the author event with Heather Morris.
2. The Strategic Plan will be rolled out in January 2025, both in print and online and will be presented as two documents.
3. In our effort to be more sustainable, QR codes have been included in the monthly calendars and brochures to encourage patrons to take the digital option. We will also be scaling back the printing of brochures, and will print on demand when they run out.



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

1. Trustee training forms are available tonight. Please fill out and submit your form for the year.
2. The auditors will be here on January 9 and 10, and then again at the end of January. They will present their findings to the Board of Trustees in March.
3. The fire alarm went off on Wednesday. It is believed to be a vaping incident in the bathrooms. The sensors were checked and everything is working properly.
4. The JA meeting took place earlier this month. The fees will remain the same for 2025-2026.
5. The construction project in the children's library is almost complete and the front door installation is moving ahead.
6. Ms. Gutelius included her 2024 End of Year Goals report in the Board packet.
7. Ms. Oddo reported that the Library credit card in her name had been used fraudulently. The card was cancelled immediately and Key Bank will issue a new credit card.

COMMITTEE REPORTS:

NOMINATING COMMITTEE: Mr. Rodger on behalf of the Nominating Committee presented the Board with the recommendations for officers for next year. The recommendations are:

President: Mat Cantore

Vice President: Megan Brown

Treasurer: Stephen Meyer

The election of officers will be conducted at the organizational meeting of the Board on January 6, 2025 at 7:15pm. Nominations from the floor can be taken at that time.

POLICY COMMITTEE: Ms. Dugan gave the following report:

Ms. Dugan presented the Policy Committee notes from December 2.

Ms. Dugan presented Policy 3.21 Security Camera Policy. This is a new policy to define the scope and purpose of video surveillance at the Clifton Park-Halfmoon Public Library. A few minor grammatical edits were made to the policy. Ms. Dugan made the **Motion** on behalf of the Policy



Committee to approve Policy 3.21 Security Camera Policy as amended. The **Motion** passed unanimously by those present.

Next, Ms. Dugan presented Policy 4.9 Interlibrary Loan Policy. This is a new policy to define materials that may be borrowed and loaned through Interlibrary Loan. Ms. Dugan made the **Motion** on behalf of the Policy Committee to approve Policy 4.9 Interlibrary Loan Policy as presented. The **Motion** passed unanimously by those present.

Next, Ms. Dugan presented Policy 4.10 Local History Collection Management Policy. This policy is needed to establish the principles for management of the Local History Collection. A minor edit was made under the heading of Library Archives. Ms. Dugan made the **Motion** on behalf of the Policy Committee to approve Policy 4.10 as amended. The **Motion** passed unanimously by those present.

Next, Ms. Dugan presented Policy 3.2 Issuance of Library Cards Policy. This policy is needed so that cards are issued only to persons entitled to them. Modifications included moving Schenectady County residents from Regular status to Schenectady Resident status. Ms. Dugan made the **Motion** on behalf of the Policy Committee to approve Policy 4.10 as amended. The **Motion** passed unanimously by those present.

Finally, Ms. Dugan presented Policy 2.1 Mission Statement Policy. This policy is needed to explain the role of the Library. This policy was updated with the new mission statement approved on November 18, 2024. Ms. Dugan made the **Motion** on behalf of the Policy Committee to approve Policy 2.1 as amended. The **Motion** passed unanimously by those present.

PUBLIC RELATIONS: No Report

LONG RANGE PLANNING: No Report

PERSONNEL COMMITTEE: Mr. Rodger gave the following report:

Mr. Rodger presented the end of year report of accomplishments and objectives for 2025.

BUILDINGS AND GROUNDS: Ms. Brown gave the flowing report:

Ms. Brown presented the end of year report of accomplishments.

FINANCE AND AUDIT: Mr. Wise gave the following report:

Mr. Wise presented and submitted 2024 Budget Adjustments for review. The committee reviewed the draft budget adjustments that include



projections to the end of 2024. Under Receipts a large portion of the adjustments is the receipt of the NYS construction grant for \$451,144. We also received LLSA funds, investment, and interest income. Under Disbursements most of the adjustments were made to health care costs and building repairs. Mr. Wise made the **Motion**, seconded by Ms. Dugan, to approve the 2024 Draft Budget Adjustments. The **Motion** passed unanimously by those present.

LEGISLATION: No Report

OLD BUSINESS: None

NEW BUSINESS:

The Board discussed a request from a local church to use the Library's parking lot for overflow parking on Sundays. After some discussion the Board decided to deny the request.

Ms. Gutelius recommended closing the Library on December 23 for concrete work to be completed at the front entrance. The concrete work will span the width of the interior sliding doors, making it impossible for patrons to enter and exit. A **Motion** was made by Ms. Dugan, seconded by Mr. Cantore, to close the Library on Monday, December 23 for concrete work to be completed at the front entrance. The **Motion** passed unanimously by those present.

At 8:26 pm Mr. Rodger made the **Motion**, seconded by Ms. Dugan, to end Regular Session and enter into Executive Session for the purpose of discussing the Director's Review. The **Motion** passed unanimously and Executive Session was entered at 8:28 pm.

At 8:32 pm Ms. Brown made the **Motion**, seconded by Ms. Dugan, to adjourn Executive Session and return to Regular Session. The **Motion** passed unanimously by those present.

Mr. Rodger made the **Motion**, on behalf of the Personnel Committee to approve the salary recommendation for the director. 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 8:34 pm.

The next scheduled Board Meeting is Monday, January 27, 2025, at 7:15 pm.