



January 27, 2025 7:15 PM

Present: Cantore, Mathew; DiGianni, Jason; McMunn, Maria; Meyer, Stephen; Mogor, Cornelia; Srinivasan, Purushothaman. Also present were Alex Gutelius, Jim Foster, Rebecca Verhayden, and Lisa Oddo.

Absent: Megan Brown, Suzanne Dugan, Tom Madison, Ed Rodger

Teleconference: Russ Wise

Guest: Susan Flint

The meeting was called to order at 7:18 PM by Mr. Cantore.

AGENDA: Mr. Cantore presented the January 27, 2025 agenda with one addition. Under Committee Reports add Item E. Fine Exempt Status. A **Motion** was made by Mr. DiGianni, seconded by Mr. Srinivasan, to approve the agenda as amended. The **Motion** passed unanimously by those present.

MINUTES:

A **Motion** was made by Mr. Srinivasan, seconded by Mr. Meyer, to accept the December 16, 2024, minutes as sent. The **Motion** passed unanimously by those present.

A **Motion** was made by Mr. Meyer, seconded by Ms. McMunn, to accept the January 6, 2025, minutes as sent. The **Motion** passed unanimously by those present. Ms. Mogor and Mr. Srinivasan chose to abstain.

PUBLIC COMMENT: None

BOARD COMMENT: Mr. Cantore welcomed Ms. Mogor to the Library Board of Trustees.

TREASURER'S REPORT:

Mr. Meyer noted that due to the work on the 2024 audit this month there is no Financial Statement. The December 2024 and the January 2025 reports will be presented at the February meeting.

The December 20, 2024, warrant for \$343,536.42 was presented for approval. A **Motion** was made by Mr. Meyer, seconded by Ms. McMunn, to approve the December 20, 2024, warrant. The **Motion** passed unanimously



by those present. The reviewer for the December 20, 2024, warrant was Ms. Brown. It was noted this warrant included construction costs and insurance payments.

The December 30, 2024, warrant for \$111,051.79 was presented for approval. A **Motion** was made by Mr. Meyer, seconded by Mr. Srinivasan, to approve the December 30, 2024, warrant. The **Motion** passed unanimously by those present. The reviewer for the December 30, 2024, warrant was Ms. Brown.

The January 8, 2025, warrant for \$148,602.12 was presented for approval. A **Motion** was made by Mr. Meyer, seconded by Ms. McMunn, to approve the January 8, 2025, warrant. The **Motion** passed unanimously by those present. The reviewer for the January 8, 2025, warrant was Mr. Cantore.

THE FRIENDS: Mr. Foster gave the following report:

1. The FOL are working on their Standard Operating Procedures and are having budget discussions.
2. The TTOB kickoff with meteorologist Reid Kisselback from Channel 13, on January 19 was very successful and was well attended.
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.
5. The Natural History of Wildlife as captured by Trail Cameras by George Steele-A TTOB event will be held on March 23 at 2pm.
6. The FOL will be funding a visit from Mychal Threets (Mychal the Librarian) in May at HS West.
7. The FOL will be accepting applications for scholarships until February 28, 2025.

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

1. Mr. Foster noted there are a lot more adults with disabilities using the library. Staff continues to engage with this community by offering programs like the All Abilities Art Club, Inclusive Gaming events, and Therapy Dogs.
2. We have begun scheduling tax appointments. Federal forms are available in the café area and the state forms will be placed in the same area when they arrive.



3. Book Clubs are getting very popular. Two of our newest offerings are the Banned Books book club and the Meet Cutes book club.
4. Mr. Foster reported on a variety of programs taking place. He noted Appy Hour programs, Winterfest, Build a Fort at the Library, and the Arch Stanton Quartet presenting a jazz program on February 9. He encouraged everyone to look at the program brochure as we continue to offer a wide variety of programs.

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

1. Ms. Verhayden reported an increase in visits to our website and noted our most popular reels were the Happy Noon Year program and Tad using the front door.
2. We are offering patrons the option to scan a QR code for a digital copy of our program brochure.
3. Staff were presented with the final strategic plan at the January staff meeting and the full version will be on the website soon.
4. The Sustainability Committee is putting together several educational events including an Earth Day panel with speakers from local organizations.
5. A Seed Library was created and placed in a re-purposed book case near the café area where patrons can pick up seed packets that were donated to the library.

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

1. Staff are working on the annual state report that is due in February.
2. Ms. Gutelius updated trustees on the construction projects.
3. The Front Entrance project is complete and all outside foot traffic should come in using the revolving doors. The side doors have been locked from the outside now that the door is operational. The side doors are still able to be used as an exit. We are encouraging everyone to be patient as patrons get comfortable using the new doors.
4. Lobby Day is on February 5. Staff has scheduled appointments to meet in person with Assemblywoman Mary Beth Walsh and Senator Jim Tedisco.



COMMITTEE REPORTS:

POLICY COMMITTEE: Mr. Cantore gave the following report:

Mr. Cantore noted the Policy Committee End of Year report was included in the board packet.

PUBLIC RELATIONS: No Report

LONG RANGE PLANNING: No Report

PERSONNEL COMMITTEE: Ms. McMunn gave the following report:

Ms. McMunn presented two updates to the Employee Handbook. The Prenatal Leave Law will provide employees prenatal personal leave to be used for healthcare services related to your pregnancy. Ms. McMunn made the **Motion** on behalf of the Personnel Committee to approve the addition of Prenatal Leave Law to the Employee Handbook. The **Motion** passed unanimously by those present.

The Fine Exempt Status has been updated to reflect the current fine status policy. Ms. McMunn made the **Motion** on behalf of the Personnel Committee to approve the Fine Exempt Status as amended for the Employee Handbook. The **Motion** passed unanimously by those present.

BUILDINGS AND GROUNDS: No Report

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

Mr. Cantore noted the Finance and Audit Committee End of Year report was included in the board packet.

LEGISLATION: No Report

OLD BUSINESS: None

NEW BUSINESS: None

There being no further business, Mr. Meyer made the **Motion**, seconded by Mr. Srinivasan, to adjourn the meeting. The **Motion** passed unanimously by those present, and the meeting adjourned at 8:02PM.

The next scheduled Board Meeting is Monday, February 24, 2025, at 7:15pm.