



February 24, 2025 7:15 PM

Present: Brown, Megan; Cantore, Mathew; DiGianni, Jason; Dugan, Suzanne; McMunn, Maria; Meyer, Stephen; Mogor, Cornelia; Srinivasan, Purushothaman; Wise, Russ. Also present were Jim Foster and Joe Gaug Attorney.

Absent: Tom Madison, Ed Rodger

Teleconference: Alex Gutelius

Guest: Susan Flint, John Criscone

The meeting was called to order at 7:16 PM by Mr. Cantore.

AGENDA: Mr. Cantore presented the February agenda for approval with two additional items. Under Committee Reports add Item A. Legislative Committee Report. Under New Business add Item C. Sexual Harassment Prevention Training for Trustees. A **Motion** was made by Ms. Brown, seconded by Mr. Srinivasan, to approve the agenda as amended. The **Motion** passed unanimously by those present.

MINUTES:

A **Motion** was made by Mr. Meyer, seconded by Ms. McMunn to accept the January 27, 2025, minutes as sent. The **Motion** passed unanimously by those present. Ms. Brown, Ms. Dugan and Mr. Wise chose to abstain.

PUBLIC COMMENT: None

BOARD COMMENT: None

TREASURER'S REPORT:

Presentation of the 2024 Audit:

John Criscone of Cusack & Company was present to review the summary results and answer any questions about the 2024 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 clean audit. No new accounting policies were adopted and the application of existing policies was not changed during 2024. All significant transactions have been recognized in the financial statements in the proper period. There were no



sensitive disclosures affecting the financial statements and 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 the current year recommendations. Their recommendations were to initial and date all monthly bank statements and reconciliations as per the Library's internal control policy. He noted the status of the prior year recommendations. They recommended reviewing and updating the Employee Handbook. That item has been resolved. They recommended reviewing employee vacation accrual balances. The status of this is unresolved. They recommended all required civil service documents should be placed in each employee personnel file upon hiring. This item is resolved. They recommended Revenue donations should be recorded in the revenue account instead of netting them in an expense account. This item is unresolved. Management is making the proper changes for all the unresolved items noted in the report. Mr. Criscone noted the Library does an excellent job managing their internal controls. He thanked Ms. Gutelius and her staff, specifically Ms. Oddo for all their timely preparation and cooperation during the audit. The Board of Trustees accepted the 2024 audit as presented.

Mr. Meyer presented the Financial Statements for December 2024 and January 2025. The December 2024 and January 2025 Financial Statements were reviewed and received for audit. He noted the January 2025 expenses included the costs for professional services from Synthesis Architects and the payment for the audit.

The January 23, 2025, warrant for \$760,159.19 was presented for approval. A **Motion** was made by Mr. Meyer, seconded by Mr. Wise to approve the January 23, 2025, warrant. The **Motion** passed unanimously by those present. The reviewer for the January 23, 2025, warrant was Mr. Cantore. It was noted this warrant included the bank transfer from Key Bank.

The January 31, 2025, warrant for \$476,282.11 was presented for approval. A **Motion** was made by Ms. McMunn, seconded by Ms. Dugan to approve the January 31, 2025, warrant. The **Motion** passed unanimously by those present. The reviewer for the January 31, 2025, warrant was Mr. Cantore. It was noted this warrant included the bond payment for the Town of Clifton Park.

The February 10, 2025, warrant for \$153,230.74 was presented for approval. A **Motion** was made by Mr. DiGianni, seconded by Ms. McMunn to approve the February 10, 2025, warrant. The **Motion** passed unanimously by those present. The reviewer for the February 10, 2025, warrant was Mr. Madison.



Mr. Meyer noted in December 2024 we had \$15.05 in anonymous donations and \$500 from Kevin Kralovic and in January 2025 we had \$100 in honor of Malie Smith, \$25 from Sharon DiLorenzo, and \$150 in memory of Blake Michael Hagner for the children's library.

THE FRIENDS: Mr. Foster gave the following report:

1. The FOL continue work on monthly programs for the TTOB. The Natural History of Wildlife as captured by Trail Cameras by George Steele-A TTOB event will be held on March 23 at 2pm. They are also hosting What's Wild in my Backyard? Sunday, April 27 at 2pm and a trip to the Zoo is in the works for June. More info coming soon.
2. The FOL Crafters Supplies Give & Take will be held on April 11-13.

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

1. Mr. Foster noted there are now five book clubs being offered. The Banned Book Club was very well attended last month.
2. Tax season is in full swing. Federal and State forms are available in the café area. AARP volunteers are here and currently all appointments are filled.
3. Staff will be hosting a number of events on March 7-8 to celebrate National Genealogy Day.
4. The Shenendehowa Middle School Jazz bands will be performing on March 14 at 10am and Diane Payette will be here for her annual St. Patrick's Day program on March 16 at 2pm.

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

1. Mr. Foster reported there were huge increases in engagement on Social Media in January. The Reel of the new front door, featuring Tad, was very popular.
2. We are offering patrons the option to scan a QR code for a digital copy of our program brochure. As of February 18, 20 people scanned the QR code for the digital version.
3. The Seed Library was very popular and closed two weeks early due to demand. All 600 packets of seeds were given out.



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

1. The Annual Report for the State has been submitted to SALS.
2. Ms. Gutelius updated trustees on the construction projects. Both the front door and the children's library projects are nearing completion. The Lactation Room is now open. The Front Entrance doors are making the library more energy efficient and are keeping the cold out of the library.
3. Ms. Gutelius shared positive feedback from a patron regarding the Scratch classes her child attended during break week.
4. Ms. Gutelius noted the Director's Goals were included in the board packet. She noted that three contracts will be addressed this year; Janitorial, Grounds Maintenance, and Auditing.

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: Mr. Wise gave the following report:

Mr. Wise noted the in-person and virtual advocacy visits to legislatures were well attended. He noted the recommendations from NYLA included increased funding requests for library aid, construction aid, library materials, and NOVELny.

OLD BUSINESS: None



NEW BUSINESS:

Open Meeting Law

The Board discussed an updated report on Open Meeting Law and the various options that are available for meetings. The Board took no action at this time to change the way meetings are conducted at the Library.

2024 Annual Report for Public and Association Libraries

Ms. Gutelius presented the Annual Report for Public and Association Libraries for 2024. Ms. Mogor requested an update to her email address. Ms. Brown made the **Motion** seconded by Ms. Dugan to approve the Annual Report for Public and Association Libraries for 2024 as amended. The **Motion** passed unanimously by all present.

Sexual Harassment Prevention Training for Trustees

Ms. Gutelius shared that trustees have an opportunity to complete their annual Sexual Harassment Prevention training through SALS. Library staff will complete their annual training through Paychex.

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 8:19PM.

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