



April 21, 2025

7:15 PM

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

Absent: Tom Madison

Guest: Susan Flint, Stacy Robinson

The meeting was called to order at 7:17 PM by Mr. Cantore.

AGENDA: Mr. Cantore presented the April 21, 2025 agenda for approval. A **Motion** was made by Ms. Brown, seconded by Mr. DiGianni, to approve the agenda as sent. The **Motion** passed unanimously by those present.

MINUTES:

A **Motion** was made by Mr. Rodger, seconded by Ms. McMunn, to accept the March 24, 2025, minutes as sent. The **Motion** passed unanimously by those present.

PUBLIC COMMENT: None

BOARD COMMENT: Mr. Cantore noted the Board of Trustees has accepted the resignation of Tom Madison from the Library Board effective April 22, 2025. The Personnel Committee will appoint someone to fill the position for the remainder of 2025. Mr. Cantore thanked Mr. Madison for his commitment to the Library Board during his tenure.

TREASURER'S REPORT:

Mr. Meyer presented the Financial Statement for March 2025. Mr. Meyer noted some of the larger expenditures included Building Service Contracts for the snow removal and salt application in addition to Professional Services and Benefits. The March 2025 Financial Statement was reviewed and received for audit.

The March 26, 2025, warrant for \$272,071.06 was presented for approval. A **Motion** was made by Mr. Meyer, seconded by Mr. Rodger, to approve the March 26, 2025, warrant. The **Motion** passed unanimously by those present. The reviewer for the March 26, 2025, warrant was Mr. Srinivasan.



The April 7, 2025, warrant for \$360,907.47 was presented for approval. A **Motion** was made by Mr. Meyer, seconded by Ms. Brown, to approve the April 7, 2025, warrant. The **Motion** passed unanimously by those present. The reviewer for the April 7, 2025, warrant was Ms. Brown.

It was noted this warrant included the Town of Halfmoon bond payment.

Mr. Meyer noted in March 2025 we had \$5.00 in anonymous donations and \$175.00 in commemorative donations for Janice Hansen.

THE FRIENDS: Mr. Foster gave the following report:

1. The FOL continue TTOB programming with What's Wild in my Backyard on April 27, Storytelling with Kate Dudding on June 1, and a visit to The Wild Animal Park in Chittenango on June 14.
2. The FOL are looking for nominations for next year's TTOB title.
3. The Used Book Sale is scheduled for May 16-18.
4. The Plant Swap will be held the morning of May 17. The Local Author event will be held the afternoon of May 17
5. The Craft Give and Take event was very successful.

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

1. Mr. Foster noted tax season is officially over. The program ran very smoothly and AARP was able to assist over 300 people with their taxes.
2. The library will be hosting the Shenendehowa Art Show again in May. They will be hosting two receptions to accommodate the large number of attendees. Thanks to Ms. Flint for organizing this event and coordinating with the school district.
3. The Youth Services department finished a very busy break week of activities and will be attending outreach events at Karigon Elementary School, Shen Science Night, and YMCA.
4. The Lactation Room is seeing increased use as more people find out about it.
5. Our library mascot, Tad, will be visiting Archie the Archivist at the NYS Museum.
6. The Adult Services Department was awarded a Saratoga Arts Grant and will be hosting an event for a Living Wall Fiber Art Installation.



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

1. Ms. Verhayden reported the most popular Facebook post for March was the guided Nature Walk at Ushers Road. In March, the website received a 10.8% jump in hits from February.
2. The Sustainability Committee continues work on our certification. We will be presenting a Policy tonight to support that initiative. The Sustainability Committee is currently focused on outdoor spaces, and staff plans to pilot a composting program.
3. Staff will be working with CBS 6 on interviews that feature book reviews. The sessions will be pre-recorded at the studio and will air at a later date on CBS 6.

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

1. Ms. Gutelius shared an article from the Times Union regarding the potential impact the IMLS cuts will have on local libraries.
2. Please reply to Ms. Gutelius if you plan to attend the SALS Annual Meeting on May 19.
3. This month's copy of the CPH Insider highlighted information on our new door and its energy benefits. It is available on our website. While we do still get questions regarding the door, overall most people are adapting to the new entrance.
4. The library hosted a luncheon for staff on April 8 for National Library Workers Day.

COMMITTEE REPORTS:

CRISIS COMMUNICATIONS: Mr. Cantore gave the following report:

Mr. Cantore presented the Ad Hoc Crisis Communications Committee notes from March 26, 2025. They are reviewing the Risk Register and updating a roadmap of prepared statements to address a variety of scenarios.

POLICY COMMITTEE: Ms. Dugan gave the following report:

Ms. Dugan presented the Policy Committee Notes from April 7, 2025. Next, Ms. Dugan presented Policy 2.7 Sustainability Policy. This is a new policy as it is required as part of the Sustainable Libraries Initiative. The



Library supports sustainable principles that ensure a resilient, sustainable community and Library for all residents. The policy had one edit to the third paragraph to refer to the sustainability policy not the environmental policy. Ms. Dugan made the **Motion** on behalf of the Policy Committee to approve Policy 2.7 Sustainability Policy as amended. The **Motion** passed unanimously by those present.

Next, Ms. Dugan presented Policy 2.5 Whistleblower Policy. This policy was reviewed as per the schedule and no changes were made.

Next, Ms. Dugan presented Policy 3.14 Solicitation Policy. This policy was reviewed as per the schedule and no changes were made.

Next, Ms. Dugan presented Policy 3.16 Programming Policy. This policy defines the term “program” as used by the Library to set parameters for programming and specifically to address virtual programming. The reference to the mission statement was changed to remove the specific mission statement and a section on sustainability was added. Ms. Dugan made the **Motion** on behalf of the Policy Committee to approve Policy 3.16 Programming Policy as amended. The **Motion** passed unanimously by those present.

Next, Ms. Dugan presented Policy 4.2 Materials Selection Policy. This policy provides a framework for the growth and development of collections in support of the Library’s mission. The reference to the mission statement was changed to remove the specific mission statement. Ms. Dugan made the **Motion** on behalf of the Policy Committee to approve Policy 4.2 Materials Selection Policy as amended. The **Motion** passed unanimously by those present.

Next, Ms. Dugan presented Policy 4.4 Library Charges and Fees Policy. This policy provides guidance for Library staff in the levying of fines and fees. The language in the policy was updated to reflect current practice and a library card in good standing was defined. Ms. Dugan made the **Motion** on behalf of the Policy Committee to approve Policy 4.4 Library Charges and Fees Policy as amended. The **Motion** passed unanimously by those present.

Finally, Ms. Dugan presented the Purchasing Policy and Procedures Manual. This item was deferred to next month in order to add the Sustainability Statement.

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:

A **Motion** was made by Mr. Rodger, seconded by Mr. Meyer, to approve the appointment of Cameron Audette as a Page. 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, May 12, 2025, at 7:15pm.