



May 12, 2025

7:15 PM

Present: Brown, Megan; Dugan, Suzanne; McMunn, Maria; Mogor, Cornelia; Rodger, Ed; Wise, Russ. Also present were Alex Gutelius, Rebecca Verhayden, Jim Foster, and Lisa Oddo.

Absent: Mathew Cantore, Jason DiGianni, Stephen Meyer, Purushothaman Srinivasan

Guest: None

The meeting was called to order at 7:17 PM by Ms. Brown.

AGENDA: Ms. Brown presented the May 12, 2025 agenda for approval. A **Motion** was made by Ms. Dugan, seconded by Ms. McMunn, to approve the agenda as sent. The **Motion** passed unanimously by those present.

MINUTES:

A **Motion** was made by Mr. Wise, seconded by Ms. Dugan, to accept the April 21, 2025, minutes as sent. The **Motion** passed unanimously by those present.

PUBLIC COMMENT: None

BOARD COMMENT: Ms. Brown thanked Ms. Gutelius and the YS staff for their kindness in helping an unnamed teen patron acquire the chrysalid shells after the butterflies hatched from the children's library.

TREASURER'S REPORT:

Mr. Wise presented the Financial Statement for April 2025. Mr. Wise noted the larger expenditures included Professional Services. The April 2025 Financial Statement was reviewed and received for audit.

The April 24, 2025, warrant for \$191,005.82 was presented for approval. A **Motion** was made by Mr. Wise, seconded by Mr. Rodger, to approve the April 24, 2025, warrant. The **Motion** passed unanimously by those present. The reviewer for the April 24, 2025, warrant was Ms. McMunn.

The May 5, 2025, warrant for \$130,933.19 was presented for approval. A **Motion** was made by Mr. Wise, seconded by Ms. Mogor, to approve the May 5, 2025, warrant. The **Motion** passed unanimously by those present. The reviewer for the May 5, 2025, warrant was Ms. Mogor.



Mr. Wise noted in April 2025 we had \$25.00 in commemorative donations for Carole Congero.

THE FRIENDS: Mr. Foster gave the following report:

1. The FOL continue TTOB programming with, 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 Books for Babies program was a success with 76 packets being picked up.

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

1. 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. We have asked the teachers to provide a general location listing, so we can assist parents in locating their child's artwork.
2. The gallery currently has work from the Shenendehowa High School Photography Class, with a video explaining their process.
3. The Design a Bookmark Contest is very popular. It is for all ages. Winning bookmarks will be printed and given out over the summer.
4. Staff will be attending the 75th Anniversary celebration at Shenendehowa High School on Saturday, May 17 from 10-3pm.
5. Staff will be presenting at CDLC in May on the Genealogy Conference held here at the library in March and on Reinvigorating Librarianship.
6. Mychal Threets will be at HS West on Thursday, May 29 at 7pm.

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

1. Ms. Verhayden reported the website received almost 100,000 visits in April. The most popular page continues to be the digital newspapers.
2. The Monthly Constant Contact emails continues to be a reliable resource for reaching patrons.



3. The CPH Insiders Newsletter was very popular on social media with the latest edition featuring information about the new door and sustainability initiatives.
4. The PR department created QR code magnets to hand out at events. The code will take patrons directly to the online calendar. YS staff gave them out at a recent story time and received positive feedback from patrons.
5. The Sustainability Committee is piloting a composting project for staff only. They continue to work on reducing paper usage, and are discussing a pollinator garden.

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

1. Ms. Gutelius noted the SALS annual meeting will be at Saratoga National on May 19. George Steele will be presenting.
2. Ms. Gutelius reported on some of the recent changes including the firing of Carla Hayden, the Librarian of Congress and the top copyright official, Shira Perlmutter. Additionally, the cuts to IMLS have been temporarily stopped by a court order.
3. We have had some inquiries regarding the open trustee position for the Town of Halfmoon. Applications are due by May 20.
4. The library staff will be meeting with Town officials to discuss next steps regarding the trail link to the Library.
5. The sliders and the gates have been removed for the lobby so that the new carpeting can be installed. The AED and NARCAN equipment have been relocated.
6. There are a number of personnel changes at SALS. The SALS Director search to replace Sara Dallas is ongoing through mid-May.
7. The first press release for the trustee and budget vote will go out soon as a save the date, for September 11. There will be three trustee candidates for Clifton Park, and one trustee candidate for Halfmoon on the ballot.

COMMITTEE REPORTS:

CRISIS COMMUNICATIONS: No Report

POLICY COMMITTEE: Ms. Dugan gave the following report:

Ms. Dugan presented the Purchasing Policy and Procedures Manual. Changes to the manual included adding a sustainability statement and



updating the warrant procedures to reflect current practices. Ms. Dugan made the **Motion** on behalf of the Policy Committee to approve the Purchasing Policy and Procedures Manual as amended. The **Motion** passed unanimously by those present.

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 Ms. McMunn, to approve the appointment of Devine Lee as a Page and Elizabeth Puskas as a Substitute Librarian I. The **Motion** passed unanimously by those present.

There being no further business, Ms. Dugan made the **Motion**, seconded by Ms. McMunn, to adjourn the meeting. The **Motion** passed unanimously by those present, and the meeting adjourned at 7:54PM.

The next scheduled Board Meeting is Monday, June 16, 2025, at 7:15pm.