



September 15, 2025

7:15 PM

Present: Brown, Megan; Cantore, Mathew; Dugan, Suzanne; McMunn, Maria; Meyer, Stephen; Mogor, Cornelia; Rodger, Ed; Schlegel, Jennifer; Srinivasan, Purushthaman; Wise, Russell. Also present were Alex Gutelius, Jim Foster, and Rebecca Verhayden.

Absent: Jason DiGianni

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

AGENDA: Mr. Cantore presented the September 15, 2025, agenda for approval. A **Motion** was made by Ms. Dugan, seconded by Ms. Brown to approve the agenda as sent. The **Motion** passed unanimously by those present.

MINUTES:

A **Motion** was made by Mr. Meyer, seconded by Ms. McMunn to accept the August 18, 2025, minutes as sent. The **Motion** passed unanimously by those present. Ms. Dugan chose to abstain.

PUBLIC COMMENT: None

BOARD COMMENT: Mr. Cantore thanked the FOL for their efforts for the Get out the Vote campaign. Ms. Gutelius noted the Clifton Park-Halfmoon Public Library 2026 budget vote passed by a margin of 739 votes for the budget and 123 against. The approval margin was 86%. Suzanne Dugan and Cornelia Mogor were re-elected to five-year terms for Clifton Park. Rose Robin-Lamb was elected to the final four years of a term for Clifton Park. Jennifer Schlegel was elected to the final year of a term for Halfmoon. The Board also commended the library staff for their hard work with the public every day.

TREASURER'S REPORT:

Mr. Meyer presented the Financial Statement for August 2025. The August Financial Statement was reviewed and received for audit. Mr. Meyer noted we received \$25.00 in anonymous donations.

The August 25, 2025, warrant for \$200,366.25 was presented for approval. A **Motion** was made by Mr. Meyer, seconded by Ms. Dugan to approve the August 25, 2025, warrant. The **Motion** passed unanimously by those present. The reviewer for the August 25, 2025, warrant was Mr. Rodger.

The September 8, 2025, warrant for \$158,487.72 was presented for approval. A **Motion** was made by Mr. Meyer, seconded by Mr. Wise to approve



the September 8, 2025, warrant. The **Motion** passed unanimously by those present. The reviewer for the September 8, 2025, warrant was Mr. Wise.

THE FRIENDS: Mr. Foster gave the following report:

1. The Used Book Sale is scheduled for September 26-September 28.
2. The FOL and library staff will be presenting at NYLA in November.
3. The TTOB selection for 2026 is *The God of the Woods* by: Liz Moore.

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

1. The All-Abilities Art Show will be held October 8-12 with a reception at noon on October 8.
2. The Living Wall Art Installation and reception will be held on October 16 at 6:00pm.
3. Mr. Foster shared information on the Erie Canal programs being offered to mark the 200th anniversary.
4. The Manhattan Short film festival and competition will have two screenings: October 2 from 6-9pm and October 4 from 2-5pm.
5. Summer Reading was a huge success! We had 3,549 children, teens, and adults sign up and a total of 1,080 children, teen, and adult finishers.

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

1. The most popular Facebook post was a child completing the 1,000 Books Before Kindergarten program. The Balance Reel continues to be our most popular social media post going "viral" with over 73,000 views.
2. Signs have been added to the restrooms promoting library services, resources, and materials.
3. New "Welcome to the Library" banner signs were installed on the light poles out front of the library.
4. The current edition of CPH Wrapped is included in the board packet.
5. Over 75 people attended Staff Development Night. Ms. Witmer presented on Cultural Competencies.
6. Phone interviews for the three open staff positions will begin soon.

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

1. Photos of board members will be taken prior to the November board meeting.
2. The tax cap documentation has been submitted to the Comptroller's office.
3. The JA Council has been discussing the introduction of Vega, a new interface for Polaris.
4. Kimberly Boland has started her position as the new Executive Director of SALS.



5. Ms. Gutelius presented the proposed closed dates for 2026 and the draft of the 2026 Board meeting schedule.
6. Ms. Gutelius shared information on NYS Retirement. In August, estimated invoices for employer contributions due December 15 of the current year or Feb 1 of the following year are available. In September, employee contribution rates are issued and projected invoices are available for the next fiscal year. In November, the annual invoices are made available.
7. The visitor counter is still being adjusted to find the optimal spot for tracking foot traffic.

COMMITTEE REPORTS:

CRISIS COMMUNICATIONS COMMITTEE: Mr. Cantore gave the following report:

Mr. Cantore shared the September 8 committee meeting minutes. He noted at the next committee meeting they will look to outline steps to address a financial crisis, staffing crisis, or a Board crisis. They plan to take some time to discuss these topics during the October Board retreat.

POLICY COMMITTEE: No Report

PUBLIC RELATIONS: No Report

LONG RANGE PLANNING: No Report

PERSONNEL COMMITTEE: No Report

BUILDINGS AND GROUNDS: Ms. Gutelius gave the following report:

The current Grounds Maintenance contract with Northside Services expires on October 31, 2025. A request for bids for the next Grounds Maintenance contract was issued on July 24, 2025. One company submitted a bid by the due date. Northside Services monthly cost would be \$4,000 with a rate of \$600 per salt application and \$150 per calcium chloride application. Ms. Brown made the **Motion** on behalf of the Building & Grounds Committee for the Library to contract with Northside Services for one year, with the option to renew for the second and third years. The **Motion** passed unanimously by those present.

FINANCE AND AUDIT: No Report

LEGISLATION: No Report

OLD BUSINESS: None

NEW BUSINESS: None



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 Saturday, October 18, 2025, at 9:00am.

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