



October 18, 2025

9:00 AM

Present: Brown, Megan; Cantore, Mat; DiGianni, Jason; McMunn, Maria; Meyer, Steve; Mogor, Cornelia; Srinivasan, Purushothaman; Wise, Russ. Also present were Alex Gutelius, Jim Foster, and Rebecca Verhayden

Absent: Ed Rodger.

Guest: Rose-Robin Lamb

The meeting was called to order at 9:06 AM by Mr. Cantore

AGENDA: Mr. Cantore presented the October 18, 2025 agenda. A **Motion** was made by Mr. DiGianni, seconded by Ms. Brown, to approve the agenda. The **Motion** passed unanimously by all present

MINUTES:

A **Motion** was made by Mr. Wise, seconded by Ms. McMunn, to accept the September 15, 2025 minutes as sent. The **Motion** passed unanimously by all present.

PUBLIC COMMENT: None

BOARD COMMENT: Mr. Cantore welcomed Ms. Lamb to the Board Retreat and congratulated her on her recent election.

TREASURER'S REPORT:

Mr. Meyer presented the Financial Statement for September 2025. The Financial Statement was reviewed and received for audit.

The September 24, 2025 warrant for \$172,918.50 was presented for approval. A **Motion** was made by Mr. Meyer, seconded by Ms. McMunn, to approve the



September 24th warrant. The **Motion** passed unanimously by all present. The warrant was reviewed by Ms. McMunn.

The October 3, 2025 warrant for \$156,873.92 was presented for approval. A **Motion** was made by Mr. Meyer, seconded by Ms Brown, to approve the October 3th warrant. The **Motion** passed unanimously by all present. The warrant was reviewed by Ms. Schlegel.

Mr. Meyer noted that there were a total of \$41.50 in donations in September; \$16.50 in anonymous donations and \$25 in memory of Vivian Atutis.

FRIENDS OF THE LIBRARY REPORT: Mr. Foster gave the following report:

1. The Friends are preparing for next year's Two Towns One Book programs including the visit from Liz Moor, author of *God of the Woods*, in April.
2. The Friends raised over \$12,000 at the Used Book Sale in September.

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

1. There was a reception held on the evening of October 16 for the Living Wall art installation.
2. There was a reception for the All Abilities Art Show at noon on October 8.
3. The author of *The shoe in the Danube: the immigrant experience of a holocaust survivor*, Peter Balint, will be presenting at the Library on November 20.

DIRECTOR'S REPORT: Ms. Verhayden gave the following report on Planning and Communication

1. There were over 100,000 visits to the Library's website in September. Some of the most visited pages included Voting Information and Employment Opportunities.
2. Some pages are being reworked
3. Beginning in November the Library will be offering ebooks for children's in languages other than English.
4. Over 20 staff members attended the first Lunch & Learn in October.
5. The Walking Club continues to be popular and some staff have participated in local 5K runs/walks.



DIRECTORS REPORT: Ms. Gutelius gave the following report:

1. We will be seeking a new auditing firm for the 2025 audit. The Library's policy allows for a CPA firm to audit the books for no more than five years in a row.
2. Due to the shut down of Baker & Taylor, book orders are being transferred to Ingram. This is a labor intensive process for TP staff. This may cause some delay in orders.

COMMITTEE REPORTS:

BUILDINGS AND GROUNDS: None.

POLICY COMMITTEE:

Ms. Dugan reviewed the notes from the most recent Policy Committee Meeting.

Ms. Dugan presented the updated Pandemic Operations Plan, now the Public Health Emergency Plan that has been modified to apply generally to public health emergencies.

Ms. Dugan made the **Motion** on behalf of the Policy Committee to approve the revisions to the Public Health Emergency Plan. The **Motion** passed unanimously by those present.

Ms. Dugan then presented Policy 4.2 Material Selection Policy which was updated to be gender neutral and specified that CPH tax district resident may make purchase requests for additions to the collection.

Ms. Dugan made the **Motion** on behalf of the Policy Committee to approve the revisions to Policy 4.2 Materials Selection Policy. The **Motion** passed unanimously by those present.

PERSONNEL COMMITTEE: None.

PUBLIC RELATIONS: None.

LONG RANGE PLANNING: None.



FINANCE: None

LEGISLATION: None.

PUBLIC COMMENT:

OLD BUSINESS:

Ms. Gutelius presented a recommendation that the Board consider closing on Sunday July 5, 2026 following the July 4th holiday which was discussed by the Board.

Mr. Meyer made the **Motion**, seconded by Ms. McMunn, to close the Library on Sunday July 5, 2026. The **Motion** passed with six votes in favor and 3 votes against.

NEW BUSINESS:

Mr. Meyer presented the 403(b) Restated Plan Document. The plan has been updated to include options from the SECURE 2.0 Act of 2022 and the SECURE Act of 2019.

Mr. Meyer made the **Motion**, seconded by Ms. Dugan, to approve the 403(b) Restated Plan Document. The **Motion** passed unanimously by those present.

There being no further business, Ms. Brown made the **Motion**, seconded by Ms. McMunn, to adjourn the meeting. The **Motion** passed unanimously by those present and the meeting adjourned at 9:50 AM.

The next scheduled Board Meeting is Monday November 17, 2025 at 7:15 PM.