



November 17, 2025

7:15 PM

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

Guests: Robin Lamb, Susan Flint

The meeting was called to order at 7:21 PM by Mr. Cantore.

AGENDA: Mr. Cantore presented the November 17, 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. Meyer, seconded by Mr. Srinivasan to accept the October 18, 2025, minutes as sent. The **Motion** passed unanimously by those present.

PUBLIC COMMENT: None

BOARD COMMENT:

Mr. Cantore noted that four trustees have completed their annual trustee training and submitted the assurance forms and that all trustees need to complete their two hours of trustee training plus the Sexual Harassment Prevention Training by the end of December.

TREASURER'S REPORT:

Mr. Meyer presented the Financial Statement for October 2025. Mr. Meyer noted that the investment income is doing well due to the investment in NYCLASS. He also noted that line 6150 Repairs – Building & Equipment is negative for October because of the refund for the front door floor. Year to date, Building Repair and Professional Services are high due to the construction expenses.

The October Financial Statement was reviewed and received for audit. Mr. Meyer noted we received \$113.00 in anonymous donations.

The October 17, 2025, warrant for \$184,243.17 was presented for approval. A **Motion** was made by Mr. Meyer, seconded by Ms. McMunn to approve the October 17, 2025, warrant. The **Motion** passed unanimously by those present. The reviewer for the October 17, 2025, warrant was Ms. Schlegel.



The October 30, 2025, warrant for \$133,644.16 was presented for approval. A **Motion** was made by Mr. Meyer, seconded by Ms. McMunn to approve the October 30, 2025, warrant. The **Motion** passed unanimously by those present. The reviewer for the October 30, 2025, warrant was Ms. Schlegel.

The November 7, 2025, warrant for \$62,359.55 was presented for approval. A **Motion** was made by Mr. Meyer, seconded by Ms. Brown to approve the November 7, 2025, warrant. The **Motion** passed unanimously by those present. The reviewer for the November 7, 2025, warrant was Ms. Brown.

Finally, Mr. Meyer shared that the Finance Committee will be meeting the week of December 8 to review budget adjustments for 2025 and the audit RFP submissions.

THE FRIENDS: Ms. Verhayden gave the following report:

1. The Friends Booksale is January 23-25, 2026.
2. Two Town-One Book Kickoff event is January 11, 2026 with Gem Radio Theatre
3. Author Liz Moore will be speaking at the Library on April 28, 2026.

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

1. Several librarians attended the NYLA Conference in Saratoga Springs, November 5-8. Amanda Menneto and Rebecca Verhayden, along with several members of the CPH Friends gave presentations.
2. There are many exciting programs coming up including local author and Holocaust survivor, Peter Balint, talking about his book *The Shoe in the Danube* on November 20. The Clifton Park Senior Chorus signing on December 14, and the Big Bubble Bonanza on December 7.

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

1. Staff are working to review the website and make updates to better present the resources available.
2. LOTE4Kids is a new online database of digital books in world languages. The database includes over 7,500 books in more than 100 languages.
3. The staff will be participating in AI Training in January.



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

1. The date for the September 2026 budget vote was discussed, and it was decided to leave the date as September 10, 2026.
2. The Library held a food drive for CAPTAIN from November 10 through November 16.
3. The GASB 75 Actuarial Valuation has been completed for 2025 and is ready for the Auditors.

COMMITTEE REPORTS:

CRISIS COMMUNICATIONS COMMITTEE: Mr. Cantore gave a report on the recent Crisis Communications Committee meeting and that the work of the Committee has been completed. Any ongoing work on this topic will be folded into the Public Relations Committee. Mr. Cantore thanked Ms. McMunn, Mr. Meyer, Mr. DiGianni, and Mr. Wise for their work on this committee. He also thanked Rebecca Verhayden and other staff for their contributions.

The Ad Hoc Crisis Communications Committee has been officially dissolved.

POLICY COMMITTEE: Ms. Dugan gave the following report:

Ms. Dugan reviewed the notes from the most recent Policy Committee Meeting. The Committee discussed the need for a standalone trustee education policy as well as the need for an AI policy.

Ms. Dugan presented the revised Policy 5.4 Calendar for Board of Trustees that includes a modification to clarify trustee training requirements.

Ms. Dugan made the **Motion** on behalf of the Policy Committee to approve the revisions to Policy 5.4 Calendar for Board of Trustees. The **Motion** passed unanimously by those present.

Ms. Dugan presented the new Equity Diversity and Inclusion policy that is required as part of the Sustainable Libraries certification process.

Ms. Dugan made the **Motion** on behalf of the Policy Committee to approve the new Equity Diversity and Inclusion policy. The **Motion** passed unanimously by those present.

Finally, Ms. Dugan presented the new Partnership Policy that is required as part of the Sustainable Libraries certification process.

Ms. Dugan made the **Motion** on behalf of the Policy Committee to approve the new Partnership policy, subject to the amendment of term to term. The **Motion** passed unanimously by those present.



Ms. Dugan presented the revised Policy 5.4 Calendar for Board of Trustees that includes a modification to clarify trustee training requirements.

Ms. Dugan made the **Motion** on behalf of the Policy Committee to approve the revisions to Policy 5.4 Calendar for Board of Trustees. The **Motion** passed unanimously by those present.

PUBLIC RELATIONS: No Report

LONG RANGE PLANNING: No Report

PERSONNEL COMMITTEE: Mr. Rodger gave the following report:

Mr. Rodger reviewed the notes from the November 13, 2025 Personnel Committee meeting, including the draft 2026 goals.

Mr. Rodger presented the updates to the Employee Handbook including sections on Leave Without Pay/Unpaid Leave, Business Travel Expenses and Holidays and Floaters.

Mr. Rodger made the **Motion** on behalf of the Personnel Committee to approve the updates to the Employee Handbook. The **Motion** passed unanimously by those present.

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

Ms. Brown reviewed the notes from the November 13, 2025 Buildings & Grounds Committee meeting. The Committee discussed the costs for the floor of the revolving door. The cost of the stainless-steel floor has been refunded, but there are outstanding costs for the re-installation and the professional services costs. The Committee will be working on recouping the cost of the re-installation and professional services costs.

Ms. Brown presented the Memorandum of Understanding (MOU) between the Town of Clifton Park, the Shenendehowa Central School District and the Clifton Park-Halfmoon Public Library. The MOU has been drafted to further the efforts to explore grant funding to design and construct a trail connection.

Ms. Brown made the **Motion** on behalf of the Buildings & Grounds Committee to approve the Memorandum of Understanding between the Library, the Town of Clifton Park, and the Shenendehowa Central School District. The **Motion** passed unanimously by those present.



FINANCE AND AUDIT: No Report

LEGISLATION: No Report

Mr. Cantore asked trustees to start considering what committees they might like to serve on in 2026. Committee assignments will be made after the Organizational Meeting in January.

OLD BUSINESS: None

NEW BUSINESS:

Mr. Rodger made the **Motion**, seconded by Mr. DiGianni, to approve the appointment of Deb Sgambelluri, full-time Librarian I and Samantha Christensen-Tripi, full-time Librarian I. The **Motion** was approved by those present.

Mr. Cantore selected a nominating committee consisting of Suzanne Dugan as Chair, and Jeniffer Schlegel and Cornelia Mogor as members to solicit a slate of officers for 2026 for Board President, Vice-President and Treasurer.

Mr. Meyer made the **Motion**, seconded by Mr. Srinivasan to approve the appointment of the nominating committee. The **Motion** passed unanimously by those present.

EXECUTIVE SESSION:

At 8:07pm Mr. Rodger made the **Motion**, seconded by Ms. Brown to end Regular Session and enter into Executive Session for the purpose of discussing the Director's Review. The **Motion** passed unanimously and Executive Session was entered at 8:07pm.

At 8:19pm Mr. Rodger made the **Motion**, seconded by Mr. DiGianni to adjourn Executive Session and return to Regular Session. The **Motion** passed unanimously by those present.

Mr. Rodger made the **Motion** on behalf of the Personnel Committee to adopt the performance evaluation and salary increase as recommended by the Personnel Committee. The **Motion** was carried 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 8:23PM.