



March 16, 2026

7:15 PM

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

Absent:

Guest: Susan Flint

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

AGENDA: Mr. Cantore presented the March 16, 2026 agenda for approval with one additional item. Under New Business add Item B. Community Wildfire Smoke Preparedness. A **Motion** was made by Ms. Brown, seconded by Ms. McMunn to approve the agenda as amended. The **Motion** passed unanimously by those present.

MINUTES:

A **Motion** was made by Mr. Wise, seconded by Mr. Meyer, to accept the February 24, 2026, minutes with the following edits. The reviewer for the February 9, 2026 warrant was Mr. Wise. In the Directors Report under Communications Item 1, services should be on-line services. Item 4 reworded. Senior staff, Mr. Cantore, and Mr. Wise attended Advocacy Day and met with local representatives Assemblymember Mary Beth Walsh and the Director of Policy from Senator Jim Tedesco's office. The **Motion** passed unanimously by those present. Mr. Srinivasan chose to abstain.

PUBLIC COMMENT: None

BOARD COMMENT: None

PRESIDENT'S REPORT:

Five trustees are working on their trustee education. Please make plans to complete your trustee education as required. Several committees have already met. Mr. Cantore will follow up with other committees to get meetings on the calendar.



TREASURER'S REPORT:

Mr. Meyer presented the Financial Statement for February 2026. The February 2026 Financial Statement was reviewed and received for audit. It was noted that the library has received tax payments from both towns. Under Disbursements, it was noted that Line 6545 Professional Services was high due to the cost of the audit. Item 6556 Travel & Continuing Education was high due to the cost of staff attending the PLA Conference.

The February 24, 2026, warrant for \$185,972.05 was presented for approval. A **Motion** was made by Mr. Meyer, seconded by Mr. Wise, to approve the February 24, 2026, warrant. The **Motion** passed unanimously by those present. The reviewer for the February 24, 2026, warrant was Mr. Wise.

The March 6, 2026, warrant for \$195,708.50 was presented for approval. A **Motion** was made by Mr. Meyer, seconded by Ms. Brown, to approve the March 6, 2026, warrant. The **Motion** passed unanimously by those present. The reviewer for the March 6, 2025, warrant was Mr. Srinivasan.

Mr. Meyer noted in February 2026 there were no donations.

THE FRIENDS: Ms. Verhayden gave the following report:

1. Liz Moore will be here on April 28; registration opens on March 17. TTOB events are wrapping up and have all been very well attended.
2. The FOL Crafters Supplies Give & Take will be held on April 18-19. Donations will only be accepted on April 16-17.
3. The Used Book Sale is scheduled for May 15-17.
4. The Plant Give and Take will be held on May 16 from 9:30am-12:30pm under the portico.

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

1. This was a busy weekend for programming. The mini-golf event drew 160 people, and the genealogy event was well attended.
2. The Bluey Party during February break week welcomed 321 people, and the Bridgerton and Gilmore Girls events were well attended and very popular.



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

1. Staff have been working on updating the website. Updates include an updated Print from Anywhere feature that allows for editing and previewing print jobs.
2. Effective April 1 we will no longer have access to Cloud Library. Staff will be promoting Libby to patrons over the next few weeks.
3. Seven staff members will be attending PLA in Minneapolis March 31-April 4.

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

1. The Foundation met last week to discuss the next steps and the future of the Foundation. We are interested to see if anyone is willing to step up to take over the role of overseeing and fundraising for the Foundation from Ed and Francine Rodger. We are also looking at suitable projects to use the existing funds acquired by the Foundation.
2. The Vega Discover catalog will be available April 1. The Vega Discover catalog will not show e-content. Public libraries are required by federal law to have an ADA accessible catalog by April 26, 2026. In launching the new Vega Discover catalog, it will ensure that MVLS/SALS libraries are in compliance with the law.
3. In March 2026, the NYS Board of Regents voted on new regulations to strengthen minimum standards for public libraries, requiring them to adopt policies supporting diverse viewpoints, material selection, and objection procedures by January 1, 2027. This will not impact us as we already have these policies in place.
4. We were notified by SALS that we will receive an additional 3% from the State for the 2025 construction grant that we used to fix the roof.
5. Ms. Gutelius noted she has not had any follow up from the public regarding the Read the Rainbow book club.

COMMITTEE REPORTS:

POLICY COMMITTEE: Ms. Dugan gave the following report:

Ms. Dugan presented the Policy Committee Notes from February 26, 2026. The committee reviewed the 2026 Policy Review chart and noted the updates that were needed.



Next, Ms. Dugan presented Policy 2.2 Release of Public Statements. This policy was reviewed as per the schedule and no changes were made. Next, Ms. Dugan presented Policy 3.4 Hours Open and Holiday Schedule. This policy was reviewed as per the schedule and no changes were made.

Next, Ms. Dugan presented Policy 3.8 Unattended Children. This policy was modified to add teens to the responsibility sentence as well as a few minor edits. Ms. Dugan made the **Motion** on behalf of the Policy Committee to approve Policy 3.8 Unattended Children Policy as amended. The **Motion** passed unanimously by those present.

Next, Ms. Dugan presented Policy 3.17 Prevention of Abuse and Molestation. The third paragraph should read; All employees, volunteers, and trustees are subject to this policy, and prior to commencement of employment or other service, must review and abide by this policy. This policy was modified to remove the acknowledgement statement and signature section from the policy. Ms. Dugan made the **Motion**, seconded by Ms. Brown, to approve Policy 3.17 Prevention of Abuse and Molestation Policy as amended. The **Motion** passed unanimously by those present.

Next, Ms. Dugan presented the Purchasing Policy and Procedures Manual. There was one spelling correction, to the word responsible on page 5. Other updates included updated purchasing guidelines to reference positions and not individual staff members, Appendix D increased the credit card limit to \$30,000 and Appendix E changed the title of Page Coordinator to Page Supervisor. 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.

Finally, Ms. Dugan presented Policy 5.8 Trustee Education Policy. This is a new policy to comply with the New York State Education Law Section 260-D which requires members of library boards to complete two hours of trustee education annually. Ms. Dugan made the **Motion**, seconded by Ms. Brown, to approve Policy 5.8 Trustee Education Policy as presented. 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. 2025 Annual Report for Public and Association Libraries

Ms. Gutelius presented the Annual Report for Public and Association Libraries for 2025. Ms. Dugan made the **Motion**, seconded by Mr. Wise, to approve the 2025 Clifton Park-Halfmoon Public Library Annual Report to the State as presented, with the provision that the Library Director is authorized to make any subsequent technical or clarifying corrections as may be required or instructed by the State for final acceptance. The **Motion** passed unanimously by all present.

B. Community Wildfire Smoke Preparedness Demonstration

Ms. Gutelius presented the grant proposal from Dr. Zhang. This project will demonstrate practical strategies for improving indoor air protection during wildfire smoke events in publicly accessible community buildings. If funded, the library will receive approximately \$7,000 in project support to assist with implementation of activities such as equipment hosting, outreach, and smoke preparedness efforts. Mr. Meyer made the **Motion**, seconded by Mr. Srinivasan, to submit a letter agreeing to this partnership. 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 7:58PM.

The next scheduled Board Meeting is Monday, April 20, 2026, at 7:15pm.