CLIFTON PARK HALFMOON PUBLIC LIBRARY

Board of Trustees Minutes

August 17, 2026 7:15 PM

The regular meeting was preceded by a joint FOL/Library Board meeting. Ms. Gutelius opened the meeting at 6:37pm. Ms. Gutelius thanked everyone for coming and the meeting began with brief introductions and titles/roles in the organizations.

FOL members present: Conklin, Linda; Corigliano, Judy; Corigliano, Tom; Duval, Jenn; Holland, Allison; Koretsky, Rhona; Langlois, Lanna; MacEnroe, Trish; Pickus, Rhoda; Jozwiak, Wilma; Tetreault, Kelly; Totaro, Lisa; Verostek, Mary Fran.

Library Board members present: Cantore, Mathew; DiGianni, Jason; Dugan, Suzanne; Lamb, Robin; McMunn, Maria; Mogor, Cornelia; Schlegel, Jennifer, Srinivasan, Purushothaman; Wise, Russell. Also present were Alex Gutelius, Jim Foster, and Rebecca Verhayden.

Mr. Cantore thanked the FOL for all the support, time, and energy all the volunteers give the library during the year. They support many services and materials for the library through their fundraising efforts. Their biggest fundraisers are the used book sale and the craft swap event. They provide funding for the Museum Pass program, All Abilities Art Club, and ELL programming. The TTOB author event featuring Liz Moore was a huge success. Additionally, they sponsor travel opportunities, and the Get out the Vote campaign. Everything they do enhances our services to our patrons and we appreciate all their support.

First, Ms. Jozwiak gave a brief update on FOL activities. They had a very busy year and could not have done all the work without the support of their wonderful volunteers and collaboration with library staff. She noted the FOL welcomed new members and that Ms. Conklin will be retiring from her position of Chair for TTOB. They will no longer have a Hospitality committee or the Brick Paver program. The travel program, plant give and take, craft swap, used book sales, and membership are still going strong. We are excited to have water bottle fillers installed for the Library. There is great collaboration with the FOL, the Library Board of Trustees, and staff.

Next, Ms. Langlois and Ms. MacEnroe took a moment to highlight all of the work Ms. Jozwiak has done for the FOL over so many years. She was the driving force for many FOL initiatives and worked on many committees over the years. She initiated the Craft Swap that is now a very successful fundraiser and sustainable way to repurpose craft items. As she steps away from her role with the FOL it is with much appreciation that we recognize all the work she has done for the library.

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Next, Ms. MacEnroe noted the lawn signs for the vote are in the lobby tonight. She reminded trustees to sign out and initial the paperwork in an effort to help locate any missing signs after the vote.

Finally, Ms. Gutelius gave an update on the budget and the trustee election. Absentee Ballots are now available. There are two Halfmoon seats and one Clifton Park seat up for election. There is only one trustee running for the Halfmoon seat, so the Board of Trustees will appoint someone to fill the vacant Halfmoon seat for one year. There will be a budget information session and meet the candidates night on September 3. Ms. Gutelius also noted some upcoming library projects. The Library is working on their Sustainability Certification and will be working to install a pollinator garden. The rooftop heating unit will be replaced. The end of Summer Reading event will take place on August 20. The library will be celebrating its 20th year in this building in December. We continue to welcome about 28,000 patrons through our doors every month and look forward to continued partnerships going forward. The joint meeting ended at 7:05pm.

A brief recess was held with the Library Board reconvening at 7:15pm in the Piracci Board Room and the FOL reconvening in Program Room A-B.

Present: Cantore, Mathew; Dugan, Suzanne; DiGianni, Jason; Lamb, Robin; McMunn, Maria; Mogor, Cornelia; Schlegel, Jennifer; Srinivasan, Purushothaman; Wise, Russell. Also present were Alex Gutelius and Rebecca Verhayden.

Absent: Megan Brown, Stephen Meyer

Guest: Susan Flint

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

AGENDA: Mr. Cantore presented the August 17, 2026 agenda for approval. Mr. DiGianni made the **Motion**, seconded by Mr. Wise, to approve the agenda as sent. The **Motion** passed unanimously by those present.

MINUTES: A **Motion** was made by Ms. Dugan, seconded by Ms. McMunn, to accept the July 20, 2026 minutes as sent. The **Motion** passed unanimously by those present. Mr. DiGianni chose to abstain.

PUBLIC COMMENT: None

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BOARD COMMENT: On behalf of the Board of Trustees, Mr. Cantore thanked the FOL for all their support of the library. We are very fortunate to have such a dedicated and hardworking Friends group.

PRESIDENT'S REPORT:

Mr. Cantore reminded trustees of the Library Budget Vote on September 10. There will be a public information session on September 3 at 7pm. Please try to come to support the candidates. As a reminder, the Board will have to appoint someone to fill the vacant Halfmoon seat. This appointment will be a one-year term.

TREASURER'S REPORT:

Mr. Srinivasan presented the Financial Statement for July 2026. The Financial Statement was reviewed and received for audit. Mr. Srinivasan noted under Receipts, Line 4160 has a negative dollar figure for a cancelled program the FOL are paying for. Under Disbursements, Line 6515 includes $5197.94 for the new bottle filler water fountains from the FOL. Mr. Srinivasan noted there was $0.30 in anonymous donations for July 2026.

The July 20, 2026 warrant for $160,387.62 was presented for approval. A **Motion** was made by Mr. Srinivasan, seconded by Ms. Schlegel, to approve the July 20, 2026 warrant. The **Motion** passed unanimously by those present. The reviewer for the July warrant was Ms. Schlegel.

The July 31, 2026 warrant for $164,609.23 was presented for approval. A **Motion** was made by Mr. Srinivasan, seconded by Mr. Wise, to approve the July 31, 2026 warrant. The **Motion** passed unanimously by those present. The reviewer for the July warrant was Ms. Schlegel.

The August 7, 2026 warrant for $170,771.10 was presented to approval. A **Motion** was made by Mr. Srinivasan, seconded by Ms. McMunn, to approve the August 7, 2026 warrant. The **Motion** passed unanimously by those present. The reviewer for the August warrant was Ms. Lamb.

THE FRIENDS: Ms. Verhayden gave the following report:

1. The Summer Reading coupons for a free book from the FOL for the September Used Book Sale have been very popular.
2. The TTOB ballot boxes are in the library for in person voting or you can vote for your favorite book on the FOL website. Voting ends on September 7 and the winning book will be announced on Thursday, September 10. The five contenders are: *Horse* by Geraldine Brooks, *The Correspondant* by Virginia Evans, *The Displacements* by Bruce Holsinger, *The Lion Women of Tehran* by Marjan Kamali, and *Theo of Golden* by Allen Levi. The Two Towns programs will begin in January 2027.

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3. The FOL Used Book Sale will be on September 25-27.

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

1. The YS Department is adding WhaZoodles to the collection. A WhaZoodle is a screen free, portable audio speaker designed for children ages 3-12.
2. The library continues to work with community partners to provide a nature walk at the Vischer Ferry Preserve with Cornell Cooperative Extension, and a teen field trip to Warner Bros. Games in Troy. Our Countdown to Kindergarten program features a visit from a Shenendehowa School bus.
3. NARCAN training will be held at the library for the public by Saratoga County Department of Health on August 31 from 10am-6pm.
4. Staff development night is scheduled for Tuesday, September 1 from 4-8pm.
5. The end of Summer Reading Dinopalooza event will be held on Thursday, August 20 at 6pm.

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

1. The metrics for the library website are still off. We continue to look into this issue.
2. Our Social Media engagement is up with recent posts about the Library of Things and a photo of all the bicycles in front of the library.
3. If you have any feedback regarding the new catalog, please email Rebecca.
4. Staff development night is scheduled for Tuesday, September 1 from 4-8pm. The evening will be facilitated by Kim Bolan and the focus will be on the future of the library. Staff will do some pre-work to be ready for discussion ahead of the training.
5. 680 July-August Program Brochures were printed, with many patrons picking up a summer calendar of activities with their Summer Reading tracker.
6. We continue to work on our Sustainable Library Certification. We have submitted four of thirteen sections for review.

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

1. The public budget information session is scheduled for September 3 and the Board Treasurer will present the budget to staff at the staff meeting on September 4.
2. The Personnel Committee will convene to appoint a trustee candidate for the Halfmoon seat for one year.
3. The estimated NYS Retirement invoice was less than anticipated, but we are still not sure of the impact of the changes in Tier 6 on the Library's invoice.

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COMMITTEE REPORTS:

POLICY COMMITTEE: No Report

PUBLIC RELATIONS: Mr. Srinivasan gave the following report:

Mr. Srinivasan presented the PR Committee Meeting Notes from August 4, 2026. They reviewed the Crisis Communications Statements and reviewed the draft 2027 Budget Voter Information Brochure. It includes information about the budget and a "Meet the Candidates" page with a short bio on each candidate. These brochures will be available in print in the library and digital copies will be available on our website.

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:

Ms. McMunn presented staff appointments for approval.

A **Motion** was made by Ms. McMunn, seconded by Mr. DiGianni, to approve the appointments of Noah Case and Maya Lerner as Pages. The **Motion** passed unanimously by those present.

Next, Ms. Gutelius presented the recommendation for the New York State-Construction Grant Application. A new snow guard system is recommended to improve the safety of the public entering the library during the winter. The cost of this project is approximately $150,000. The Construction Grant may provide up to 75% of the total cost of the project. A **Motion** was made by Ms. Schlegel,

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seconded by Ms. McMunn, to allow staff to submit a grant application to replace the snow guard system. The **Motion** passed unanimously by those present.

There being no further business, Ms. McMunn made the **Motion**, seconded by Mr. Srinivasan, to adjourn the meeting. The **Motion** passed unanimously by those present and the meeting adjourned at 7:53pm.

The next scheduled Board Meeting is Monday, September 14, 2026 at 7:15pm.

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