CLIFTON PARK HALFMOON PUBLIC LIBRARY

Board of Trustees Minutes

September 14, 2026 7:15 PM

Present: Brown, Megan; Cantore, Mathew; DiGianni, Jason, Dugan, Suzanne; Lamb, Robin; McMunn, Maria; Meyer, Stephen; Srinivasan, Purushthaman; Wise, Russell. Also present were Alex Gutelius, Jim Foster, Rebecca Verhayden, and Lisa Oddo.

Absent: Cornelia Mogor, Jennifer Schlegel

Guest: Susan Flint

The meeting was called to order at 7:18 PM by Mr. Cantore.

AGENDA: Mr. Cantore presented the September 14, 2026, agenda for approval with one addition. Item 4A. President's Report. A **Motion** was made by Ms. Brown, seconded by Ms. Dugan to approve the agenda as amended. The **Motion** passed unanimously by those present.

MINUTES:

A **Motion** was made by Mr. Wise, seconded by Ms. McMunn to accept the August 17, 2026, minutes as sent. The **Motion** passed unanimously by those present. Ms. Brown and Mr. Meyer 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 2027 budget vote passed by a margin of 629 votes for the budget and 97 against. The approval margin was 87%. Jason DiGianni was re-elected to a five-year term for Clifton Park. Jennifer Schlegel was re-elected to a five-year term for Halfmoon.

PRESIDENT'S REPORT: Mr. Cantore thanked the FOL for all their support and the library staff for all their hard work at the library every day. He thanked the Finance Committee and library staff for all their work preparing the budget. He reminded trustees to work on their continuing education credits.

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TREASURER'S REPORT:

Mr. Meyer presented the Financial Statement for August 2026. The August Financial Statement was reviewed and received for audit. Mr. Meyer noted we are on target for this point in the year. We received $44.80 in anonymous donations.

The August 24, 2026, warrant for $168,962.41 was presented for approval. A **Motion** was made by Mr. Meyer, seconded by Ms. Brown to approve the August 24, 2026, warrant. The **Motion** passed unanimously by those present. The reviewer for the August 24, 2026, warrant was Ms. Lamb.

The September 4, 2026, warrant for $196,401.42 was presented for approval. A **Motion** was made by Mr. Meyer, seconded by Ms. Lamb to approve the September 4, 2026, warrant. The **Motion** passed unanimously by those present. The reviewer for the September 4, 2026, warrant was Ms. McMunn.

THE FRIENDS: Mr. Foster gave the following report:

1. The Used Book Sale is scheduled for September 25-27.
2. The TTOB selection for 2027 is *Theo of Golden* by: Allen Levi.

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

1. The All-Abilities Art Show and reception will be held on October 14.
2. Staff Development night was very successful. Many staff members noted they appreciate the opportunity to have all staff together for department meetings.
3. The Hydration Station project is complete and is available on the first floor.
4. Saratoga County Department of Health hosted a NARCAN training on August 31.
5. Kick Off to Farm Fest will be on September 19 and will feature music with Diane Payette aka Grama Tippy Toes.
6. We continue programming to reach Kindergarten families and recently attended an outreach event with the Town of Clifton Park.
7. The Manhattan Short film festival will have two screenings: October 1 from 6-9pm and October 3 from 2-5pm.
8. The Teen Volunteer program will be revamped and will run year-round similarly to the Summer Teen Volunteer program.

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9. We have partnered with ALA and Pokemon to offer Learn to Play workshops for children ages 8-14.
10. Summer Reading was a huge success! We had 2,566 children and teens sign up, and over 600 adults sign up.

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

1. The 1,000 Books Before Kindergarten social media posts continue to be very popular.
2. The response so far from patrons sharing their library stories with us has been great.
3. The Constant Contact email newsletter has a high open rate as over 5,000 people receive it each month.
4. Outreach for September Library Card Sign up month included visits to Mocha Lisa, the YMCA, and Halfmoon Harvest Fest.
5. Over 80 people attended Staff Development Night. Staff participated in an exercise facilitated by Kim Bolan to envision the future of the library. Staff did pre-work to plan for the discussions. Trustees will participate in a similar exercise at the Board Retreat and will be asked to do pre-work as well. The Board Retreat will be on October 19 at the Stillwater Public Library.

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

1. Ms. Gutelius presented the proposed closed dates for 2027 and the draft of the 2027 Board meeting schedule. She noted the Trustee Election and Budget Vote will be September 16, 2027.
2. There will be a Collections update for Digital Resources next month.
3. Ms. Gutelius reviewed the timeline for advertising, interviewing, and appointing a Halfmoon trustee candidate. They will fill a one-year term beginning January 1, 2027.

COMMITTEE REPORTS:

POLICY COMMITTEE: No Report

PUBLIC RELATIONS: No Report

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LONG RANGE PLANNING: Mr. DiGianni gave the following report:

Mr. DiGianni presented the notes from the September 3 Long-Range Planning Committee meeting. They discussed the process and timeline needed to issue a bond for any potential projects and will schedule a meeting with Building & Grounds to coordinate a facilities assessment. He noted the Board Retreat details and reminded trustees to do all required pre-work so they have a productive day.

PERSONNEL COMMITTEE: No Report

BUILDINGS AND GROUNDS: No Report

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 8:02PM.

The next scheduled Board Meeting is Saturday, October 19, 2026, at 9:00am.

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