



Approved Board of Trustees Meeting Minutes:

Wednesday, August 20, 2025 at 7:00 PM

Present:

Gabrielle Giacomazzo, President
Jane Dietz, Vice-President
Courtney Bynoe, Secretary
Lori-Ann Novello, Trustee
Kathleen Busch, Trustee
Lisa Kropp, Director
Guest: Monika Brusalis, Marketing and Tech Services Coordinator

Board President Gabrielle Giacomazzo called the meeting to order at 7:07 PM. Motion to adopt the agenda (Dietz/Bynoe) 5-0

Motion to adopt the prior meeting minutes (Bynoe/Busch) 5-0

The Director shared correspondence with the Board, copies of which are included in the original board meeting packet.

Monika Brusalis, Marketing and Technical Services Coordinator, shared her report with the Board. President Gabrielle Giacomazzo thanked her for all she and marketing team do to keep the community apprised of our many events.

Motion to adopt the Treasurer's Report: Receipts and Disbursements, Warrants, and Cash Flow (Bynoe/Busch) 5-0

Budget and Finance (LN, GG)

Motion to approve retirement payouts of \$13,020.52 and \$21,132.03 from the employee benefit committed funds (Novello/Busch) 5-0

Motion to use Renovation/Capital funds for fees expended beyond the State and Municipal Facilities grant (SAM Project ID 28553) on purchases not covered by the grant (Novello/Dietz) 5-0

Infrastructure (JD, CB)

Motion to accept a proposal from Belfor Property Restoration in the amount of \$17,316 to install attic flooring in the Annex under Region 4 ESC contract R241602 (Dietz/Bynoe) 5-0

Motion to take \$13,852 from the furniture and equipment committed fund line to pay the balance of the purchase order from McHugh for the additional cabinetry and counters (Bynoe/Busch) 5-0

Personnel (GG, KB)

Motion to approve payroll for July 9, July 23 and August 6, 2025 (Dietz/Bynoe) 5-0

Motion to approve attendance at the NYLA Annual Conference, November 5-8, 2025, in Saratoga, NY, for Lisa Kropp, Caitlin Sempowich, Justine Rivera and Ryan Reitzel at a cost not to exceed \$7,000 (Busch/Dietz) 5-0

Motion to approve attendance at the Virginia Library Association Conference, October 1-3 in Richmond, Virginia for Lisa Kropp at a cost not to exceed \$1,000 (Busch/Bynoe) 5-0

Motion to promote Kelly Amundson from a PT Library Clerk to a PT Library Assistant, effective 9/8/2025 (Dietz/Busch) 5-0

Policy (CB, LN)

Motion to accept revisions to the Risk Management and Social Media Policies (Dietz/Busch) 5-0

Motion to delete the Telecommuting Policy (Novello/Bynoe) 5-0

Strategic Planning (KB, JD): no report

Unfinished Business

Motion to table the annual evaluation of the Library Director and the Board of Trustees to the September meeting (Dietz/Bynoe) 5-0

Trustee Handbook review: Risk Management (p. 52-55)

New Business: none

With no further business to discuss and no one present for public expression, the meeting adjourned at 8:21 PM (Dietz/Busch) 5-0

NEXT MEETING: Wednesday, September 17 at 7:00 PM



Lisa Kropp, notetaker



Courtney Bynoe, Secretary