



## Board of Trustees Meeting Minutes: Monday, November 17, 2025



### **Present:**

Gabrielle Giacomazzo, President

Jane Dietz, Vice-President

Courtney Bynoe, Secretary

Lori-Ann Novello, Trustee

Kathleen Busch, Trustee

Lisa Kropp, Director

Caitlin Sempowich, Assistant Director

Guests: Justine Rivera, Passport Facilities Manager; Melissa Negrin, Principal Account Clerk, and Ted Schlomann, Auditor

- Board President Gabrielle Giacomazzo called the meeting to order at 7:00 PM.
- Motion to adopt the agenda (Dietz/Busch) 5-0
- Motion to adopt the prior meeting minutes (Novello/Bynoe) 5-0
- Ted Schlomann from Baldessari & Coster, LLP, presented the 2024-25 fiscal year audit to the Board, a copy of which is attached to the original board meeting packet. He noted that the Library was in strong financial shape, with no discrepancies.
- The Director shared correspondence with the Board, copies of which are included in the original board meeting packet.
- Justine Rivera, Passport Facilities Manager, shared her report with the Board. She noted that we have 11 current agents, with an additional agent in training. To date, 159 applications have been processed.
- Motion to adopt the Treasurer's Report: Receipts and Disbursements, Warrants, and Cash Flow (Dietz/Busch) 5-0
- The Director and the Assistant Director shared their reports with the Board, copies of which are included in the original board meeting packet.

### **Committee Reports:**

**Budget and Finance (LN, GG)**

The Board discussed and voted on the 2026 SCLS operating budget and trustee election for the Babylon Zone trustee. The Board discussed the first draft of the 2026-27 LML budget.

**Infrastructure (JD, CB)**

**Personnel (GG, KB)**

Motion to approve payroll for October 29 and November 12th, 2025 (Bynoe/Dietz) -5-0

Motion to approve attendance at the Public Library Association annual conference in Minneapolis, MN, from March 31 – April 3, 2026, for Lisa Kropp at a cost not to exceed \$2,000. (Bynoe/Novello) 5-0

**Policy (CB, LN)**

Motion to approve revisions to the Proctoring, and Cancer Screening policies (Novello/Busch) 5-0

**Strategic Planning (KB, JD)**

The Assistant Director gave a quarterly update on the plan's progress. She also shared a report using data from Library IQ with the Board, a copy of which is attached to the original board meeting packet.

**Unfinished Business**

The Board reviewed pages 75-88 of the NYS Trustee Handbook, on budgets and finance. The Director will suggest some trainers for 2026 to fulfill the annual trustee training requirement.

**New Business:**

With no further business to discuss, the meeting adjourned at 8:57 PM (Dietz/Novello) 5 -0

**NEXT MEETING: Wednesday, December 17 at 7:00 PM**