



**MINUTES  
BOARD OF TRUSTEES MEETING  
April 2, 2025**

**Carman Community Room**

**Trustee present: Budmen, Heaslip, Hewitt, McLaughlin, Mainville, Wood**

**Staff: S. Reckhow, Director; S. Smith, Business Manager; C. Reynolds, Clerk to the Board;  
J. Champlin, Admin of Facilities & Safety Absent: Gouger, A. Borelli, Asst. Director**

**REGULAR MEETING**

- A. CALL TO ORDER: President McLaughlin called the meeting to order at 6:30 p.m.
- B. SALUTE TO THE FLAG
- C. ACCEPT MARCH MEETING MINUTES
- D. CORRESPONDENCE: none
- E. AGENDA CHANGES: none
- F. REPORTS TO THE BOARD
  1. Staff Report- Joshua Champlin, Administrator of Facilities & Safety introduced himself to the board. Champlin said he's grateful for this opportunity and is looking forward to making everyone's job easier.
  2. Financial Report -
    - The Board received the Revenue and Budget Status Reports through March. These reports were previously distributed electronically.
    - Bank Statements through January 2025 with balance reconciliations from LCSD were received and reviewed by the library's business office. The bank statements from Chase and Key are received by LCSD District Treasurer with the reconciliations being done by LCSD Account Clerk. The statements were on hand if called upon for Board review.
    - The Independent Claims Auditor reviewed each invoice for the period of March 13, 2025, through April 2, 2025.
    - Approval of transfers  
Mainville made a motion to authorize payment of the audited invoices and budget transfers second by Wood.  
Aye: Budmen, Heaslip, Hewitt, Mainville, McLaughlin, Wood.  
Final Resolution: Motion Carried
  3. President's Report: no report
  4. Director's Report
    - Reckhow updated the Board on upcoming events, Bresnahan Book Award and Voices & Votes.
    - The Bresnahan Book Award will take place on Wednesday April 9<sup>th</sup> at 6 p.m. Guest readers will read this year's nominated books and present the sixth Bresnahan Book Award winner.
    - Voices & Votes opening reception will take place on Thursday, April 24<sup>th</sup> at 5:30 p.m. LPL has held a well-attended presentation and a robust book discussion gearing up for this event.
    - The Civics Hub is finishing up last quarter's focus on DEI. The next topic will be Sustainability & Climate Science. Patrons appreciate having a safe space to discuss polarizing issues and express their opinions.

- The Library has increased community outreach programming to prepare for the book mobile, delivery is scheduled for late Fall.
- Reckhow recently attended a meeting regarding the elimination of the Institute of Museum and Library Services. She shared with the board the possible impact this will have on State and local libraries.

5. OCPL Report- none

6. Trustee Advisory Council- A networking opportunity meeting is being held on Thursday, April 29<sup>th</sup> at 7 p.m. at Marcellus Free Library.

G. ITEMS FOR ACTION AND DISCUSSION

1. Personnel Changes

**APPOINTMENTS**

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Effective Date</u>
Meredith Hatch	PT Librarian Clerk I	\$15.50 p/h	4/1/25

Motion to approve the personnel changes as presented by Wood second by Budmen.

Aye: Budmen, Heaslip, Hewitt, Mainville, McLaughlin, Wood.

Final Resolution: Motion Carried

2. Records Retention Policy for Second Reading and Final Approval

Motion to accept the policy for second reading and final approval by Wood seconded by Hewitt.

Aye: Budmen, Heaslip, Hewitt, Mainville, McLaughlin, Wood.

Final Resolution: Motion Carried

3. Donation Policy for Second Reading and Final Approval

Motion to accept the policy for second reading and final approval by Budmen seconded by Wood.

Aye: Budmen, Heaslip, Hewitt, Mainville, McLaughlin, Wood.

Final Resolution: Motion Carried

4. Public Hearing and May BOT Meeting

Budmen made a motion to set the date of the public hearing as Wednesday, May 7<sup>th</sup> at 6:30pm for the library's 2025- 2026 budget followed by the regular monthly meeting. Mainville seconded the motion.

Aye: Budmen, Heaslip, Hewitt, Mainville, McLaughlin, Wood.

Final Resolution: Motion Carried

H. OPEN FORUM – none

I. BOARD FORUM

- Board members discussed plans for the Bresnahan Book Award gift basket and the Memorial Day Parade.

J. EXECUTIVE SESSION – none

K. ADJOURNMENT: The meeting was adjourned at 7:22 p.m.

Respectfully submitted,

*Colette Reynolds*

Colette Reynolds, Clerk to the Board