NAPLES LIBRARY BOARD MEETING

September 16, 2026

Present: Lisa Jensen, Katy Matthews, Larkin Ryan, Allyson Makepeace, Ashley Jerome, Brenda Maloy, Gail Ramsey (Friends).

**Motion #570** - Katie made a motion to call the meeting to order. Larkin seconds and the motion passed unanimously.

**New Business**

Sandy Kelly shared information about the Budding Readers program.

**Motion #571** - Katie made a motion to adopt the Financial Oversight and Audit Cycle Policy. Ashely seconds and the motion passed unanimously.

**Motion #572** - Katie made a motion to approve the revised Display and Handouts Policy. Larkin seconds and the motion passed unanimously.

**Motion #573** - Katie made a motion to approve the revised Travel Expense Reimbursement Policy. Larkin seconds and the motion passed unanimously.

**Motion #574** - Katie made a motion to hire Owen Douglas to the position of Part Time Library Technology Clerk, for an average of 12-14 hours a week, at a starting rate of $17.00/hr, beginning Sept 17th, 2026. Ashley seconds and the motion passed unanimously.

Trustee Handbook Review: Please review the Budgets & Finance section beginning on page 75, as well as The Role of the Public Library Treasurer beginning on page 146 to prepare for our Finance "training" session with Latashia, our bookkeeper, in October.

Trustee Training: Complete Sexual Harassment Training by the October board meeting. Bring completed form to October's board meeting and log the training in the Trustee Training Log located in Trustees.

**Consent Agenda and Bills**

**Motion #575** - Katie made a motion to approve the Consent Agenda. Ashley seconds and the motion passed unanimously.

**Motion #576** - Katie made a motion to approve the bills. Larkin seconds and the motion passed unanimously.

**Committee Reports**

Building/Maintenance - Ashley

- Ally provided updates on a number of maintenance issues. She is working on developing a TeleHealth space.

Communication - Larkin, Brenda

- Discussed streamlining and developing procedures and logistics. Brenda will be handling posting some of the information. It is library card sign-up month. Magnets are in.

Policy - Lisa, Katy, Brenda

- We need to discuss background checks for Volunteers with the whole board. It is a complicated issue.

Planning - Brenda, Katy, Ashley

- Did not meet.

Finance - Katy, Lisa, Ashley

- Will meet on Friday.

Ad Hoc Finance - Katy, Lisa, Ashley

- Discussed the Financial Oversight and Audit Cycle Policy and what needs to be done the first year.

Personnel - Larkin, Lisa, Katy

- Discussed hiring the Technology Clerk.

**Updates and Meeting Dates**

Friend's Update: Farmer's Market has not been working out well this year. Will have a similar location for the Grape Fest as last year. Working on the annual appeal letter. They will be including a flier with all the activities available at the library. Discussed making copies the letter here at the library. Many books were donated from the Pittsford library. These are good sellers at the Grape Fest.

Ally went through the Director's Report.

Dates for 2026 Board of Trustees Meetings: Third Wednesday of the month and Friends - 5:00 PM to 6:00 PM

- October 21 (TBD), November 18 (Barb Lindquist), December 16 (TBD) (Gathering)

Dates for 2027 Board of Trustees Meetings: Third Wednesday** of the month and Friends - 5:00 PM to 6:00 PM

- January 20, ** February 10 ** (off-schedule meeting date), March 17, April 21, May 19, June 16, July 21, August 18, September 15, October 20, November 17, December 15

**Motion #577** - Katie motioned to adjourn the meeting. Larkin seconds and the motion passed unanimously.