



**Pittsford Community Library  
Board of Trustees Meeting  
Wednesday, December 11, 2024 | 6:00pm | Fletcher Room**

**Present**

Marcia Layton Turner, Tracy Castleberry, Radhika Ramesh, Chris Hall, Farrah Ritter, Brandon Cottrell

**Also Present**

Amanda K. Madigan, Cora Clouser, Kim Taylor

Board President Chris Hall called the meeting to order at 6:02 pm.

**Public Attendees**

One

**Abstract**

- **Radhika Ramesh moved to approve payment of December 11, 2024 Accounts Payable Outstanding Invoices totaling \$ 32,732.62. Marcia Layton Turner seconded the motion which carried.**

**Minutes**

- **Tracy Castleberry moved to approve the November minutes. Radhika Ramesh seconded. Motion carried.**

**High School Liaison Report**

- Cora Clouser reported on the new homeroom trivia competition at Mendon High School starting Thursday, December 12<sup>th</sup>.
- The drama club's production of *The Play That Goes Wrong - High School Edition* debuts Thursday, December 12<sup>th</sup>.
- The annual Rainbow Classic basketball game between Mendon and Sutherland is Friday, December 20<sup>th</sup>.
- Sophomore class visits have begun with Mr. Daggs providing information about library resources and citation formats.

**Town Board Liaison Report**

- Kim Taylor announced the approval of the 2025 Town of Pittsford budget. Fine free is under consideration. Grant approval has been received for library flooring and exterior doors.
- Kim presented retiring board member Farrah Ritter with the Supervisor's Commendation.

**Director Report**

- The director's report of library activities and events was reviewed and discussed.

**New Business**

- **2025 Officer Nominations were presented. President - Chris Hall, Vice President - Lori Lusk, Secretary - Brandon Cottrell, and Finance Officer - Radhika Ramesh. Farrah Ritter motioned for approval of the officers and Marcia Layton Turner seconded. Motion carried.**
- The status report of the 2024 Town of Pittsford Budget was presented. End of year spending will be different than previous years to reduce the impact on the library's fund balance.

- The library has received \$15,000 in New York State funding for programmatic spending and is anticipating an additional \$10,000. **Tracy Castleberry requested a motion to transfer the \$25,000 to the capital line for program room furniture. Radhika Ramesh seconded the motion which was approved.**
- **The 2024 FFRPL Grant Report was presented. Chris Hall moved to approve the report as written for submission. Marcia Layton Turner seconded the motion. The motion passed.**
- **Amanda K. Madigan presented the updated Dress Code Policy in the Employee Handbook. Radhika Ramesh moved to approve the handbook with one edit. Marcia Layton Turner seconded the motion which passed.**

### Ongoing Business

- Recruitment Committee trustee candidates will complete the Oath of Office at Pittsford Town Hall and will be presented for ratification by the Town Board.
- Trustees were reminded to submit 2024 Education Assurances.

Chris Hall called for adjournment at 6:51pm. Reconvened. **Marcia Layton Turner motioned for approval of a change to Volunteer Recognition Committee Procedures as discussed. Tracy Castleberry seconded the move which carried.** Chris called for readjournment at 6:56 pm.

Respectfully submitted,  
Lori O'Connor  
Library Clerk

**Official Board Minutes are on file at Pittsford Community Library.**