

**FLORIDA PUBLIC LIBRARY**  
**Monthly Meeting Agenda – December 8, 2025**

**I. Call to Order**

Board Members Present:

Board Members Excused:

Board Members Absent:

Also Present:

Members of the Public:

Establish a quorum is present.

**II. Review & Approval of Agenda**

Motion by \_\_\_\_\_ seconded by \_\_\_\_\_ to approve the agenda for the Dec. 8, 2025 meeting.

VOTE:            YES            NO

**III. Presentation by Kathleen Sowle – Lothrop**

**IV. Minutes**

Motion by \_\_\_\_\_ seconded by \_\_\_\_\_ to approve the minutes of the November 3, 2025 Meeting as printed/corrected.

VOTE:            YES            NO

**V. Announcements and Comments from the Public**

**VI. Financial Reports**

- A.     FPL Balance Sheet
- B.     FPL Profit & Loss Budget vs Actual
- C.     FPL Profit & Loss by Month

Motion by \_\_\_\_\_ seconded by \_\_\_\_\_ to accept the financial reports for November as printed/corrected.

VOTE:            YES            NO

## **VII. Warrant Schedules for December**

Motion by \_\_\_\_\_ seconded by \_\_\_\_\_ to approve the Warrant Schedules for November as printed/corrected.

VOTE:            YES            NO

## **VIII. Budget Amendment**

Motion by \_\_\_\_\_ seconded by \_\_\_\_\_ to amend the 2025-2026 Fiscal Year Budget by \$21,000 to credit the Use of Capital Reserve Account (#4095) Line and to credit \$21,000 to the Capital Project-Architect/Attorney (#6904) Line.

VOTE:            YES            NO

## **IX. Renewal of Certificates of Deposit from ConnectOne Bank**

Motion by \_\_\_\_\_ seconded by \_\_\_\_\_ to approve the renewal of the two 7-month Certificate of Deposit accounts at Connect One Bank at the current market rate.

VOTE:            YES            NO

## **X. Director's Report**

Motion by \_\_\_\_\_ seconded by \_\_\_\_\_ to accept the Director's Report as printed/corrected.

VOTE:            YES            NO

## **X. Communications**

- Thank you letter to the Warwick Valley Gardeners for their donation of 4 books and 2 items for the Library of Things.
- Thank You letters for donations.

## **XI. Committee Reports**

**A. Finance – Trustee Scott**

**B. Personnel – Trustee Taylor**

**C. Nominating – Trustee Kosior**

**D. House - Trustee Carey**

## **XII. Unfinished Business**

A. Trainings – Reminder that 2 hours of trustee training and yearly Sexual Harassment Training must be completed by 12/31/25.

## **XIII. New Business**

### **A. Donations**

John & Lynn Harter IMO Rebecca Stage	\$250
Madelyn Folino IMO Rebecca Stage	\$100
Mezzetti Enterprises	\$100

Motion by \_\_\_\_\_ seconded by \_\_\_\_\_ to accept \$450 from the donors, to thank them and to credit this amount to the Donations line (4050) of the budget.

VOTE:            YES            NO

The Friends also made a \$50 donation to RCLS to help support buses to Albany for Advocacy Day on Feb. 3, 2026. This check was written directly to RCLS.

### **B. Targeted Donation**

Friends of Florida Public Library	\$600
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Motion by \_\_\_\_\_ seconded by \_\_\_\_\_ to accept \$600 from the donor, to thank them and to credit this amount to the Targeted Donations line (4060) of the budget and the Database & E-Books line (5090).

VOTE:            YES            NO

### **C. Grants & Aid**

RCLS - \$300 – 2025 Outreach Grant: Memory Care for Older Adults

Motion by \_\_\_\_\_ seconded by \_\_\_\_\_ to accept \$300 and credit this amount to the Grants/Aid line (4080) of the budget.

VOTE:            YES            NO

### **D. Personnel**

Motion by \_\_\_\_\_ seconded by \_\_\_\_\_ to accept the permanent appointment of Catherine Incledon as Library Assistant effective 11/20/2025.

VOTE:            YES            NO

#### **E. Circulation Policy**

Motion by \_\_\_\_\_ second by to approve the Circulation Policy effective 12/8/25 as printed/corrected.

VOTE:                    YES                    NO

#### **F. Items for Future Agendas**

1. Annual Audit - Presentation moved to January Meeting
2. Reports from NYLA

#### **XIV. Adjournment**

Motion by \_\_\_\_\_ seconded by \_\_\_\_\_ to adjourn at \_\_\_\_\_ p.m.

VOTE:                    YES                    NO

**Next Meeting: Regular Monthly Meeting, Monday, January 5 at 6:30 pm.**