



Board of Trustees Meeting

Minutes of Meeting on December 21, 2022

I. Call to order: Meeting was called to order at 6:02 pm

Motion to call meeting to order: E. Rivera, 2nd C. Thomson

YES: 5/5; President, M. Gillette; V. President, G. Snyder; Secretary, E. Rivera, and Trustees C. Thomson and N. Hoffman

NO: 0/5

II. Roll call/Attendance

- a. Library Trustees Present: President, M. Gillette; V. President, G. Snyder; Secretary, E. Rivera, and Trustees C. Thomson and N. Hoffman
- b. Library Trustees Excused: S. Surowka-Sanders
- c. Library Trustees Absent: N/A
- d. Library Staff Present: Library Director, S. Jacobus

III. Adoption of December 21, 2022, meeting agenda

Motion to adopt meeting agenda for December 21, 2022: E. Rivera; 2nd, C. Thomson

YES: 5/5; President, M. Gillette; V. President, G. Snyder; Secretary, E. Rivera, and Trustees C. Thomson and N. Hoffman

NO: 0/5

IV. Period of Public Expression: N/A

V. Approval of minutes from the July 21, 2022, meeting

Draft provided but has not had required 24 hours before approval is possible.

VI. Approval of minutes from the September 7, 2022, meeting

Draft provided but has not had required 24 hours before approval is possible.

VII. Approval of minutes from the October 26, 2022, meeting

Edits had not been completed as of the date of this meeting. E. Rivera will provide.

VIII. Approval of minutes from the November 16, 2022, meeting

Edits had not been completed as of the date of this meeting. E. Rivera will provide.

IX. Manifest #7

Motion to accept Manifest #7: E. Rivera, 2nd C. Thomson

YES: 5/5; President, M. Gillette; V. President, G. Snyder; Secretary, E. Rivera, and Trustees C. Thomson and N. Hoffman

NO: 0/5

X. December Financial Report: Reviewed the December Financial Report. The revenues through November 2022 were \$18,984.10 and expenses were \$544,856.00. The library fund through November 2022 was \$1,515,815.78.

Motion to create a finance committee to review library fund balance and reporting:

E. Rivera; 2nd C. Thomson

YES: 5/5; President, M. Gillette; V. President, G. Snyder; Secretary, E. Rivera, and Trustees C. Thomson and N. Hoffman

NO: 0/5

Motion to approve the December Financial Report 2022: E. Rivera; 2nd, C. Thomson

YES: 5/5; President, M. Gillette; V. President, G. Snyder; Secretary, E. Rivera, and Trustees C. Thomson and N. Hoffman

NO: 0/5

Motion to create a finance committee to review library fund balance and reporting:

E. Rivera; 2nd C. Thomson

YES: 5/5; President, M. Gillette; V. President, G. Snyder; Secretary, E. Rivera, and Trustees C. Thomson and N. Hoffman

NO: 0/5

XI. Old Business

- a. Video Recording Policy

Draft available but has not had required 24 hours before approval is possible.

- b. Code of Conduct Policy
- c. NYS Construction Grant 22-23 Contract

Motion to approve NYS Construction Grant 22-23 Contract: E. Rivera; 2nd, C. Thomson

YES: 5/5; President, M. Gillette; V. President, G. Snyder; Secretary, E. Rivera, and Trustees C. Thomson and N. Hoffman

NO: 0/5

- d. Librarian II Vacancy
- e. Page Vacancies

XII. New Business

- a. Mission Ignite Contract (Kenneth Roman)

Tabled to January Meeting at the latest to make a motion to approve this expense and commitment.

- b. Librarian 1 Vacancy
See Executive Session Notes
- c. Part-time staff pay for library closures

Motion to create a policy change: N. Hoffmann; 2nd C. Thomson

YES: 5/5; President, M. Gillette; V. President, G. Snyder; Secretary, E. Rivera, and Trustees C. Thomson and N. Hoffman

NO: 0/5

C. Thomson & N. Hoffmann will work on a draft for January Meeting

- d. State of the department letters
- e. Board of Trustees reappointment – N. Hoffmann

Motion to reappoint N. Hoffmann through 12/21/2026: E. Rivera; 2nd C. Thomson

YES: 5/5; President, M. Gillette; V. President, G. Snyder; Secretary, E. Rivera, and Trustees C. Thomson and N. Hoffman

NO: 0/5

- f. Library Assistant – FT Vacancy
Tabled to January Meeting

XIII. Motion for Executive Session

There was a motion to enter executive session to discuss: The medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation.

Motion to enter Executive Session: E. Rivera; 2nd, C. Thomson, 6:57 pm

- a. **Motion to approve K. Roman to Librarian II, Head of Adult Services at \$65,813 per year starting January 1, 2023:** N. Hoffmann; 2nd C. Thomson

YES: 5/5; President, M. Gillette; V. President, G. Snyder; Secretary, E. Rivera, and Trustees C. Thomson and N. Hoffman

NO: 0/5

- b. **Motion to approve two Pages at \$13.20 per hour starting 12/22/22 and 12/27/22:** G. Snyder; 2nd N. Hoffmann

YES: 5/5; President, M. Gillette; V. President, G. Snyder; Secretary, E. Rivera, and Trustees C. Thomson and N. Hoffman

NO: 0/5

- c. **Motion to approve hiring for Librarian I:** E. Rivera; 2nd, C. Thomson

YES: 5/5; President, M. Gillette; V. President, G. Snyder; Secretary, E. Rivera, and Trustees C. Thomson and N. Hoffman

NO: 0/5

- d. **Motion to Exit Executive Session:** E. Rivera; 2nd, C. Thomson

YES: 5/5; President, M. Gillette; V. President, G. Snyder; Secretary, E. Rivera, and Trustees C. Thomson and N. Hoffman

NO: 0/5

Exited Executive Session: Returned 7:28 pm

XIV. Other Business –

XV. Adjournment


MOTION:

Motion to adjourn at 8:02 pm

Motion by E. Rivera, 2nd N. Hoffman, unanimously approved. Motion carried.

YES: 5/5; President, M. Gillette; V. President, G. Snyder; Secretary, E. Rivera, and Trustees C. Thomson and N. Hoffman

NO: 0/5



Elizabeth Rivera, Secretary

12/21/2022

Date