



**Board of Trustees Meeting**  
Minutes of Meeting on January 18, 2023

I. Call to order: Meeting was called to order at 6:01 PM by President M. Gillette

**Motion to call meeting to order: N. Hoffmann, 2nd C. Thomson**

**Unanimously approved. Motion carried.**

**Yes 5/5; President, M. Gillette; V. President, G. Snyder; Trustees: C. Thomson,  
N. Hoffmann, and S. Surowka-Sanders**

**NO: 0/5**

II. Roll call/Attendance

a. Library Trustees Present: President, M. Gillette; V. President, G. Snyder;

And Trustees: C. Thomson, N. Hoffmann and S. Surowka-Sanders

b. Library Trustees Excused:

c. Library Trustees Absent: Secretary, E. Rivera

d. Library Staff Present: Library Director, Seth Jacobus; Tech Center Director and  
Youth Services Librarian, Kenneth Roman

III. Approval of meeting agenda for January 18, 2023, meeting

**MOTION:**

**Motion to approve the agenda for the January 18, 2023: G. Snyder; 2nd C. Thomson**

**Unanimously approved. Motion carried.**

**YES: 5/5; President, M. Gillette; V. President, G. Snyder; and Trustees: C.  
Thomson N. Hoffmann, and S. Surowka-Sanders**

**NO: 0/5**

IV. Period of Public Expression: N/A

V. Approval of minutes from July 21, 2022 -Board will approve with amendments

**MOTION:**

**Motion to approve the minutes for the July 21, 2022 meeting: M. Gillette, President, 2nd C. Thomson**

**Unanimously approved. Motion carried.**

**YES: 5/5; President, M. Gillette; V. President, G. Snyder; Trustees: C. Thomson and N. Hoffmann and S. Surowka-Sanders**

**NO: 0/5**

VI. Approval of minutes from September 7, 2022-tabled

VII. Approval of minutes from October 26, 2022-tabled

VIII. Approval of minutes from November 23, 2022-tabled

IX. Approval of minutes from December 21, 2022 meeting

**MOTION:**

**Motion to approve the minutes for the December 21, 2022 meeting: M. Gillette, President; 2nd C. Thomson,**

**Unanimously approved. Motion carried.**

**YES: 5/5; President, M. Gillette; V. President, G. Snyder; Trustees: C. Thomson, N. Hoffmann and S. Surowka-Sanders**

**NO: 0/5**

X. Manifest #8

**MOTION:**

**Motion to approve Manifest #8: M. Gillette, President; 2nd C. Thomson**

**Unanimously approved. Motion carried.**

**YES: 5/5; President, M. Gillette; V. President, G. Snyder; Secretary; Trustees: C. Thomson, N. Hoffmann, and S. Surowka-Sanders**

**NO: 0/5**

XI. January financial report:

**MOTION:**

**Motion to approve the January 2023 financial report minus the Library Fund Balance that is not available: M. Gillette, President; 2nd C. Thomson**

**Unanimously approved. Motion carried.**

**YES: 5/5; President, M. Gillette; V. President, G. Snyder; Trustees: C. Thomson, N. Hoffmann and S. Surowka-Sanders**

**NO: 0/5**

XII. Old Business

a. Video Recording Policy

**MOTION: Motion to approve the Video Recording Policy: S. Surowka-Sanders; 2nd C. Thomson**

**Unanimously approved. Motion carried.**

**YES: 5/5; President, M. Gillette; V. President, G. Snyder; Trustees: C. Thomson, N. Hoffmann and S. Surowka-Sanders**

b. Code of Conduct-tabled to allow 24 hours on the website

c. Mission Ignite: more potential negotiations and updates will be provided at the next meeting.

d. Library Assistant FT-vacancy (tech center)

**Motion to hire a Full Time Library Assistant at a rate of pay of \$22 per hour: N. Hoffmann; 2nd M. Gillette, President**

**Unanimously approved. Motion carried.**

**YES: 5/5; President M. Gillette; V. President, G. Snyder; Trustees: C. Thomson, N. Hoffmann and S. Surowka-Sanders**

e. Part-time staff pay for library closures: Section 404 Emergency Weather Closing will be amended-all scheduled part-time staff scheduled to work will be paid for the hours they are scheduled up to a maximum of 5 such closings per fiscal year. (Policy will be presented at the next Board meeting)

f. Library Clerk Full-Time vacancy:

**Motion to hire Megan Morse as Full-Time Library Clerk starting on 2/6/23 at \$15.20 per hour: N. Hoffmann; 2nd M. Gillette, President**

**Unanimously approved. Motion carried.**

**YES: 5/5; President M. Gillette; V. President, G. Snyder; Trustees: C.**

**Thomson,**

**N. Hoffmann and S. Surowka-Sanders**

XIII. New Business

a. GFJ Library Budget Projections.

b. January Department Head Meeting Minutes: Strategic Plan will end in 2023. A committee will be formed to develop a new plan. Department Heads would like to be part of the Committee. S. Surowka-Sanders; V. President, G. Snyder; and President M. Gillette will serve on the Committee.

**Motion to create a Strategic Planning Committee: M. Gillette, President; 2nd S. Surowka-Sanders**

**Unanimously approved. Motion carried.**

**YES: 5/5; President, M. Gillette; V. President, G. Snyder; Trustees: C.**

**Thomson, N. Hoffmann and S. Surowka-Sanders**

**NO: 0/5**

c. Solar shades/curtains for the Library-tabled to February meeting pending Library Fund balance information

XIV. 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, 7:43 pm: President, M. Gillette; 2nd C. Thomson**

Discussion about M. Morse filling a Full Time Library vacancy position.

**Motion to exit Executive Session, 7:46: S. Surowka-Sanders; 2nd President, M. Gillette**

**Unanimously approved. Motion carried.**

**YES: 5/5; President, M. Gillette; V. President, G. Snyder; Trustees C.**

**Thomson, N. Hoffmann, and S. Surowka-Sanders**  
**NO: 0/5**

XV. Adjournment

**Motion to adjourn: 7:58 pm: President, M. Gillette; 2nd C. Thomson**

**Unanimously approved. Motion carried.**

**YES: 5/5; President ,M. Gillette; V. President G. Snyder; Trustees: C. Thomson, N. Hoffmann and S. Surowka-Sanders**  
**NO: 0/5**

Board of Trustees Minutes: January 18, 2023 by Nadine Hoffmann