

# GFJ Library Board of Trustees Meeting

## February 15, 2023

- I. Call to order: Meeting was called to order at 6:01 pm by President Gillette  
Motion to call meeting to order: Hoffmann, 2<sup>nd</sup> Thomson  
Motion approved  
Yes 5/5: Gillette, Snyder, Thomson, Hoffmann, Surowka-Sanders  
No 0/5
- II. Roll Call
  - a. Library Trustees Present: Gillette, Snyder, Thomson, Hoffmann, Surowka-Sanders
  - b. Library Trustees Excused: Elizabeth Rivera
  - c. Library Staff Present: Library Director Jacobus;
- III. Adoption of February 15, 2023 meeting agenda  
Motion to adopt agenda: Hoffmann, 2<sup>nd</sup> Thomson  
Motion approved  
Yes 5/5: Gillette, Snyder, Thomson, Hoffmann, Surowka-Sanders  
No 0/5
- IV. Period of Public Expression  
Action: No Public Expression
- V. Approval of minutes from September 7, 2022  
Motion to approve the minutes for the September 7, 2022, meeting: Gillette, 2<sup>nd</sup> Surowka-Sanders  
Motion approved  
Yes 5/5: Gillette, Snyder, Thomson, Hoffmann, Surowka-Sanders  
No 0/5
- VI. Approval of minutes from October 26, 2022  
Action: Tabled
- VII. Approval of minutes from November 23, 2022  
Action: Tabled
- VIII. Approval of minutes from January 18, 2023, meeting  
Motion to approve the minutes for the December 21, 2022, meeting: Gillette, 2<sup>nd</sup> Thomson  
Motion approved

Yes 5/5: Gillette, Snyder, Thomson, Hoffmann, Surowka-Sanders  
No 0/5

IX. Manifest #9

Discussion: Presentation by Director

Motion to approve Manifest #9: Gillette, 2<sup>nd</sup> Thomson

Motion approved

Yes 5/5: Gillette, Snyder, Thomson, Hoffmann, Surowka-Sanders

No 0/5

X. January Financial Report:

Discussion: Director indicated that the Village of Endicott had fixed errors since previous meeting, except the Library's savings and checking accounts balances are not yet available

Motion to approve January Financial Report: Gillette, 2<sup>nd</sup> Thomson

Motion approved

Yes 5/5: Gillette, Snyder, Thomson, Hoffmann, Surowka-Sanders

No 0/5

XI. February Financial report

Discussion: Director indicated that the February Financial Report from the Village of Endicott is not yet available

Action: Tabled

XII. Old Business

a. Code of Conduct

Motion to approve the revision to the Code of Conduct Policy: Hoffmann, 2<sup>nd</sup> Thomson

Motion approved

Yes 5/5: Gillette, Snyder, Thomson, Hoffmann, Surowka-Sanders

No 0/5

b. Lupardo Laptop Grant Quotes

Discussion: Director presented options

Motion to approve purchasing computers from Red Barn for Lupardo Grant: Hoffmann, 2<sup>nd</sup> Thomson

Motion approved

Yes 5/5: Gillette, Snyder, Thomson, Hoffmann, Surowka-Sanders

No 0/5

c. Part-time Staff pay for Library closures

Motion to approve the revision to the Part-time Staff Policy: Hoffmann; 2<sup>nd</sup> Thomson

Motion approved

Yes 5/5: Gillette, Snyder, Thomson, Hoffmann, Surowka-Sanders

No 0/5

d. Library Assistant: Full-time Vacancy

Update: Director indicated that two internal candidates have applied and will be interviewed

e. Finance Committee

Update: Director indicated that the Village of Endicott has assigned preparation of Financial Reports to another staff member

f. Worker's Comp Insurance Payment Issue

Update: Director indicated that the Village, Library, and Insurance Company are working to resolve payment issue

XIII. New Business

a. Staff Probationary Periods

Initial discussion

XIV. Executive Session:

Discussion on four letters from recently promoted employees requesting to have their probationary periods terminated

There was a motion to enter executive session at 7:35 to discuss the four letters

Motion to enter Executive Session, 7:43 pm: Gillette; 2<sup>nd</sup> Thomson

Discussion about probationary process

Motion to exit Executive Session, 8:13 pm: Hoffmann, 2<sup>nd</sup> Gillette

Return to New Business: Staff Probationary Periods

Motion to approve termination of the four staff members' probationary periods:

(S.Jacobus, E.Singleton, H.Bryson, B.Butler)

Surowka-Sanders; 2<sup>nd</sup> Thomson

Motion approved

Yes 5/5: Gillette, Snyder, Thomson, Hoffmann, Surowka-Sanders

No 0/5

XV. Other Business

Action: No Other Business

XVI. Adjournment

Motion to adjourn the trustees meeting: Gillette, 2<sup>nd</sup> Thomson

Motion approved

Yes 5/5: Gillette, Snyder, Thomson, Hoffmann, Surowka-Sanders

No 0/5