



## **Board of Trustees Meeting**

Minutes of Meeting on November 16, 2022

I. Call to order: Meeting was called to order at 9:06 am

**Motion to call meeting to order: E. Rivera, 2<sup>nd</sup> N. Hoffman**

**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: N/A

c. Library Trustees Absent: N/A

d. Library Staff Present: Library Director, Seth Jacobus

III. Adoption of November 16, 2022, meeting agenda

**Motion to adopt meeting agenda for November 16, 2022: G. Snyder, 2<sup>nd</sup> N. Hoffman**

**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

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

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

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

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

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

VIII. Manifest #6

**MOTION**

**Motion to accept Manifest #6**

**Motion by E. Rivera, 2<sup>nd</sup> 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**

- IX. November financial report: Reviewed the November financial report. The revenues through October 2022 were \$15,431.93 and expenses were \$388,897.60. The library fund through October 2022 was \$994,674.32.

**MOTION:**

**Motion to approve the November financial report 2022**

**Motion by N. Hoffman; 2<sup>nd</sup>, E. Rivera, 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**

X. Old Business

- a. Video Recording Policy  
Tabled, additional edits coming up at next meeting
- b. Code of Conduct Policy
- c. A. Kane – Sending letter to allow Kane to return
- d. Librarian I-Part Time

**Motion to approve H. Bryson as temporary Library Assistant at \$27.12/hr, 19 hours per week:**

**Motion by C. Thomson; 2<sup>nd</sup>, E. Rivera, 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**

XI. New Business

a. 2022 NYLA Employee Reimbursements

**Motion to approve 2022 NYLA Employee Reimbursements**

**Motion by E. Rivera, 2nd, G. Snyder, 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**

b. Minimum Wage Increases

**Motion to approve Minimum Wage Increases beginning December 31, 2022:**

**Motion by G. Snyder; 2nd, E. Rivera, 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**

c. G. Snyder Budget Review – Went over revenue and expenses  
d. 2023 4CLS Cost of Services

**Motion to approve 2023 4CLS Cost of Services \$45,825**

**Motion by N. Hoffman; 2nd, E. Rivera, 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**

e. Board of Trustee Candidate – Stephanie Surowka-Sanders - Stephanie

**Motion to approve Board of Trustee Candidate S. Surowka-Sanders**

**Motion by E. Rivera, 2nd, C. Thomson, 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**

XII. Motion for Executive Session George, Charlene 2<sup>nd</sup> 11:20 am

- a. PT Role, Megan Morse, to return to part time capacity Library Clerk at rate of 15.20/hr
  - b. Heidi Bryson, voted to PT Librarian I Pay 27.15/hr.; 19 hrs per week
  - c. Returned 11:24 am
- XIII. Other Business –
- XIV. Adjournment
- a. Oath of Office Cards – Completed as of this meeting
  - b. Librarian I – FT Vacancy

**MOTION:**

**Motion to approve posting of FT Librarian I position to fill Children’s Librarian position that was vacated with a salary range of \$51,000 to \$57,681**

**Motion by N. Hoffman, 2<sup>nd</sup> E. Rivera, 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**

- c. Page Resignation – A. Goodrich

**MOTION:**

**Motion to accept A. Goodrich resignation**

**Motion by N. Hoffman, 2<sup>nd</sup> by George Snyder, 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**

- d. GFJ Bylaws Revision

**MOTION:**

**Motion to accept revisions for board meeting times from 7 pm to 6 pm**

**Motion by C. Thomson, 2<sup>nd</sup> 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**

e. Health Insurance Renewal Documents

**MOTION:**

**Motion to accept Health Insurance Renewal**

**Motion by N. Hoffman, 2<sup>nd</sup> C. Thomson, 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**

f. Automatic Doors Maintenance Contract

**MOTION:**

**Motion to door maintenance contract**

**Motion by N. Hoffman, 2<sup>nd</sup> E. Rivera, 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**

**XV. 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:**

**Motion to enter Executive Session**

**Motion by N. Hoffman, 2<sup>nd</sup> E. Rivera, 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**

a. Library Assistant – PT Tech Vacancy

**MOTION:**

**Motion to hire B. Maloney**

**Motion by N. Hoffman, 2<sup>nd</sup> C. Thomson, 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**

b. Head of Youth Services Vacancy

**MOTION:**

**Motion to approve E. Singleton as permanent Head of Youth Services E. Singleton as Head of Youth Services**

**Motion by N. Hoffman, 2nd E. Rivera, 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**

c. Letter from E. Singleton

**MOTION:**

**Motion to appoint H. Bryson to the interim position of Library Assistant for a period of up to 89 days**

**Motion by E. Rivera, 2nd N. Hoffman**

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

**NO: 0/5**

d. Promotion & Raise Request – S. Jacobus

**MOTION:**

**Motion to promote S. Jacobus to Library Director III and a raise from \$79,584 to \$83,000 retroactive to June 1, 2022**

**Motion by 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:**

**Motion to leave executive session**

**Motion by G. Snyder, 2<sup>nd</sup> M. Gillette**

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

**NO: 0/5**

XVI. Other Business

XVII. Adjournment


**MOTION:**

**Motion to adjourn at 8:02 pm**

**Motion by E. Rivera, 2<sup>nd</sup> 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**



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Elizabeth Rivera, Secretary

11/30/2022

Date