



## **Board of Trustees Meeting**

Minutes of Meeting on September 20, 2023

- I. Call to order: Meeting was called to order at 6:07 PM by President M. Gillette  
**Motion by M. Gillette, 2<sup>nd</sup> M Mancini, unanimously approved. Motion carried.**  
**YES: 5/5;** President, M. Gillette; V. President, M. Mancini; and Trustees H. Smith, L. Sukarat, C. Thomson | **NO: 0/5**
- II. Roll call/Attendance
  - a. Library Trustees Present: President, M. Gillette; V. President, M. Mancini; and Trustees H. Smith, L. Sukarat, C. Thomson
  - b. Library Trustees Excused: N/A
  - c. Library Trustees Absent: Secretary, E. Rivera
  - d. Library Staff Present: Library Director, Seth Jacobus
- III. Approval of meeting agenda for September 20, 2023, meeting  
**Motion to approve the agenda for the September 20, 2023, except for items V, VI, VII, and VIII. (Minutes from previous meetings moved to October meeting)**  
**Motion by M. Gillette, 2<sup>nd</sup> H. Smith, unanimously approved. Motion carried.**  
**YES: 5/5;** President, M. Gillette; V. President, M. Mancini; and Trustees H. Smith, L. Sukarat, C. Thomson | **NO: 0/5**
- IV. Period of Public Expression: N/A
- V. Approval of minutes from November 23, 2022, tabled to October 2023 meeting
- VI. Approval of minutes from April 24, 2023, tabled to October 2023 meeting
- VII. Approval of minutes from May 17, 2023, tabled to October 2023 meeting
- VIII. Approval of minutes from June 29, 2023, tabled to October 2023 meeting
- IX. Approval of minutes from July 19, 2023, meeting  
**Motion by M. Gillette, 2<sup>nd</sup> M. Mancini, unanimously approved. Motion carried.**

**YES: 5/5;** President, M. Gillette; V. President, M. Mancini; and Trustees H. Smith, L. Sukarat, C. Thomson | **NO: 0/5**

X. Manifest #3

**Motion to accept Manifest #3**

**Motion by M. Gillette, 2<sup>nd</sup> M. Mancini, unanimously approved. Motion carried.**

**YES: 5/5;** President, M. Gillette; V. President, M. Mancini; and Trustees H. Smith, L. Sukarat, C. Thomson | **NO: 0/5**

XI. Manifest #4

**Motion to accept Manifest #4**

**Motion by M. Gillette, 2<sup>nd</sup> M. Mancini, unanimously approved. Motion carried.**

**YES: 5/5;** President, M. Gillette; V. President, M. Mancini; and Trustees H. Smith, L. Sukarat, C. Thomson | **NO: 0/5**

XII. August financial report: Reviewed the August financial report. The revenues through August 2023 were **\$24,747.65** and expenses were **\$204,333.95**. The library fund through August 2023 was **\$1,371,597.34**.

**Motion to approve the August financial report 2023.**

**Motion by M. Gillette, 2<sup>nd</sup> M. Mancini, unanimously approved. Motion carried.**

**YES: 5/5;** President, M. Gillette; V. President, M. Mancini; and Trustees H. Smith, L. Sukarat, C. Thomson | **NO: 0/5**

XIII. September financial report: Reviewed the September financial report. The revenues through September 2023 were **\$53,827.34** and expenses were **\$296,497.20**. The library fund through September 2023 was not available.

**Motion to approve the September financial report 2023.**

**Motion by M. Gillette, 2<sup>nd</sup> M. Mancini - unanimously approved. Motion carried.**

**YES: 5/5;** President, M. Gillette; V. President, M. Mancini; and Trustees H. Smith, L. Sukarat, C. Thomson | **NO: 0/5**

XIV. Old Business

- a. 2023-2024 NYS Construction Grant/Approval of Shelving Purchase

- i. Purchased
- b. Strategic Plan Committee Documents/Minutes
- c. Policy Committee Report-Active Shooter Policy
  - i. Tabled to October meeting - Motion: M. Gillette, 2nd M. Mancini - unanimously approved.
    - 1. Waiting to see if the village will be scheduling this & providing for us
- d. Principal Library Clerk Vacancy - Motion: M. Gillette, 2nd M. Mancini, unanimously approved.

**Motion to approve Kathryn Mills to the position of Full Time Principal Library Clerk at a rate of \$20.39 per hour.**

**Motion by M. Gillette, 2<sup>nd</sup> M. Mancini, unanimously approved. Motion carried.**

**YES: 5/5;** President, M. Gillette; V. President, M. Mancini; and Trustees H. Smith, L. Sukarat, C. Thomson | **NO: 0/5**

- e. Carpet Cleaning
  - i. Push cleaning the carpets in October?
    - 1. Board would like to seek alternatives to a full carpet cleaning with Broome Steam - that don't involve moving all furniture

XV. New Business

- a. Health Insurance Plan Renewal Documents

**Motion to approve renewal of health insurance plan for active employees.**

**Motion by M. Gillette, 2<sup>nd</sup> M. Mancini, unanimously approved. Motion carried.**

**YES: 5/5;** President, M. Gillette; V. President, M. Mancini; and Trustees H. Smith, L. Sukarat, C. Thomson | **NO: 0/5**

- b. Circulation Desk Mat Quote

**Motion to approve the purchase of circulation desk mat in the amount of \$2,762.75.**

**Motion by M. Mancini, 2<sup>nd</sup> L. Sukarat, unanimously approved. Motion carried.**

**YES: 5/5;** President, M. Gillette; V. President, M. Mancini; and Trustees H. Smith, L. Sukarat, C. Thomson | **NO: 0/5**

c. GFJML Trustee Training Policy

**Motion to approve GFJML Trustee Training Policy**

**Motion by H. Smith, 2nd M. Mancini, unanimously approved. Motion carried.**

**YES: 5/5;** President, M. Gillette; V. President, M. Mancini; and Trustees H. Smith, L. Sukarat, C. Thomson | **NO: 0/5**

- d. GFJML Travel/Conference Policy - tabled to October to update to add
- i. a provision called "Paid Time" be added to the proposed to the policy. Stating that the employees will be paid their regular expected wages that they would get for that/those day(s).
  - ii. To allow employees food allotment per day within the allowable amount under the M&IE Total column.

**MOTION: TABLED No motion needed - will vote on approval at next meeting pending these changes.**

e. 4CLS Digital Content Plan

**Motion to approve or deny 4CLS Digital Content Plan- We tabled, need more information.**

XVI. Motion for Executive Session-K.Mills

**Motion to enter Executive Session at 6:40 PM**

The Board voted to enter into 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 by M. Gillette, 2nd M. Mancini, unanimously approved. Motion carried.**

**YES: 5/5;** President, M. Gillette; V. President, M. Mancini; and Trustees H. Smith, L. Sukarat, C. Thomson | **NO: 0/5**

**The board discussed hiring Kathryn Mills for the vacant Principal Library Clerk position.**

**Motion to exit Executive Session at 6:43 PM**

**Motion by M. Gillette, 2nd M. Mancini, unanimously approved. Motion carried.**

**YES: 5/5;** President, M. Gillette; V. President, M. Mancini; and Trustees H. Smith, L. Sukarat, C. Thomson | **NO: 0/5**

XVII. Other Business

XVIII. Adjournment

**Motion to adjourn at 7:57 pm**

**Motion by M. Gillette, 2nd M. Mancini, unanimously approved. Motion carried.**

**YES: 5/5;** President, M. Gillette; V. President, M. Mancini; and Trustees H. Smith, L. Sukarat, C. Thomson | **NO: 0/5**

Mo Gillette

9/20/23

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President

Date