



Board of Trustees Meeting

Minutes of Meeting on November 15, 2023

I. Call to order: Meeting was called to order at 6:00 PM by President M. Gillette

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 | **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:
- c. Library Trustees Absent:
- d. Library Staff Present: Library Director, Seth Jacobus

III. Approval of meeting agenda for November 15, 2023, meeting

Motion to approve the agenda for the November 15, 2023, except for items V, VI, and VII. (Minutes from previous meetings moved to December meeting)

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

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

IV. Period of Public Expression: N/A

V. Approval of minutes from April 24, 2023, tabled to December 2023 meeting

VI. Approval of minutes from May 17, 2023, tabled to December 2023 meeting

VII. Approval of minutes from June 29, 2023, tabled to December 2023 meeting

VIII. Approval of minutes from October 20, 2023, meeting

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 | **NO: 0/5**

IX. Manifest #6

Motion to accept Manifest #6

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

YES: 5/5; President: M. Gillette; V. President: M. Mancini; and Trustees: H. Smith, L. Sukarat | **NO: 0/5** November financial report: Reviewed the November financial report. The revenues through November 2023 were **\$86,195.07** and expenses were **\$494,573.64**. The library fund through November 2023 was **\$ 1,141,759.33**.

Motion to approve the November financial report 2023.

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 | **NO: 0/5**

X. Old Business

- a. Strategic Plan Committee Report
Review of meeting minutes.
- b. Policy Committee Report-Active Shooter Policy/Training
Nothing new to report - discussed for the training up to \$250, Seth to discuss with staff about scheduling the training for a Sunday in December so as to avoid disrupting patrons or scaring anybody.
- c. Circulation Desk Mat
Mat was ordered and installed but is incorrect. Working with Sanico to fix the mat or get a new one.
 - i. Staff has taken videos of measuring out the mat to show how it's incorrectly set up - Maria @ Sanico working to make it right. Waiting on a resolution.
- d. Carpet Cleaning
Have not been able to meet with department head staff to determine cleaning areas. Will discuss at the next department head meeting scheduled for 11/27.
 - i. currently short staffed, so scheduling this is challenging.
 - ii. department head meeting will discuss what is the heaviest use areas to determine which areas to focus on next -
 1. Thinking: children's room, downstairs since that is where the children's programming is taking place, and maybe around the computers

XI. New Business

- a. Surge protectors for rooftop units
Review of estimate from ANC.

Motion to approve purchase of surge protectors for rooftop units.

Motion by M. Mancini, 2nd M. Gillette , 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. Board Member Candidate – G. Bridges
Vote on application of candidate G. Bridges.

Motion to approve application of G. Bridges.

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**

- c. NYLA Reimbursements
E. Singleton hotel overage. H. Bryson mileage reimbursement.

Motion to approve payment of NYLA reimbursements.

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

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

- d. Senate Bill S3594/funding initiative for library
Bill passed which allows for 25 petition signatures to get proposition placed on a ballot. Discussion of funding initiative process and Board approval to begin the funding initiative process for next year. There should be a committee formed to review how much of a funding increase we will need over the next five years.
- i. Board looking to create a committee to consider the possibility of going for a funding increase either in 2024 versus 2025.
 - ii. M. Mancini, L. Sukarat, G. Bridges will be board members on the committee

Motion to begin funding initiative committee

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 | **NO: 0/5**

- e. GFJML Strategic Plan 2024-2028
Option for plans with or without years.

Motion to table GFJML 2024-2028 Strategic Plan to December meeting.

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 | **NO: 0/5**

XII. Motion for Executive Session

Motion to enter Executive Session at 7:25 pm.

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

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

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;

XIII. Executive Session

The Board discussed the payment of an invoice for an ongoing investigation.

Motion to exit Executive Session at 7:44 pm.

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

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

Motion to approve paying the attorney's invoice.

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

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

XIV. Other Business

XV. Adjournment

Motion to adjourn at 7:47 pm

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

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

Maureen Gillette

11/15/2023

President

Date