



**Board of Trustees Meeting**  
Minutes of Meeting on December 27, 2023

I. Call to order: Meeting was called to order at 6:01 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: G. Bridges, H. Smith, L. Sukarat | **NO: 0/5**

II. Roll call/Attendance

- a. Library Trustees Present: President: M. Gillette; V. President: M. Mancini; and Trustees: G. Bridges, H. Smith, L. Sukarat,
- b. Library Trustees Excused: N/A
- c. Library Trustees Absent: C. Thomson
- d. Library Staff Present: Library Director, Seth Jacobus

III. Approval of meeting agenda for December 27, 2023 meeting

**Motion to approve the agenda for December 27, 2023 except for items V, VI, and VII. (Minutes from previous meetings moved to January 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: G. Bridges, H. Smith, L. Sukarat | **NO: 0/5**

IV. Period of Public Expression: N/A

V. Approval of minutes from April 24, 2023 tabled to January 2024 meeting

VI. Approval of minutes from May 17, 2023 tabled to January 2024 meeting

VII. Approval of minutes from June 29, 2023 tabled to January 2024 meeting

VIII. Approval of minutes from November 15, 2023 meeting

**Motion to approve the minutes from the November 15, 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: G. Bridges, H. Smith, L. Sukarat | **NO: 0/5**

IX. Approval of minutes from December 7, 2023 special meeting

**Motion to approve the minutes from the December 7, 2023 special 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: G. Bridges, H. Smith, L. Sukarat | **NO: 0/5**

X. Manifest #6-Revised

**Motion to accept Manifest #6-Revised**

**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: G. Bridges, H. Smith, L. Sukarat | **NO: 0/5**

XI. Manifest #7

**Motion to accept Manifest #7**

**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: G. Bridges, H. Smith, L. Sukarat | **NO: 0/5**

XII. Other Business - **6:15 PM Motion to enter Executive Session to discuss administrative leave policy**

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

- a. Discussion of J. Ingram's recent request for payout of accrued vacation time.
- b. Motion to leave Executive Session: M. Gillette, 2<sup>nd</sup> M. Mancini, unanimously approved. Motion carried.

XIII. December financial report: Reviewed the December financial report. The revenues through December 2023 were **\$90,474.80** and expenses were **\$581,081.42**. The library fund through November 2023 was **\$ 1,066,709.13**.

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

**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: G. Bridges, H. Smith, L. Sukarat | **NO: 0/5**

XIV. Old Business

a. GFJML Strategic Plan 2024-2028

**Motion to approve the GFJML Strategic Plan 2024-2028.**

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

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

b. Librarian II-FT Vacancy (Head of Adult Services)

**Motion to approve the transfer of Kenneth Roman from probationary to permanent status as Librarian II-FT (Head of Adult Services) at a rate of \$35.10 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: G. Bridges, H. Smith, L. Sukarat | **NO: 0/5**

c. Overdrive Notice & Agreement 2024-2026

**Motion to approve Overdrive Notice & Agreement 2024-2026.**

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

**YES: 4/5;** President: M. Gillette; and Trustees: G. Bridges, H. Smith, L. Sukarat | **NO: 0/5 | Abstain: V. President: M. Mancini**

XV. New Business

a. Librarian I-FT vacancy (Adult Services)

**Motion to approve hiring of a Librarian I-FT (Adult Services) at a rate of \$25.00 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: G. Bridges, H. Smith, L. Sukarat | **NO: 0/5**

- b. Library Assistant-PT Vacancy (Adult Services)

**Motion to approve hiring of a Library Assistant-PT (Adult Services) for 18 hours per week at a pay rate of \$22.00 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: G. Bridges, H. Smith, L. Sukarat | **NO: 0/5**

- c. Librarian I-FT Vacancy (Young Adult/Children's Dept.)

**Motion to approve the hiring of Heidi Bryson as Librarian I-FT (Young Adult/Children's Dept.) at a requested pay rate of \$29.24 per hour, effective January 1st, 2024.**

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

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

- d. Library Clerk-PT Vacancy

**Motion to accept the resignation of Nancy Lafy and to fill this position.**

**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: G. Bridges, H. Smith, L. Sukarat | **NO: 0/5**

**Motion to approve the hiring of a Library Clerk-PT at 18 hours per week at a pay rate of \$16.00 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: G. Bridges, H. Smith, L. Sukarat | **NO: 0/5**

- e. Letter from Kathryn Mills-Principal Library Clerk

**Motion to approve the raise request of K. Mills at a pay rate of \$22.00 per hour, effective January 1st, 2024.**

**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: G. Bridges, H. Smith, L. Sukarat | **NO: 0/5**

- f. Board member Renewal-M. Mancini

**Motion to approve the renewal of M. Mancini to the Board of Trustees for his first five-year term from January 1, 2024-December 31, 2028.**

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

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

- g. 2024 4CLS Cost of Services Sheet

**Motion to approve the 2024 4CLS Cost of Services Sheet, in the amount of \$49,471.98, accounting for the increase in Overdrive costs.**

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

**YES: 4/5;** President: M. Gillette and Trustees: G. Bridges, H. Smith, L. Sukarat | **NO: 0/5 | Abstain: M. Mancini**

- h. Excellus Insurance Rate Renewal-Retirees

**Motion to approve the Excellus Insurance Rate Renewal for Retirees, for a monthly total of \$2,863.28**

**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: G. Bridges, H. Smith, L. Sukarat | **NO: 0/5**

#### XVI. Motion for Executive Session

**Motion to enter Executive Session at 6:50pm by H. Smith, 2<sup>nd</sup> M. Mancini, unanimously approved. Motion carried.**

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 to leave executive session at 6:55 PM by M. Gillette, 2<sup>nd</sup> G. Barnes, unanimously**

**approved. Motion carried.**

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

**The Board discussed numerous personnel matters.**

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

XVII. Other Business

**Motion to approve to pay J. Ingram’s accrued vacation time off in the amount of 28.5 hours**

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

Discussion regarding emergency situations & coming up with best practice guidelines pertaining to a variety of safety issues. The board will look into creating documentation regarding guidance (not a formal policy) around these issues.

Discussion regarding creation of how to address accruing vacation time during an administration leave.

XVIII. Adjournment

**Motion to adjourn at M. Mancini 7:31 pm**

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

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

*Maureen Gillette*

12/27/2023

Maureen Gillette, President

Date