



Board of Trustees Meeting

Minutes of Meeting on June 29, 2023

- I. Call to order: Meeting was called to order at 6:00 PM by President M. Gillette
Motion by M. Gillette, 2nd E. Rivera, unanimously approved. Motion carried.
YES: 5/5; President: M. Gillette; Secretary: E. Rivera and Trustees: M. Mancini, C. Thompson, H. Smith | **NO: 0/5**

- II. Roll call/Attendance
 - a. Library Trustees Present: President: M. Gillette; Secretary: E. Rivera; and Trustees: M. Mancini, C. Thompson, H. Smith
 - b. Library Trustees Excused:
 - c. Library Trustees Absent:
 - d. Library Staff Present: Library Director, Seth Jacobus

- III. Approval of meeting agenda for June 29, 2023, meeting
Motion to approve the agenda for June 29, 2023, except for items V, VI, VII & VIII. (Minutes from previous meetings moved to July meeting)
Motion by M. Gillette 2nd E. Rivera, unanimously approved. Motion carried.
YES: 5/5; President: M. Gillette; Secretary: E. Rivera and Trustees: M. Mancini, C. Thompson, H. Smith | **NO: 0/5**

- IV. Period of Public Expression: N/A

- V. Approval of minutes from October 26, 2022, tabled to July 2023 meeting

- VI. Approval of minutes from November 23, 2022, tabled to July 2023 meeting

- VII. Approval of minutes from April 24, 2023, tabled to July 2023 meeting

- VIII. Approval of minutes from May 17, 2023, tabled to July 2023 meeting
Motion to table V, VI, VII, VIII to July 2023

Motion by M. Gillette, 2nd E. Rivera, unanimously approved. Motion carried.

YES: 5/5; President: M. Gillette; Secretary: E. Rivera and Trustees: M. Mancini, C. Thompson, H. Smith | **NO: 0/5**

IX. Manifest #1 - (First of the fiscal year)

Motion to accept Manifest #1

Motion by C. Thompson, 2nd E. Rivera, unanimously approved. Motion carried.

YES: 5/5; President: M. Gillette; Secretary: E. Rivera and Trustees: M. Mancini, C. Thompson, H. Smith | **NO: 0/5**

X. June 2023 financial report

Motion to accept the June 2023 financial report.

Motion by M. Gillette 2nd E. Rivera, unanimously approved. Motion carried.

YES: 5/5; President: M. Gillette; Secretary: E. Rivera and Trustees: M. Mancini, C. Thompson, H. Smith | **NO: 0/5**

XI. Old Business

a. 2023-2024 NYS Construction Grant - Media Room Project

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

YES: 5/5; President: M. Gillette; Secretary: E. Rivera and Trustees: M. Mancini, C. Thompson, H. Smith | **NO: 0/5**

b. GFJML by-laws review & proposed amendments

**Motion to approve the GFJML by-laws review & proposed amendments
Motion by M. Mancini, 2nd M. Gillette, approved. Motion carried.**

YES: 5/5; President: M. Gillette; Secretary: E. Rivera and Trustees: M. Mancini, C. Thompson, H. Smith | **NO: 0/5**

c. Strategic Plan Committee Report/Minutes

**Motion to approve Strategic Plan Committee Report/Minutes
Motion by M. Gillette, 2nd E. Rivera, unanimously approved. Motion carried.**

YES:5/5; President: M. Gillette; Secretary: E. Rivera and Trustees: M. Mancini, C. Thompson, H. Smith | **NO: 0/5**

- d. Carpet Cleaning Quotes - reviewed quotes, selected from options

Motion to approve the Broome Steam quote.

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

YES:5/5; President: M. Gillette; Secretary: E. Rivera and Trustees: M. Mancini, C. Thompson, H. Smith | **NO: 0/5**

XII. New Business

- a. Slate of Officers

- i. **Motion to approve M. Gillette as President of the Board of Trustees.**

Motion by M. Mancini, 2nd E. Rivera, unanimously approved. Motion carried.

YES:5/5; President: M. Gillette; Secretary: E. Rivera and Trustees: M. Mancini, C. Thompson, H. Smith | **NO: 0/5**

- ii. **Motion to approve M. Mancini as V. President of the Board of Trustees.**

Motion by M. Gillette, 2nd E. Rivera, unanimously approved. Motion carried.

YES:5/5; President: M. Gillette; Secretary: E. Rivera and Trustees: M. Mancini, C. Thompson, H. Smith | **NO: 0/5**

- iii. **Motion to approve E. Rivera as Secretary of the Board of Trustees.**

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

YES:5/5; President: M. Gillette; Secretary: E. Rivera and Trustees: M. Mancini, C. Thompson, H. Smith | **NO: 0/5**

- b. L. Sukarat Board candidate application

Motion to approve L. Sukarat application.

Motion by M. Gillette, 2nd E. Rivera, unanimously approved. Motion carried.

YES:5/5; President: M. Gillette; Secretary: E. Rivera and Trustees: M. Mancini, C. Thompson, H. Smith | **NO: 0/5**

- c. Library Clerk Vacancy - PT

Motion to approve hiring Jessica Emmond for Library Clerk Vacancy PT at \$16/hour

Motion by M. Gillette, 2nd E. Rivera, unanimously approved. Motion carried.

YES:5/5; President: M. Gillette; Secretary: E. Rivera and Trustees: M. Mancini, C. Thompson, H. Smith | **NO: 0/5**

- d. S. Surowka-Sanders resignation from the board

Motion to approve resignation of S. Surowka-Sanders.

Motion by M. Gillette, 2nd E. Rivera, unanimously approved. Motion carried.

YES:5/5; President: M. Gillette; Secretary: E. Rivera and Trustees: M. Mancini, C. Thompson, H. Smith | **NO: 0/5**

- e. Active Shooter Policy Committee Formation - to create an official policy.

Motion to approve the formation of an Active Shooter Committee.

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

YES:5/5; President: M. Gillette; Secretary: E. Rivera and Trustees: M. Mancini, C. Thompson, H. Smith | **NO: 0/5**

- f. Excellus Premium Rate Increases (8.10%) for Fiscal Year 2024-2025

Motion to approve the Excellus Premium Rate Increase for FY '24-'25

Motion by M. Gillette, 2nd E. Rivera, unanimously approved. Motion carried.

YES:5/5; President: M. Gillette; Secretary: E. Rivera and Trustees: M. Mancini, C. Thompson, H. Smith | **NO: 0/5**

XIII. Motion for Executive Session - M. Morse Hourly Pay

Motion to enter Executive Session at 7:08 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 E. Rivera, unanimously approved. Motion carried.

YES:5/5; President: M. Gillette; Secretary: E. Rivera and Trustees: M. Mancini, C. Thompson, H. Smith | **NO: 0/5**

The Board discussed the Library Assistant - PT Vacancy - candidate - Jessica Emmond

The Board discussed adjusting hourly pay for M. Morse

YES:5/5; President: M. Gillette; Secretary: E. Rivera and Trustees: M. Mancini, C. Thompson, H. Smith | **NO: 0/5**

Motion to exit Executive Session at 7:13 pm

Motion by M. Gillette, 2nd E. Rivera, unanimously approved. Motion carried.

YES:5/5; President: M. Gillette; Secretary: E. Rivera and Trustees: M. Mancini, C. Thompson, H. Smith | **NO: 0/5**

Motion to increase hourly pay for M. Morse from \$15.81 to \$16.00/hour

Motion by M. Gillette, 2nd E. Rivera, unanimously approved. Motion carried.

XIV. Other Business - N/A

XV. Adjournment

Motion to adjourn at 7:58 pm

Motion by M. Gillette 2nd E. Rivera, unanimously approved. Motion carried.

YES:5/5; President: M. Gillette; Secretary: E. Rivera and Trustees: M. Mancini, C. Thompson, H. Smith | **NO: 0/5**

Maureen Gillette

2024

Maureen Gillette, President

Date