



## **Board of Trustees Meeting**

Minutes of Meeting on April 24, 2023

I. Call to order: Meeting was called to order at 5:30 PM by President M. Gillette

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

**YES: 4/4;** President: M. Gillette; Secretary: E. Rivera and Trustees: C. Thompson, S. Surowka | **NO: 0/4**

II. Roll call/Attendance

- a. Library Trustees Present: President: M. Gillette; Secretary: E. Rivera; and Trustees: C. Thompson, S. Surowka
- b. Library Trustees Excused:
- c. Library Trustees Absent:
- d. Library Staff Present: Library Director, Seth Jacobus

III. Approval of meeting agenda for April 24, 2023, meeting

**Motion to approve the agenda for April 24, 2023, except for items V & VI. (Minutes from previous meetings moved to May meeting)**

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

**YES: 4/4;** President: M. Gillette; Secretary: E. Rivera and Trustees: C. Thompson, S. Surowka | **NO: 0/4**

IV. Period of Public Expression: N/A

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

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

VII. Approval of minutes from February 15, 2023, meeting

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

**YES: 4/4;** President: M. Gillette; Secretary: E. Rivera and Trustees: C. Thompson, S. Surowka | **NO: 0/4**

VIII. Manifest #10 -

**Motion to accept Manifest #10 - revised**

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

**YES: 4/4;** President: M. Gillette; Secretary: E. Rivera and Trustees: C. Thompson, S. Surowka | **NO: 0/4**

IX. Manifest #11

**Motion to accept Manifest #11**

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

**YES: 4/4;** President: M. Gillette; Secretary: E. Rivera and Trustees: C. Thompson, S. Surowka | **NO: 0/4**

X. February 2023 financial report

**Motion to accept the February 2023 financial report.**

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

**YES: 4/4;** President: M. Gillette; Secretary: E. Rivera and Trustees: C. Thompson, S. Surowka | **NO: 0/4**

XI. March 2023 financial report

**Motion to accept the March 2023 financial report.**

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

**YES: 4/4;** President: M. Gillette; Secretary: E. Rivera and Trustees: C. Thompson, S. Surowka | **NO: 0/4**

XII. April 2023 financial report

**Motion to accept April 2023 financial report.**

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

**YES: 4/4;** President: M. Gillette; Secretary: E. Rivera and Trustees: C. Thompson, S. Surowka | **NO: 0/4**

XIII. Old Business

a. Librarian I - FT Vacancy

**Motion to approve leaving the role of Librarian I - FT Vacancy unfilled**

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

**YES: 4/4;** President: M. Gillette; Secretary: E. Rivera and Trustees: C. Thompson, S. Surowka | **NO: 0/4**

**Motion to approve creating a FT Library Assistant position for James Ingram and to add 6 work hours for Heidi Bryson's weekly schedule, for a total of 25 hours.**

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

**YES: 4/4;** President: M. Gillette; Secretary: E. Rivera and Trustees: C. Thompson, S. Surowka | **NO: 0/4**

b. Library Assistant - FT Vacancy

**Motion to approve Bethany to fill this role**

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

**YES: 4/4;** President: M. Gillette; Secretary: E. Rivera and Trustees: C. Thompson, S. Surowka | **NO: 0/4**

c. Strategic Plan Committee Report/Minutes

**Motion to approve Strategic Plan Committee Report/Minutes**

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

**YES: 4/4;** President: M. Gillette; Secretary: E. Rivera and Trustees: C. Thompson, S. Surowka | **NO: 0/4**

XIV. New Business

a. GFJ/YHPL Vote Committee

b. 2023-2024 NYS Construction Grant

c. 2023-2024 Library Budget

i. Staff Raises

ii. Staff Medical Insurance Contribution Rates

d. Adult Dept. Vacancies Memo

e. Summer Reading Newsletter

f. SafeTalk Training

- g. Board Candidate - K. Fitzgerald
- h. Board Candidate - H. Smith
- i. Board Candidate - M. Mancini

**Motion to approve M. Mancini appointment to the Board of Trustees.**

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

**YES: 4/4;** President: M. Gillette; Secretary: E. Rivera and Trustees: C. Thompson, S. Surowka | **NO: 0/4**

- j. 2022 Annual Report

**Motion to approve 2022 Annual Report.**

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

**YES: 4/4;** President: M. Gillette; Secretary: E. Rivera and Trustees: C. Thompson, S.Surowka | **NO: 0/4**

- k. 2022 Annual Report to the Community

**Motion to approve 2022 Annual Report to the Community.**

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

**YES: 4/4;** President: M. Gillette; Secretary: E. Rivera and Trustees: C. Thompson, S.Surowka | **NO: 0/4**

- l. Trustee Resignation - G. Snyder Jr.

**Motion to approve resignation of G. Snyder Jr. from the Board of Trustees.**

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

**YES: 4/4;** President: M. Gillette; Secretary: E. Rivera and Trustees: C. Thompson, S.Surowka | **NO: 0/4**

- m. 2023 Tax Cap Document

**Motion to approve the 2023 Tax Cap Document.**

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

**YES: 4/4;** President: M. Gillette; Secretary: E. Rivera and Trustees: C. Thompson, S.Surowka | **NO: 0/4**

XV. Motion for Executive Session

**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: 4/4;** President: M. Gillette; Secretary: E. Rivera and Trustees: C. Thompson, S. Surowka | **NO: 0/4**

**The Board discussed the Library Assistant - FT Vacancy, Librarian I FT Vacancy, and adding hours to a current PT staff member's schedule.**

**Motion to exit Executive Session at 7:13 pm**

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

**YES: 4/4;** President: M. Gillette; Secretary: E. Rivera and Trustees: C. Thompson, S. Surowka | **NO: 0/4**

XVI. Other Business

a. **Community Foundation Grant - Mission Ignite**

XVII. Adjournment

**Motion to adjourn at 7:58 pm**

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

**YES: 4/4;** President: M. Gillette; Secretary: E. Rivera and Trustees: C. Thompson, S. Surowka | **NO: 0/4**

*Maureen Gillette*

2024

---

Maureen Gillette, President

Date