



Board of Trustees Meeting

Minutes of Meeting on July 21, 2022

- I. Call to order: Meeting was called to order at 6:01 PM by President M. Gillette
- II. Roll call/Attendance
 - a. Library Trustees Present: President, M. Gillette; V. President, G. Snyder; Secretary, E. Rivera, and Trustees C. Thomson and N. Hoffman
 - b. Library Trustees Excused: N/A
 - c. Library Trustees Absent: N/A
 - d. Library Staff Present: Library Director, Seth Jacobus; Tech Center Director and Youth Services Librarian, Kenneth Roman

- III. Approval of meeting agenda for July 21, 2022, meeting

MOTION:

Motion to approve the agenda for the July 21, 2022

Unanimously approved. Motion carried.

YES: 5/5; President, M. Gillette; V. President, G. Snyder; Secretary, E. Rivera, and Trustees C. Thomson and N. Hoffman

NO: 0/5

- IV. Period of Public Expression: N/A
- V. Approval of minutes from June 16, 2022

MOTION:

Motion to approve the agenda for the June 16, 2022

Unanimously approved. Motion carried.

YES: 5/5; President, M. Gillette; V. President, G. Snyder; Secretary, E. Rivera, and Trustees C. Thomson and N. Hoffman

NO: 0/5

VI. Manifest #1

MOTION:

Motion to approve Manifest #1

Unanimously approved. Motion carried.

YES: 5/5; President, M. Gillette; V. President, G. Snyder; Secretary, E. Rivera, and Trustees C. Thomson and N. Hoffman

NO: 0/5

VII. Manifest #2

MOTION:

Motion to approve Manifest #2

Unanimously approved. Motion carried.

YES: 5/5; President, M. Gillette; V. President, G. Snyder; Secretary, E. Rivera, and Trustees C. Thomson and N. Hoffman

NO: 0/5

VIII. July financial report: Reviewed July financial report. The revenues through June 2022 were \$1,390.14 and expenses were \$118,082.64. The library fund through June 2022 was \$1,520,454.25.

MOTION:

Motion to approve the July 2022 financial report unanimously approved. Motion carried.

YES: 5/5; President, M. Gillette; V. President, G. Snyder; Secretary, E. Rivera, and Trustees C. Thomson and N. Hoffman

NO: 0/5

IX. Old Business

a. Slate of Officers

MOTION:

Motion to appoint M. Gillette for President, G. Snyder for V. President and E. Rivera for Secretary, unanimously approved. Motion carried.

YES: 5/5; President, M. Gillette; V. President, G. Snyder; Secretary, E. Rivera, and Trustees C. Thomson and N. Hoffman

NO: 0/5

b. Video Recording Policy

MOTION:

Motion to adopt the video recording policy, tabled to September.

YES: 5/5; President M. Gillette, VP G. Snyder, Secretary E. Rivera, Trustees C. Thomson and N. Hoffman

NO: 0/5

c. Library Assistant Vacancy – PT

A request was made to move this position to full time for the lack of qualified candidates. Ken (Staff) explained the need and how a full-time position can support the overall function of library business.

G. Snyder and S. Jacobus will be reviewing the numbers and it will be brought up for a vote in a future meeting.

d. 22/23 Construction Grant Application

We are waiting for information affecting the grant to affirm that the areas for the grant are not historical.

e. Motion to approve Megan Morse to fill full-time library clerk vacancy.

Motion to approve: N. Hoffman

YES: 5/5; President M. Gillette, VP G. Snyder, Secretary E. Rivera, Trustees C. Thomson and N. Hoffman

NO: 0/5

X. New Business

a. Trustee Resignations (E. Chang-Jackson, M. Lawson, J. Ribner)

The actions that prompted the three trustee resignations were discussed. Motions reserved for Executive Session.

b. Animals in the Library Policy

Motion to approve: G. Snyder

YES: 5/5; President M. Gillette, VP G. Snyder, Secretary E. Rivera, Trustees C. Thomson and N. Hoffman

NO: 0/5

c. June Dept. Head Meeting Minutes

d. July Dept. Head Meeting Minutes

e. Carpet Quote

Motion to approve: N. Hoffman

YES: 5/5; President M. Gillette, VP G. Snyder, Secretary E. Rivera, Trustees C. Thomson and N. Hoffman

NO: 0/5

- f. Library Board Scheduled Meeting Time
Motion to approve moving meeting time to 6 pm: E. Rivera, 2nd: N. Hoffman
YES: 5/5; President M. Gillette, VP G. Snyder, Secretary E. Rivera, Trustees C. Thomson and N. Hoffman
NO: 0/5
- g. Head of Youth Services Vacancy (Librarian II)
Motion to approve to fill Head of Youth Services Vacancy: E. Rivera, 2nd: C. Thomson
YES: 5/5; President M. Gillette, VP G. Snyder, Secretary E. Rivera, Trustees C. Thomson and N. Hoffman
NO: 0/5

XI. Other Business:

- a. The cost of attending NYLA was brought up. No vote necessary since \$5,000 were allocated for travel.
- b. Approve Water Heater Repair:
Motion to approve to water heater repair up to \$2400: C. Thomson; 2nd: N. Hoffman
YES: 5/5; President M. Gillette, VP G. Snyder, Secretary E. Rivera, Trustees C. Thomson and N. Hoffman
NO: 0/5

XII. Executive Session:

Entered into Executive Session, 8:36 pm

Motion to approve resignations: E. Rivera, 2nd N. Hoffman

YES: 5/5; President M. Gillette, VP G. Snyder, Secretary E. Rivera, Trustees C. Thomson and N. Hoffman
NO: 0/5

Motion to approve Erin Singleton interim Head of Children Services, Starting September 1, 2022, for up to 89 days: E. Rivera, 2nd N. Hoffman

YES: 5/5; President M. Gillette, VP G. Snyder, Secretary E. Rivera, Trustees C. Thomson and N. Hoffman
NO: 0/5

Exited Executive Session, 8:55 pm

XIII. Adjournment

September Meeting to be discussed via email thread.

Motion to adjourn: 9:01 pm

N. Hoffman, 2nd E. Rivera

YES: 5/5; President M. Gillette, VP G. Snyder, Secretary E. Rivera, Trustees C. Thomson and N. Hoffman
NO: 0/5

Elizabeth Rivera, Secretary

Date