



## **Board of Trustees Meeting**

Minutes of Meeting on September 7, 2022

- I. Call to order: Meeting was called to order at 6:02 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; Youth Services Librarian, Suzanne Johnson

- III. Approval of meeting agenda for September 7, 2022, meeting

### **MOTION:**

**Motion to approve the agenda for the September 7, 2022, except for item V. (Minutes from July 21, 2022, meeting were not available and will be accepted at or before the next meeting.)**

**Motion by G. Snyder, 2<sup>nd</sup> E. Rivera, 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 July 21, 2022, meeting is delayed until the minutes are available by or before next board meeting.
- VI. Manifest #3

### **MOTION**

**Motion to accept Manifest #3**

**Motion by E. Rivera, 2<sup>nd</sup> by G. Snyder, 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 #4

**MOTION:**

**Motion to accept Manifest #4**

**Motion by E. Rivera, 2<sup>nd</sup> by N. Hoffman, 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. August financial report: Reviewed the August financial report. The revenues through July 2022 were \$4,210.65 and expenses were \$197,786.60. The library fund through July 2022 was \$1,159,465.81.

**MOTION:**

**Motion to approve the August financial report 2022**

**Motion by G. Snyder, 2<sup>nd</sup>, C. Thomson, 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. September Financial report: Reviewed the September 2022 financial report. The revenues through August 2022 were \$14,703.90 and expenses were \$308,161.11. The library fund through August 2022 was \$1,078,870.54.

**MOTION:**

**Motion to approve the September Financial Report**

**Motion by G. Snyder, 2<sup>nd</sup>, C. Thomson, 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**

Commented [s1]: August 2022 financial report

X. Old Business

- a. Video Recording Policy  
Informative, no motions made.
- b. 22-23 NYS Construction Grant  
Informative, no motions made.

XI. New Business

- a. Oath of Office Cards – Completed as of this meeting
- b. Librarian I – FT Vacancy

**MOTION:**

**Motion to approve posting of FT Librarian I position to fill Children’s Librarian position vacated with a salary range of \$51,000 to \$57,681**

**Motion by N. Hoffman, 2<sup>nd</sup> E. Rivera, 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**

- c. Page Resignation – A. Goodrich

**MOTION:**

**Motion to accept A. Goodrich resignation**

**Motion by N. Hoffman, 2<sup>nd</sup> by George Snyder, 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**

- d. GFJ Bylaws Revision

**MOTION:**

**Motion to accept revisions for board meeting times from 7 pm to 6 pm**

**Motion by C. Thomson, 2<sup>nd</sup> N. Hoffman, 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**

e. Health Insurance Renewal Documents

**MOTION:**

**Motion to accept Health Insurance Renewal**

**Motion by N. Hoffman, 2<sup>nd</sup> C. Thomson, 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**

f. Automatic Doors Maintenance Contract

**MOTION:**

**Motion to door maintenance contract**

**Motion by N. Hoffman, 2<sup>nd</sup> E. Rivera, 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**

XII. Motion for Executive Session

*There was a motion to enter 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:**

**Motion to enter Executive Session**

**Motion by N. Hoffman, 2<sup>nd</sup> E. Rivera, 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**

a. Library Assistant – PT Tech Vacancy

**MOTION:**

**Motion to hire B. Maloney**

**Motion by N. Hoffman, 2nd C. Thomson, 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. Head of Youth Services Vacancy

**MOTION:**

**Motion to approve E. Singleton as permanent Head of Youth Services E. Singleton as Head of Youth Services**

**Motion by N. Hoffman, 2nd E. Rivera, 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**

c. Letter from E. Singleton

**MOTION:**

**Motion to appoint H. Bryson to the interim position of Library Assistant for a period of up to 89 days**

**Motion by E. Rivera, 2nd N. Hoffman**

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

**NO: 0/5**

d. Promotion & Raise Request – S. Jacobus

**MOTION:**

**Motion to promote S. Jacobus to Library Director III and a raise from \$79,584 to \$83,000 retroactive to June 1, 2022**

**Motion by E. Rivera, 2nd C. Thomson**

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

**NO: 0/5**

**MOTION:**

**Motion to leave executive session**

**Motion by G. Snyder, 2<sup>nd</sup> M. Gillette**

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

**NO: 0/5**

XIII. Other Business

XIV. Adjournment

**MOTION:**

**Motion to adjourn at 8:02 pm**

**Motion by E. Rivera, 2<sup>nd</sup> N. Hoffman, 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**



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Elizabeth Rivera, Secretary

9/8/2022

Date