



Board of Trustees Meeting

Minutes of Meeting on September 7, 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; 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, 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

- 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, 2nd 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, 2nd 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. Financial report: Reviewed the financial reports through August 2022. The revenues through August 2022 were \$4,210.65 and expenses were \$197,786.60. The library fund through August 2022 was \$1,159,465.81.

MOTION:

Motion to approve the financial reports through August 2022

Motion by G. Snyder, 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

IX. Financial report: Reviewed the financial reports through September 2022. The revenues through September 2022 were \$14,703.90 and expenses were \$308,161.11. The library fund through September 2022 was \$1,078,870.54.

MOTION:

Motion to approve the financial reports through September 2022

Motion by G. Snyder, 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

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, 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. Page Resignation – A. Goodrich

MOTION:

Motion to accept A. Goodrich resignation

Motion by N. Hoffman, 2nd 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, 2nd 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, 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

f. Automatic Doors Maintenance Contract

MOTION:

Motion to accept door maintenance contract

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

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, 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

a. Library Assistant – PT Tech Vacancy

MOTION:

Motion to accept 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 accept 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 accept H. Bryson to Library Assistant during the interim of no more than 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, 2nd 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, 2nd 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



Elizabeth Rivera, Secretary

9/8/2022

Date