



## **Board of Trustees Meeting**

Minutes of Meeting on July 19, 2023

I. Call to order: Meeting was called to order at 6:06 PM by President M. Gillette

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

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

II. Roll call/Attendance

a. Library Trustees Present: President, M. Gillette; V. President, M. Mancini; Secretary, E. Rivera, and Trustees H. Smith, L. Sukarat

b. Library Trustees Excused: N/A

c. Library Trustees Absent: C. Thomson

d. Library Staff Present: Library Director, Seth Jacobus

III. Approval of meeting agenda for July 19,2023, meeting

**MOTION:**

**Motion to approve the agenda for the July 19,2023, except for items VI, VII, VIII, and IX. (Minutes from previous meetings moved to September meeting)**

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

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

IV. Period of Public Expression: N/A

V. Approval of minutes from October 26, 2022, meeting

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

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

- VI. Approval of minutes from November 23, 2022, tabled to September 2023 meeting
- VII. Approval of minutes from April 24, 2023, tabled to September 2023 meeting
- VIII. Approval of minutes from May 17, 2023, tabled to September 2023 meeting
- IX. Approval of minutes from June 29, 2-23, tabled to September 2023 meeting
- X. Manifest #2

**MOTION**

**Motion to accept Manifest #2**

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

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

- XI. July financial report: Reviewed the August financial report. The revenues through June 2023 were **\$2,368.98** and expenses were **\$12,7284.51**. The library fund through June 2023 was **\$1,442,802.06**.

**MOTION:**

**Motion to approve the July financial report 2023.**

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

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

- XII. Old Business

- a. 2023-2024 NYS Construction Grant/Approval of Shelving Purchase

**MOTION:**

**Motion to approve shelving purchase.**

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

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

- b. Strategic Plan Committee Report/Minutes

Discussed current progress. Board members are invited to an August 16, 2023, focus group at Four County Library System at 6 pm.

c. Policy Committee Report-Active Shooter Policy

**Preliminary Report:** V. President, M. Mancini and Secretary, E. Rivera met on XXXX and began discussing Active Shooter Policy. M. Mancini shared informative links on existing resources on the subject. E. Rivera had a preliminary meeting with D5 Consulting, specialists in this type of training. Amira Davis, D5 Consulting CEO, is helping to identify funding to provide training to staff and help in developing this policy. Other follow-up actions include, but not limited to, reaching out to Endicott Police Department in hopes of securing someone that can talk to the board regarding a viable policy. A new report will be provided for the September 2023 meeting.

XIII. New Business

a. Senator Webb Bullet Aid

These funds have been assigned as of this meeting. Possible designation may be Active Shooter Training. To be discussed further at a later date.

b. Patron Donation-Acorn Purchase

FYI of a \$17,600 donation made in memory of a community member

c. NYLA Organizational Membership Renewal

**MOTION:**

**Motion to approve NYLA Organizational Membership Renewal**

**Motion by H. Smith, 2nd E. Rivera, unanimously approved. Motion carried.**

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

d. NYLA Conference Registrations

Conference is November 2023. Information is not currently available on the NYLA website. Estimated registration fee, per diem for meals and hotel costs for four persons is \$3250.

**MOTION:**

**Motion to approve estimated cost of registration fee, per diem for meals and hotel costs for four persons of \$3250.**

**Motion by H. Smith, 2nd M. Gillette, unanimously approved. Motion carried.**

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

e. GFJML Procurement Policy

**MOTION:**

**Motion to approve changes to the GFJML Procurement Policy with amount increased allowed without board approval.**

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

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

XIV. Other Business

- a. Carpet cleaning schedule

**MOTION:**

**Motion to have the carpets cleaned on a quarterly basis.**

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

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

- b. Electric car charging station

Table this for further discussion at a later date. Some concerns in safety and parking lot ownership came up.

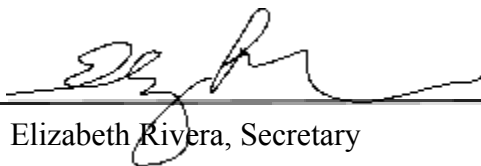
XV. Adjournment

**MOTION:**

**Motion to adjourn at 7:18 pm**

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

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



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Elizabeth Rivera, Secretary

07/19/2023

Date