



## **Board of Trustees Meeting**

Minutes of Meeting on October 20, 2023

I. Call to order: Meeting was called to order at 3:18 PM by President M. Gillette

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

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

II. Roll call/Attendance

- a. Library Trustees Present: President: M. Gillette; V. President: M. Mancini; and Trustees: H. Smith, L. Sukarat, C. Thomson
- b. Library Trustees Excused:
- c. Library Trustees Absent: Secretary, E. Rivera
- d. Library Staff Present: Library Director, Seth Jacobus

III. Approval of meeting agenda for October 20, 2023, meeting

**Motion to approve the agenda for October 20, 2023, except for items V, VI, VII, and VIII. (Minutes from previous meetings moved to November meeting)**

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

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

IV. Period of Public Expression: N/A

V. Approval of minutes from November 16, 2022, tabled to November 2023 meeting

Motion by H. Smith, 2<sup>nd</sup> M. Mancini

Yes: 5/5 President: M. Gillette; V. President: M. Mancini; and Trustees: H. Smith, L. Sukarat, C. Thomson | **NO: 0/5**

VI. Approval of minutes from April 24, 2023, tabled to November 2023 meeting

VII. Approval of minutes from May 17, 2023, tabled to November 2023 meeting

VIII. Approval of minutes from June 29, 2023, tabled to November 2023 meeting

**IX.** Approval of minutes from September 20, 2023, meeting

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

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

**X.** Manifest #5

**Motion to accept Manifest #5**

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

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

**XI.** October financial report: Reviewed the October financial report. The revenues through October 2023 were **\$54,872.59** and expenses were **\$413,766.54**. The library fund through October 2023 was **\$ 1,192,250.87**.

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

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

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

**XII.** Old Business

- a. Strategic Plan Committee Report  
No report as minutes haven't been completed. The committee is meeting again on 10/26/23.
- b. Policy Committee Report-Active Shooter Policy/Training  
Nothing new to report. Table to December, 2023
- c. NYS Construction Grant Projects Docs  
Discuss documents in drive. 90% check received. We'll be receiving 90% this year.
- d. Circulation Desk Mat  
The mat has been ordered. Should arrive sometime mid-November.
- e. Carpet Cleaning  
Seth spoke with Alex from Broome Steam. We're planning a meeting with him to discuss the areas of the library that need more focused cleaning. We are still working on a plan for cleaning the highest traffic areas of the library.

- f. 4CLS Digital Content Plan

**Motion to disapprove 4CLS Digital Content Plan**

**Motion by C. Thomson, 2<sup>nd</sup> M. Mancini, unanimously approved. Motion carried.**

**The board voted to unanimously approve the “No” vote for the Digital Content Plan, citing concerns that Seth has expressed to the board and to Steve Bachman.**

- g. GFJML Travel/Conference Policy

**Motion to approve GFJML Travel/Conference Policy**

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

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

XIII. New Business

- a. LibCal Presentation-Kenneth Roman - \$1000-\$1100/year

- b. Trustee Resignation-E.Rivera

**Motion to approve resignation of E. Rivera effective 10/20/23.**

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

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

- c. Trustee Resignation-C.Thomson

**Motion to approve resignation of C. Thomson effective 12/31/23.**

**Motion by C. Thomson, 2<sup>nd</sup> M. Mancini, unanimously approved. Motion carried.**

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

- d. Holidays 2024

**Motion to approve 2024 Holiday Schedule**

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

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

e. Library Assistant FT Vacancy

**Motion to accept resignation of Bethany Maloney, and hire a Library Assistant FT**

**Motion by C. Thomson, 2<sup>nd</sup> M. Mancini, unanimously approved. Motion carried.**

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

XIV. Motion for Executive Session

**Motion to enter Executive Session at 4:05 pm**

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

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, 2<sup>nd</sup> M. Mancini, unanimously approved. Motion carried.**

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

**The Board discussed the resignation letter of Bethany Maloney.**

**Motion to exit Executive Session at 4:22 pm**

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

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

XV. Other Business - NA

XVI. Adjournment

**Motion to adjourn at 4:40 pm**

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

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

*Maureen Gillette*

10/20/2023

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Maureen Gillette, President

Date