



Board of Trustees Meeting

Minutes of Meeting on May 17, 2023

I. Call to order: Meeting was called to order at 6:00 PM by President M. Gillette

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

YES: 5/5; President: M. Gillette; Secretary: E. Rivera and Trustees: M. Mancini, C. Thompson, S. Surowka | **NO: 0/5**

II. Roll call/Attendance

- a. Library Trustees Present: President: M. Gillette; Secretary: E. Rivera; and Trustees: M. Mancini, C. Thompson, S. Surowka
- b. Library Trustees Excused:
- c. Library Trustees Absent:
- d. Library Staff Present: Library Director, Seth Jacobus

III. Approval of meeting agenda for May 17, 2023, meeting

Motion to approve the agenda for May 17, 2023, except for items V, VI & VII. (Minutes from previous meetings moved to June meeting)

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

YES: 5/5; President: M. Gillette; Secretary: E. Rivera and Trustees: M. Mancini, C. Thompson, S. Surowka | **NO: 0/5**

IV. Period of Public Expression: N/A

V. Approval of minutes from October 26, 2022, tabled to June 2023 meeting

VI. Approval of minutes from November 23, 2022, tabled to June 2023 meeting

VII. Approval of minutes from April 24, 2023, meeting, tabled to June 2023 meeting

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

YES: 5/5; President: M. Gillette; Secretary: E. Rivera and Trustees: M. Mancini, C. Thompson, S. Surowka | **NO: 0/5**

VIII. Manifest #12 - (Last of the fiscal year)

Motion to accept Manifest #12

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

YES: 5/5; President: M. Gillette; Secretary: E. Rivera and Trustees: M. Mancini, C. Thompson, S. Surowka | **NO: 0/5**

IX. May 2023 financial report

Motion to accept the May financial report.

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

YES: 5/5; President: M. Gillette; Secretary: E. Rivera and Trustees: M. Mancini, C. Thompson, S. Surowka | **NO: 0/5**

X. Old Business

- a. GFJ/YHPL Vote Committee - discussed forming a committee to discuss.
- b. 2023-2024 NYS Construction Grant/Intent to Apply form - discussed pre approving \$25,000 to start the project

**Motion to approve the 2023-2024 NYS Construction Grant/Intent to Apply form
Motion by M. Gillette, 2nd E. Rivera, approved. Motion carried.**

YES: 4/5; President: M. Gillette; Secretary: E. Rivera and Trustees: M. Mancini, S. Surowka | **NO: 0/5** | **Abstain: 1/5** C. Thompson

- c. Strategic Plan Committee Report/Minutes

**Motion to approve Strategic Plan Committee Report/Minutes
Motion by M. Gillette, 2nd E. Rivera, unanimously approved. Motion carried.**

YES:5/5; President: M. Gillette; Secretary: E. Rivera and Trustees: M. Mancini, C. Thompson, S. Surowka | **NO: 0/5**

XI. New Business

- a. H. Smith Board Candidate

Motion to approve H. Smith appointment to the Board of Trustees.

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

YES:5/5; President: M. Gillette; Secretary: E. Rivera and Trustees: M. Mancini, C. Thompson, S. Surowka | **NO: 0/5**

- b. ILS Agreement - for checking books in & out

Motion to approve ILS Agreement.

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

YES:5/5; President: M. Gillette; Secretary: E. Rivera and Trustees: M. Mancini, C. Thompson, S. Surowka | **NO: 0/5**

- c. '23-'24 Automation Fee Invoice

Motion to approve Automation Fee Invoice.

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

YES:5/5; President: M. Gillette; Secretary: E. Rivera and Trustees: M. Mancini, C. Thompson, S. Surowka | **NO: 0/5**

- d. L. Sukarat Board Candidate - discussed application, agreed to invite to next month's board meeting.

- e. Library Clerk Vacancy - PT

Motion to approve Library Clerk Vacancy - PT.

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

YES:5/5; President: M. Gillette; Secretary: E. Rivera and Trustees: M. Mancini, C. Thompson, S. Surowka | **NO: 0/5**

- f. Staff Development Day - Reschedule

Motion to approve rescheduling staff development day.

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

YES:5/5; President: M. Gillette; Secretary: E. Rivera and Trustees: M. Mancini, C. Thompson, S. Surowka | **NO: 0/5**

- g. Slate of Officers - discussion of next fiscal year's slate of officers. To be approved next board meeting.
- h. N. Hoffman resignation

Motion to approve resignation of N. Hoffman.

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

YES:5/5; President: M. Gillette; Secretary: E. Rivera and Trustees: M. Mancini, C. Thompson, S. Surowka | **NO: 0/5**

XII. Motion for Executive Session

Motion to enter Executive Session at 7:08 pm

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, 2nd E. Rivera, unanimously approved. Motion carried.

YES:5/5; President: M. Gillette; Secretary: E. Rivera and Trustees: M. Mancini, C. Thompson, S. Surowka | **NO: 0/5**

The Board discussed the Library Assistant - PT Vacancy.

Motion to exit Executive Session at 7:13 pm

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

YES:5/5; President: M. Gillette; Secretary: E. Rivera and Trustees: M. Mancini, C. Thompson, S. Surowka | **NO: 0/5**

XIII. Other Business

- a. **Discussed current number of board members and considering updating the number of seats moving forward.**

XIV. Adjournment

Motion to adjourn at 7:58 pm

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

YES:5/5; President: M. Gillette; Secretary: E. Rivera and Trustees: M. Mancini, C. Thompson, S. Surowka | **NO: 0/5**

Maureen Gillette

2024

Maureen Gillette, President

Date