



Board of Trustees Meeting

Minutes of Meeting on May 15, 2024

- I. Call to order: Meeting was called to order at 6:00 PM by President M. Gillette
Motion by P. Russell, 2nd S. Russell, unanimously approved. Motion carried.

YES: 6/6; President: M. Gillette; V. President: M. Mancini; and Trustees: G. Bridges, P. Russell, S. Russell, L. Sukarat | **NO: 0/6**

- II. Roll call/Attendance
 - a. Library Trustees Present: President: M. Gillette; V. President: M. Mancini; and Trustees: G. Bridges, P. Russell, S. Russell, L. Sukarat
 - b. Library Trustees Excused: H. Smith
 - c. Library Trustees Absent:
 - d. Library Staff Present: Library Director, Seth Jacobus

- III. Approval of meeting agenda for May 15, 2024 meeting.

Motion to approve the agenda for the May 15, 2024 meeting.

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

YES: 6/6; President: M. Gillette; V. President: M. Mancini; and Trustees: G. Bridges, P. Russell, S. Russell, L. Sukarat | **NO: 0/6**

- IV. Period of Public Expression: N/A

- V. Approval of minutes from April 17, 2024 meeting

Motion to approve the minutes from the April 17, 2024 meeting.

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

YES: 6/6; President: M. Gillette; V. President: M. Mancini; and Trustees: G. Bridges, P. Russell, S. Russell, L. Sukarat | **NO: 0/6**

- VI. Manifest #12

Motion to accept Manifest #12 - changing AWE Learning lines - need to switch Codes, update the description for the line that is coming out of our computer budget.

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

YES: 6/6; President: M. Gillette; V. President: M. Mancini; and Trustees: G. Bridges, P. Russell, S. Russell, L. Sukarat | **NO: 0/6**

VII. May financial report

Motion to approve the May financial report.

Motion by P. Russell, 2nd M. Gillette, unanimously approved. Motion carried.

YES: 6/6; President: M. Gillette; V. President: M. Mancini; and Trustees: G. Bridges, P. Russell, S. Russell, L. Sukarat | **NO: 0/6**

VIII. Old Business

a. Vote Committee Report

The Vote Committee did not meet this month. Their next meeting is tentatively scheduled for 5/29/24 @ 5:30pm.

b. Full Time Adult Services Librarian I

The position is posted on multiple library job sites, but there have not been any applicants. If there are no applicants in the next month, there may be a need to increase the proposed salary for the position.

c. 2024 Town of Union Newsletter Quotes

Our summer program information has been submitted to Riger Marketing and we are awaiting the first draft for editing. Ben Lainhart from YHPL is still in the process of obtaining the printing and mailing quotes necessary.

Motion to update approved amount up to \$10,000 for GFJ Library share of the Town of Union newsletter, should it go over.

Motion by S. Russell, 2nd M. Mancini, unanimously approved. Motion carried.

YES: 6/6; President: M. Gillette; V. President: M. Mancini; and Trustees: G. Bridges, P. Russell, S. Russell, L. Sukarat | **NO: 0/6**

- d. Library Clerk PT Vacancy (Lucy Laats)

Motion to approve the hiring of Lucy Laats as a PT Clerk for 18 hours a week at a rate of \$16.50 per hour.

Motion by M. Mancini, 2nd S. Russell , unanimously approved. Motion carried.

YES: 6/6; President: M. Gillette; V. President: M. Mancini; and Trustees: G. Bridges, P. Russell, S. Russell, L. Sukarat | **NO: 0/6**

- e. Library Cleaner PT Vacancy (Victoria Pangburn)

Motion to approve the hiring of Victoria Pangburn as a PT Cleaner for 15 hours a week at a rate of \$16.50 per hour.

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

YES: 6/6; President: M. Gillette; V. President: M. Mancini; and Trustees: G. Bridges, P. Russell, S. Russell, L. Sukarat | **NO: 0/6**

IX. New Business

- a. Quotes for Computer Purchases - discussed current quote, discussed planning for phasing in other computing options for the future such as tablets, macs and iPads. Also discussed the possibility of Apple leasing in the future.

Motion to approve the purchasing of 2 public computers, 2 staff computers, 1 AWE Learning All-in-One Workstation, 1 printer, and miscellaneous accessories for a total of \$9383.08.

Motion by M. Mancini, 2nd S. Russell, unanimously approved. Motion carried.

YES: 6/6; President: M. Gillette; V. President: M. Mancini; and Trustees: G. Bridges, P. Russell, S. Russell, L. Sukarat | **NO: 0/6**

- b. NYS Construction Grant Project Quotes

Motion to approve the NYS Construction Grant project in the amount of \$113,862.00.

Motion by S. Russell, 2nd M. Mancini, unanimously approved. Motion carried.

YES: 6/6; President: M. Gillette; V. President: M. Mancini; and Trustees: G. Bridges, P. Russell, S. Russell, L. Sukarat | **NO: 0/6**

c. Juvenile Patron Policy

Discussed current draft of the policy, revisions suggested to include more vulnerable groups and rewording the policy. Change title of the policy to Juvenile/Vulnerable Adult Policy.

The George F. Johnson Memorial Library's Staff is committed to providing a safe and friendly environment for juvenile patrons. However, the responsibility for the well-being of children using the Library rests with the parent or guardian. Parents or guardians of all minors, present or not, are responsible for their children's conduct in the library, including damage to materials and injury to themselves and others. The cooperation of parents and caregivers in the supervision of their children helps to make the library a safe and enjoyable environment for everyone.

to:

The George F. Johnson Memorial Library is committed to providing a safe and friendly environment for all patrons. The responsibility for the well being of children and vulnerable adults using the Library rests with the parent/guardian/caregiver. Parents/guardians/caregivers, present or not, are responsible for their children's/vulnerable adult's conduct and safety in the library, including but not limited to damage to materials and injury to themselves and others. The cooperation of parents/guardians/caregivers in the supervision of their children/vulnerable adults helps to make the library a safe and enjoyable environment for all.

Motion to approve the Juvenile/Vulnerable Patron Policy.

Motion by G. Barnes, 2nd M. Mancini, unanimously approved. Motion carried.

YES: 6/6; President: M. Gillette; V. President: M. Mancini; and Trustees: G. Bridges, P. Russell, S. Russell, L. Sukarat | **NO: 0/6**

d. Slate of Officers

Discussion of the 24-25 Slate of Officers prior to the June Annual Meeting.

e. GFJ Social Media Accounts

Discussed various library social media accounts: LinkedIn, TikTok, SnapChat, WhatsApp, Instagram.

Board recommends adding 1 additional social media account to start, with the potential to add more in the future.

f. Staff Raise Letter

Motion to approve the Staff Raise Letter to be submitted to the Village of Endicott Human Resources Department.

Motion by P. Russell, 2nd M. Mancini, unanimously approved. Motion carried.

YES: 6/6; President: M. Gillette; V. President: M. Mancini; and Trustees: G. Bridges, P. Russell, S. Russell, L. Sukarat | **NO: 0/6**

X. Other Business

XI. Adjournment

Motion to adjourn at 7:37 PM

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

YES: 5/5; President: M. Gillette; V. President: M. Mancini; and Trustees: G. Bridges, P. Russell, L. Sukarat | **NO: 0/5**

Maureen Gillette

5/15/2024

Maureen Gillette, President

Date