



## **Board of Trustees Meeting**

Minutes of Meeting on April 16, 2025

I. Call to order: Meeting was called to order at 6:03 PM by President M. Mancini

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

**YES: 6/6;** President: M. Mancini; Vice President: S. Russell; Secretary: M. Gillette; and Trustees: P. Russell, H. Smith, L. Sukarat | **NO: 0/6**

II. Roll call/Attendance

- a. Library Trustees Present: President: M. Mancini; Vice President: S. Russell; Secretary: M. Gillette; and, P. Russell, H. Smith, L. Sukarat
- b. Library Trustees Excused: G. Mancini
- c. Library Trustees Absent:
- d. Library Staff Present: Library Director, Seth Jacobus

III. Approval of meeting agenda for April 16, 2025 meeting.

**Motion to approve the agenda for the April 16, 2025 meeting.**

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

**YES: 6/6;** President: M. Mancini; Vice President: S. Russell; Secretary: M. Gillette; and Trustees: P. Russell, H. Smith, L. Sukarat | **NO: 0/6**

IV. Period of Public Expression: N/A

V. Your Friends of the George F. Johnson Memorial Library

Cheryl Brown attended tonight's meeting to discuss a letter from the Friends to Director regarding funds in the amount of \$7,500 and sponsorship of library programming.

VI. Approval of minutes from March 19, 2025 meeting

**Motion to approve the minutes from the March 19, 2025 meeting.**

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

**YES: 6/6;** President: M. Mancini; Vice President: S. Russell; Secretary: M. Gillette; and Trustees: P. Russell, H. Smith, L. Sukarat | **NO: 0/6**

VII. April Bills Manifest

**Motion to accept April Bills Manifest**

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

**YES: 6/6;** President: M. Mancini; Vice President: S. Russell; Secretary: M. Gillette; and Trustees: P. Russell, H. Smith, L. Sukarat | **NO: 0/6**

VIII. April Financial Report

**Motion to approve the April Financial Report**

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

**YES: 6/6;** President: M. Mancini; Vice President: S. Russell; Secretary: M. Gillette; and Trustees: P. Russell, H. Smith, L. Sukarat | **NO: 0/6**

IX. Old Business

a. Vote Committee Report

Haven't met since the last Board meeting. Next meeting - tentatively for the last week of April/first week of May.

b. Board of Trustees' term start/end dates

Summary of meeting with Mayor Burlingame- Mayor seems open to changing the law so that all trustees are sworn in at the same time on the first of the year.

c. Purchases of fleeces for staff

**Motion to approve or deny the request for up to \$750 for fleeces for staff with the GFJ Library logo from Kinetic Ink Screen Printing.**

**Motion by S. Russell, 2<sup>nd</sup> L Sukarat, unanimously approved. Motion carried.**

**YES: 6/6;** President: M. Mancini; Vice President: S. Russell; Secretary: M. Gillette; and Trustees: P. Russell, H. Smith, L. Sukarat | **NO: 0/6**

X. New Business

a. Automation Fees 2026-2028

**Motion to approve the Automation Fees for 2026-2028.**

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

**YES: 6/6; President: M. Mancini; Vice President: S. Russell; Secretary: M. Gillette; and Trustees: P. Russell, H. Smith, L. Sukarat | NO: 0/6**

b. GFJML Budget FY 25-26

**Motion to approve the operating budget for FY 25-26 with revenues totaling \$1,298,659 and expenses totaling \$1,557,974.56, with staff raises of 3% for all eligible staff and additional increases for hourly workers effective June 1, 2025, and staff health insurance contribution remaining at 18%.**

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

**YES: 6/6; President: M. Mancini; Vice President: S. Russell; Secretary: M. Gillette; and Trustees: P. Russell, H. Smith, L. Sukarat | NO: 0/6**

c. Staff Training Refreshments

Discussion of providing lunch for the annual staff training day on 5/9/25.

- Hannah - Weis cake
- Pizza/Wings/Salad - Rossi's
- Beverages?
- Delivery around 12-1

XI. Other Business

**Printing Solutions - Proposal to purchase copier from EBE and purchase printers with the Toner Inclusive Maintenance Plans from Usherwood for \$29,787.44.**

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

**YES: 6/6; President: M. Mancini; Vice President: S. Russell; Secretary: M. Gillette; and Trustees: P. Russell, L. Smith, L. Sukarat | NO: 0/6**

XII. Adjournment

**Motion to adjourn at 7:11**

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

**YES: 6/6;** President: M. Mancini; Vice President: S. Russell; Secretary: M. Gillette; and Trustees: P. Russell, L. Smith, L. Sukarat | **NO: 0/6**



04/16/2025

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Maureen Gillette, Secretary

Date