



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, 2nd 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, 2nd 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, 2nd 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, 2nd 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, 2nd 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 the request for up to \$750 for fleeces for staff with the GFJ Library logo from Kinetic Ink Screen Printing.

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

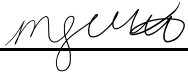
YES: 6/6; President: M. Mancini; Vice President: S. Russell; Secretary: M. Gillette; and Trustees: P. Russell, L. Smith, L. Sukarat | **NO: 0/6**

XII. Adjournment

Motion to adjourn at 7:11

Motion by P. Russell, 2nd 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**



4/16/2025

Maureen Gillette, Secretary

Date