



Board of Trustees Meeting

Minutes of Meeting on September 19, 2025

- I. Call to order: Meeting was called to order at 6:01 PM by Vice President S. Russell

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

YES: 4/4; Vice President: S. Russell; and Trustees: P. Russell, H. Smith, L. Sukarat | **NO: 0/4**

- II. Roll call/Attendance

- a. Library Trustees present: Vice President, S. Russell; and Trustees: P. Russell, H. Smith, L. Sukarat
- b. Library Trustees Excused: President, M. Mancini
- c. Library Trustees Absent: N/A
- d. Library Staff Present: Library Director, S. Jacobus; Librarian E. Singleton

- III. Approval of meeting agenda for September 19, 2025 meeting.

Motion to approve the agenda for the September 19, 2025 meeting.

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

YES: 4/4; Vice President: S. Russell; and Trustees: P. Russell, H. Smith, L. Sukarat | **NO: 0/4**

- IV. Period of Public Expression: N/A

- V. Your Friends of the George F. Johnson Memorial Library: N/A

- VI. Approval of revised minutes from July 17, 2024 meeting

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

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

YES: 4/4; Vice President: S. Russell; and Trustees: P. Russell, H. Smith, L. Sukarat | **NO: 0/4**

VII. Approval of revised minutes from November 20, 2024 meeting

Motion to approve the minutes from the November 20, 2024 meeting.

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

YES: 4/4; Vice President: S. Russell; and Trustees: P. Russell, H. Smith, L. Sukarat | **NO: 0/4**

VIII. Approval of minutes from August 25, 2025 special meeting

Motion to approve the minutes from the August 25, 2025 special meeting.

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

YES: 4/4; Vice President: S. Russell; and Trustees: P. Russell, H. Smith, L. Sukarat | **NO: 0/4**

IX. July Bills Manifest - Revised

Motion to accept Revised July 2025 Bills Manifest.

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

YES: 4/4; Vice President: S. Russell; and Trustees: P. Russell, H. Smith, L. Sukarat | **NO: 0/4**

X. September 2025 Bills Manifest

Motion to accept September 2025 Bills Manifest.

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

YES: 4/4; Vice President: S. Russell; and Trustees: P. Russell, H. Smith, L. Sukarat | **NO: 0/4**

XI. August 2025 Financial Report

Motion to approve the August 2025 Financial Report

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

YES: 4/4; Vice President: S. Russell; and Trustees: P. Russell, H. Smith, L. Sukarat | **NO: 0/4**

XII. September 2025 Financial Report

Motion to approve the September 2025 Financial Report

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

YES: 4/4; Vice President: S. Russell; and Trustees: P. Russell, H. Smith, L. Sukarat | **NO: 0/4**

XIII. Old Business

- a. Director & Library Board Evaluations – The Trustees and Director will edit the drafts of the Director evaluation and the Board of Trustees evaluation which have been shared on Google docs. A final draft will be developed and approved at the October board meeting.

- b. Cleaning Service

Reviewed and discussed quote from Brooms Over Broome.

Motion to approve the hiring of a part time cleaner and/or a cleaning service.

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

YES: 4/4; Vice President: S. Russell; and Trustees: P. Russell, H. Smith, L. Sukarat | **NO: 0/4**

- c. Vote Committee Update

Discussed necessary next steps for the upcoming vote. Set date (afternoon on October 17) for the presentation to the community. Early voting starts October 25th.

- d. Youth Services Department Page Vacancy-PT

Motion to approve the hiring of Serena Labrecque as a page in the Youth Services Department at a rate of \$15.50 per hour and a total of 12-18 hours per week.

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

YES: 4/4; Vice President: S. Russell; and Trustees: P. Russell, H. Smith, L. Sukarat
| NO: 0/4

- e. Youth Services Department Page Vacancy-PT

Motion to approve the hiring of Emma Seppeler as a page in the Youth Services Department at a rate of \$15.50 per hour and a total of 12-18 hours per week.

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

YES: 4/4; Vice President: S. Russell; and Trustees: P. Russell, H. Smith, L. Sukarat
| NO: 0/4

- f. Adult Department Page Vacancy-PT

Motion to approve the hiring of Thomas Skoronski as a page in the Adult Services Department at a rate of \$15.50 per hour and a total of 18 hours per week.

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

YES: 4/4; Vice President: S. Russell; and Trustees: P. Russell, H. Smith, L. Sukarat
| NO: 0/4

XIV. New Business

- a. Excellus Health Insurance Renewal

Reviewed available health insurance plans.

Motion to approve the renewal of the Excellus Platinum 2 Health Insurance Plan.

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

YES: 4/4; Vice President: S. Russell; and Trustees: P. Russell, H. Smith, L. Sukarat
| NO: 0/4

- b. Clerk Vacancy-PT

Motion to approve the resignation of Jessica Emmond.

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

YES: 4/4; Vice President: S. Russell; and Trustees: P. Russell, H. Smith, L. Sukarat
| NO: 0/4

Motion to approve the hiring of a PT Library Clerk at a rate of \$17.00 per hour and a total of 18 hours per week.

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

YES: 4/4; Vice President: S. Russell; and Trustees: P. Russell, H. Smith, L. Sukarat
| NO: 0/4

XV. Executive Session

The Board voted to enter executive session at 7:12 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 to enter executive session.

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

YES: 4/4; Vice President: S. Russell; and Trustees: P. Russell, H. Smith, L. Sukarat | **NO: 0/4**

The Board reviewed the performance evaluation of Jason Luquette.

The Board voted to exit executive session at 7:14 pm.

Motion to exit executive session.

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

YES: 4/4; Vice President: S. Russell; and Trustees: P. Russell, H. Smith, L. Sukarat | **NO: 0/4**

Motion to approve a \$3,000 bonus for Jason Luquette.

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

YES: 4/4; Vice President: S. Russell; and Trustees: P. Russell, H. Smith, L. Sukarat | NO: 0/4

XVI. Other Business

Board discussed filling vacant board seats. Trustee terms will be shared with the board at the October meeting. Eligibility requirements and qualifications were also discussed.

XVII. Adjournment

Motion to adjourn at 7:18 pm

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

YES: 4/4; Vice President: S. Russell; and Trustees: P. Russell, H. Smith, L. Sukarat | NO: 0/4

Linda Sukarat

9/19/25

Linda Sukarat, Trustee

Date