



## **Board of Trustees Meeting**

Minutes of Meeting on November 19, 2025

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

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

**YES: 5/5;** President: M. Mancini; Vice President: S. Russell; and Trustees: P. Russell, H. Smith, L. Sukarat | **NO: 0/5**

- II. Roll call/Attendance

- a. Library Trustees Present: President: M. Mancini; Vice President: S. Russell; and Trustees: P. Russell, L. Smith, L. Sukarat
- b. Library Trustees Excused: Trustee:0
- c. Library Trustees Absent: 0
- d. Library Staff Present: Library Director, Seth Jacobus; Heidi Gramlich, Kathryn Mills, Kenneth Roman, Erin Singleton
- e. Friends of the Library: Cheryl Brown

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

**Motion to approve the agenda for the November 19, 2025 meeting.**

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

**YES: 4/5;** President: M. Mancini; Vice President: S. Russell; and Trustees: P. Russell, H. Smith, | **NO: 1/5** L. Sukarat

- IV. Period of Public Expression: N/A

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

- VI. Approval of minutes from October 22, 2025 meeting

**Motion to approve the minutes from the October 22, 2025 meeting.**

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

**YES: 5/5;** President: M. Mancini; Vice President: S. Russell; and Trustees: P. Russell, H. Smith, L. Sukarat | **NO: 0/5**

VII. November Bills Manifest

**Motion to accept November Bills Manifest**

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

**YES: 5/5;** President: M. Mancini; Vice President: S. Russell; and Trustees: P. Russell, H. Smith, L. Sukarat | **NO: 0/5**

VIII. November Financial Report

**Motion to approve the November Financial Report**

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

**YES: 5/5;** President: M. Mancini; Vice President: S. Russell; and Trustees: P. Russell, H. Smith, L. Sukarat | **NO: 0/5**

IX. Old Business

a. Building/Maintenance Tour

The director and staff gave the board a tour of the building. Areas of concern are the drainage/structural issues in the basement storage room, the separation of the floor in the adult area, and the water damaged walls in the adult and youth services areas. Discussion brought agreement to have a professional building inspector come in to help form a list of priorities. Inspector will report to a committee to develop a building and maintenance plan to coincide with future budget votes.

Committee members: S. Russell, Director S. Jacobus, M. Mancini, K. Roman, E. Singleton. A member of the community could be added to the committee as well.

**Motion to approve the formation of a building and maintenance committee for the purpose of formulating a building improvement plan.**

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

b. Purchase of Chairs for Magazine Area

Kenneth Roman provided information on the chairs proposed for this area and will research other options.

**Motion to approve the purchase of chairs up to the amount of \$2,500.**

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

**YES: 5/5;** President: M. Mancini; Vice President: S. Russell; and Trustees: P. Russell, H. Smith, L. Sukarat | **NO: 0/5**

X. New Business

a. Staff Letter to the Board of Trustees

There was a discussion of the letter sent from the staff to the board on 10/31/25.

- i. After discussion, it was agreed that moving forward, the library staff will be responsible for the relationship with the Friends of the Library group as this is not in the purview of the Board.
- ii. Discussion ensued regarding the experimental evaluations of the Director and Board which took place in October. It was determined that the attempt failed to be a usable process or tool. In order to prepare for the actual annual evaluations which will take place in June, the group agrees that a new process will be undertaken following pg 71 of the Trustees handbook.
- iii. It was agreed by all parties that better communication and transparency is needed to further a good working environment for all.

b. 2026 4CLS Cost of Services

Director Jacobus explained that this cost can be found on the November Financial Statement under "Computer Equipment" expenses.

**Motion to approve the 2026 4CLS Cost of Services in the amount of \$50,651.**

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

**YES: 5/5;** President: M. Mancini; Vice President: S. Russell; and Trustees: P. Russell, H. Smith, L. Sukarat | **NO: 0/5**

XI. Other business

a. Hiring Bond, Schoeneck & King

**Motion to engage the services of Bond, Schoeneck & King**

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

**YES: 5/5;** President: M. Mancini; Vice President: S. Russell; and Trustees: P. Russell, H. Smith, L. Sukarat | **NO: 0/5**

XII. Motion for executive session.

The board voted to enter executive session to discuss proposed, pending or current litigation at 7:50 pm.

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

**YES: 5/5;** President: M. Mancini; Vice President: S. Russell; and Trustees: P. Russell, H. Smith, L. Sukarat | **NO: 0/5**

The Board discussed the hiring of Bond, Schoeneck & King.

**Motion to exit executive session at 7:55**

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

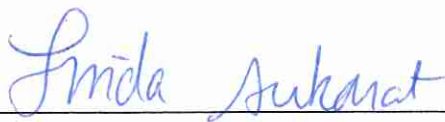
**YES: 5/5;** President: M. Mancini; Vice President: S. Russell; and Trustees: P. Russell, H. Smith, L. Sukarat | **NO: 0/5**

I. Adjournment

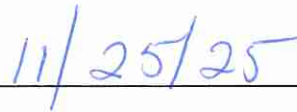
**Motion to adjourn at 7:58 pm**

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

**YES: 5/5;** President: M. Mancini; Vice President: S. Russell; and Trustees: P. Russell, H. Smith, L. Sukarat | **NO: 0/5**



Linda Sukarat



Date