



Board of Trustees Meeting

Minutes of Meeting on October 22, 2025

- I. Call to order: Meeting was called to order at 6:05 PM by President M. Mancini

Motion by M. Mancini, 2nd by 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, H. Smith, L. Sukarat
- b. Library Trustees Excused: 0
- c. Library Trustees Absent: 0
- d. Library Staff Present: Library Director, Seth Jacobus; Erin Singleton Public visitor Steve Bachman

- III. Approval of meeting agenda for October 22, 2025 meeting.

Motion to approve the agenda for the October 22, 2025 meeting.

Motion by H. , 2nd M. Mancini, 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**

- IV. Period of Public Expression: N/A

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

- VI. Approval of minutes from September 19, 2025 meeting

Motion to approve the minutes from the September 19, 2025 meeting.

Motion by M. Mancini, 2nd 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. October Bills Manifest

Motion to accept October Bills Manifest.

Motion by M. Mancini, 2nd S. Russell, unanimously approved except for Line 19. (Line 19 of the bills manifest was not passed upon vote.)

Motion carried.

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

VIII. October Financial Report

Motion to approve the October Financial Report

Motion by M. Mancini, 2nd 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. Director and Library Board Evaluations – On 9/19/25, tentative director and board evaluation questions were shared on a Google doc with the library Director and all board members for the purpose of expressing desired changes or additions. On 9/30 an email was sent out asking to finish up the comment period. Hearing no more comments by 10/8, P. Russell created a Google form to be used for the evaluations. The evaluation form will be shared with all board members and the library director. The deadline for finishing evaluations will be Nov 7 with a review of the results on Nov 10 or 12 6:00 pm. The purpose of the evaluations is to find ways to improve the Director and Board's service to the GFJ library and each other.

- b. ADA Title II

Erin Singleton provided us with an update of the library's progress on the ADA Title II Accessibility of Web Content and Mobile Apps provided by State and Local Government's compliance requirements.

- c. Baby Changing Station

Motion to approve the installation of a baby changing station in the basement restroom.

Motion by M. Mancini, 2nd 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. Electrical Room Leaks – currently rain causes water to enter the electrical room. The board recommends that this be repaired. Because this would involve the property which is owned by the Village of Endicott, a meeting will be needed for collaboration between the Village and the library to find a solution.

- b. Clerk Vacancy – PT

Motion to approve the hiring of Lisa Ferrante as a part time circulation clerk at a rate of \$17.00 per hour.

Motion by M. Mancini, 2nd 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**

- c. Holiday Schedule

Motion to approve the 2026 holiday schedule as follows:

Closed - 1/1/26 New Year's Day, 5/8/26 Staff Development Day, 5/25/26 Memorial Day, 6/19/26 Juneteenth, 9/7/26 Labor Day, 11/26/26 Thanksgiving, 12/24/26 Christmas Eve, 12/25/26 Christmas Day

Closing at 5pm - 11/25/26 Thanksgiving Eve, 12/31/26 New Year's Eve

All eligible employees receive five floating holidays.

Motion by M. Mancini, 2nd 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. Executive Session

The Board voted to enter executive session at 7:05 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 by M. Mancini, 2nd 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 part-time circulation clerk, Lisa Ferrante.

The Board voted to exit executive session at 7:07 pm.

Motion to exit executive session by M. Mancini, 2nd 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. Other Business

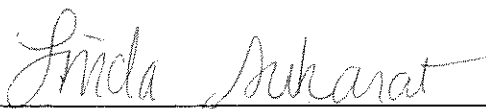
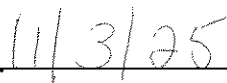
a. S. Russell provided information regarding his attending the Friends of the Library meeting on 10/20/25. In sum, S. Russell will collaborate with the Friends on an MOU as well as future plans.

XIII. Adjournment

Motion to adjourn at 7.23 pm

Motion by M. Mancini, 2nd 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, Trustee

Date