



## **Board of Trustees Meeting**

Minutes of Meeting on January 17, 2024

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

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

**YES: 4/4; V. President: M. Mancini; and Trustees: G. Bridges, H. Smith, L. Sukarat | NO: 0/4**

II. Roll call/Attendance

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

III. Approval of meeting agenda for January 17, 2024, meeting

**Motion to approve the agenda for the January 17, 2024, except for items V, VI, and VII. (Minutes from previous meetings moved to February meeting)**

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

**YES: 4/4; V. President: M. Mancini; and Trustees: G. Bridges, H. Smith, L. Sukarat | NO: 0/4**

IV. Period of Public Expression: N/A

V. Approval of minutes from April 24, 2023, tabled to February 2024 meeting

VI. Approval of minutes from May 17, 2023, tabled to February 2024 meeting

VII. Approval of minutes from June 29, 2023, tabled to February 2024 meeting

VIII. Approval of minutes from December 27, 2023 with changes as amended, meeting

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

**YES: 4/4;** V. President: M. Mancini; and Trustees: G. Bridges, H. Smith, L. Sukarat | **NO: 0/4**

IX. Manifest #8

**Motion to accept Manifest #8**

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

**YES: 4/4;** V. President: M. Mancini; and Trustees: G. Bridges, H. Smith, L. Sukarat | **NO: 0/4**

X. January financial report: There is no January financial report because the financials have not been received from the village.

**Motion to table the January financial report as financial reports were not sent to Seth.**

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

**YES: 4/4;** V. President: M. Mancini; and Trustees: G. Bridges, H. Smith, L. Sukarat | **NO: 0/4**

XI. Old Business

a. ILL Library Clerk Vacancy Full Time

**Motion to approve the transfer of Megan Morse from probationary to permanent status as FT Library Clerk at a rate of \$16.00 per hour.**

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

**YES: 4/4;** V. President: M. Mancini; and Trustees: G. Bridges, H. Smith, L. Sukarat | **NO: 0/4**

b. Vote Committee Report

Reviewed notes and documents from the Vote Committee Meeting. Discussed frequency of putting a proposition on the ballot. 4/4 trustees present expressed the opinion that 2 years would be appropriate.

XII. New Business

XIII. Motion for Executive Session

**Motion to enter Executive Session at 6:30 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 by M. Mancini, 2<sup>nd</sup> G. Bridges, unanimously approved. Motion carried.**

**YES: 4/4;** V. President: M. Mancini; and Trustees: G. Bridges, H. Smith, L. Sukarat, C. Thomson | **NO: 0/4**

**The Board discussed the ILL Library Clerk Full Time Vacancy.**

**Motion to exit Executive Session at 6:34 pm**

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

**YES: 4/4;** V. President: M. Mancini; and Trustees: G. Bridges, H. Smith, L. Sukarat, C. Thomson | **NO: 0/5**

XIV. Other Business

- a. L. Sukarat has gathered information to provide the board about creating a potential policy/guidelines for emergency management such as an active shooter.

XV. Adjournment

**Motion to adjourn at 7:02 pm**

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

**YES: 4/4;** V. President: M. Mancini; and Trustees: G. Bridges, H. Smith, L. Sukarat | **NO: 0/4**



## **Board of Trustees Meeting**

Minutes of Meeting on February 21, 2024

- I. Call to order: Meeting was called to order at 5:55 PM by President M. Gillette

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

**YES: 4/4;** President: M. Gillette; V. President: M. Mancini; and Trustees: G. Bridges, L. Sukarat | **NO: 0/4**

- II. Roll call/Attendance

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

- III. Approval of meeting agenda for February 21, 2024, meeting

**Motion to approve the agenda for February 21, 2024, except for items V, VI, and VII. (Minutes from previous meetings moved to March meeting)**

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

**YES: 4/4;** President: M. Gillette; V. President: M. Mancini; and Trustees: G. Bridges, L. Sukarat | **NO: 0/4**

- IV. Period of Public Expression: N/A

- V. Move to Table 3 months Minutes - M. Gillette, 2<sup>nd</sup> Mancini - all in favor - Approval of minutes from April 24, 2023, tabled to March 2024 meeting

- VI. Approval of minutes from May 17, 2023, tabled to March 2024 meeting

- VII. Approval of minutes from June 29, 2023, tabled to March 2024 meeting

**VIII.** Approval of minutes from January 17, 2024, meeting

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

**YES: 4/4;** President: M. Gillette; V. President: M. Mancini; and Trustees: G. Bridges, L. Sukarat | **NO: 0/4**

**IX.** Manifest #8 - revised

**Motion to accept Manifest #8 - revised**

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

**YES: 4/4;** President: M. Gillette; V. President: M. Mancini; and Trustees: G. Bridges, L. Sukarat | **NO: 0/4**

**X.** Manifest #9

**Motion to accept Manifest #9**

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

**YES: 4/4;** President: M. Gillette; V. President: M. Mancini; and Trustees: G. Bridges, L. Sukarat | **NO: 0/4**

**XI.** January financial report

**Motion to accept the January financial report.**

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

**YES: 4/4;** President: M. Gillette; V. President: M. Mancini; and Trustees: G. Bridges, L. Sukarat | **NO: 0/4**

**XII.** February financial report

**Motion to accept the February financial report.**

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

**YES: 4/4;** President: M. Gillette; V. President: M. Mancini; and Trustees: G. Bridges, L. Sukarat | **NO: 0/4**

XIII. Old Business

- a. Library Clerk PT Vacancy -

**No action necessary at this time.**

- b. Librarian I FT Vacancy

**Motion to approve Deborah Simonik as FT Librarian I at a rate of \$25.00 per hour, as of 2/21/24 board meeting.**

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

**YES: 4/4;** President: M. Gillette; V. President: M. Mancini; and Trustees: G. Bridges, L. Sukarat | **NO: 0/4**

- c. Library Assistant PT Vacancy

**Motion to approve Ella Pieterse as PT Library Assistant at a rate of \$22.00 per hour.**

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

**YES: 4/4;** President: M. Gillette; V. President: M. Mancini; and Trustees: G. Bridges, L. Sukarat | **NO: 0/4**

- d. Vote Committee Report

Reviewed notes and documents from the Vote Committee Meeting. Looking to try to complete the following:

- i. Sound muffling ceiling tiles
- ii. Extra room renovation - for social service agencies and new Director Office
- iii. This year we will also look to increase the AV Budget for 2025 by \$2,000

XIV. New Business

- a. 2023 Annual Report

**Motion to approve 2023 Annual Report.**

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

**YES: 4/4;** President: M. Gillette; V. President: M. Mancini; and Trustees: G. Bridges, L. Sukarat | **NO: 0/4**

b. 2023 Annual Report to the Community

**Motion to approve 2023 Annual Report to the Community.**

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

**YES: 4/4;** President: M. Gillette; V. President: M. Mancini; and Trustees: G. Bridges, L. Sukarat | **NO: 0/4**

c. MOU-Library & GFJ Friends

**Motion to approve MOU-Library and GFJ Friends.**

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

**YES: 4/4;** President: M. Gillette; V. President: M. Mancini; and Trustees: G. Bridges, L. Sukarat | **NO: 0/4**

XV. Motion for Executive Session

**Motion to enter Executive Session at 7:08 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 by M. Gillette, 2<sup>nd</sup> M. Mancini, unanimously approved. Motion carried.**

**YES: 4/4;** President: M. Gillette; V. President: M. Mancini; and Trustees: G. Bridges, L. Sukarat | **NO: 0/4**

**The Board discussed the Library Clerk PT Vacancy, Librarian I FT Vacancy, and Library Assistant PT Vacancy.**

**Motion to exit Executive Session at 7:13 pm**

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

**YES: 4/4;** President: M. Gillette; V. President: M. Mancini; and Trustees: G. Bridges, L. Sukarat | **NO: 0/4**

XVI. Other Business

XVII. Adjournment

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

**Motion by M. Gillette, 2nd M. Mancini, unanimously approved. Motion carried.**

**YES: 4/4;** President: M. Gillette; V. President: M. Mancini; and Trustees: G. Bridges, L. Sukarat | **NO: 0/4**

*Maureen Gillette*

2/21/2024

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Maureen Gillette, President

Date





## **Board of Trustees Meeting**

Minutes of Meeting on March 20, 2024

- I. Call to order: Meeting was called to order at 6:04 PM by President M. Gillette
- Motion by M. Gillette, 2<sup>nd</sup> M. Mancini, unanimously approved. Motion carried.**
- YES: 5/5;** President: M. Gillette; V. President: M. Mancini; and Trustees: G. Bridges, H. Smith, L. Sukarat | **NO: 0/5**
- II. Roll call/Attendance
- a. Library Trustees Present: President: M. Gillette; V. President: M. Mancini; and Trustees: G. Bridges, H. Smith, L. Sukarat
  - b. Library Trustees Excused:
  - c. Library Trustees Absent:
  - d. Library Staff Present: Library Director, Seth Jacobus
- III. Approval of meeting agenda for March 20, 2024 meeting.
- Motion to approve the agenda for the March 20, 2024 meeting.**
- Motion by M. Gillette, 2<sup>nd</sup> M. Mancini, unanimously approved. Motion carried.**
- YES: 5/5;** President: M. Gillette; V. President: M. Mancini; and Trustees: G. Bridges, H. Smith, L. Sukarat | **NO: 0/5**
- IV. Period of Public Expression: Friends of the Library: Cheryl Brown - president of Friends, MaryAnn Nicha, Susanne Johnson - Secretary Treasurer.
- V. Approval of minutes from April 24, 2023 meeting
- Motion to approve the minutes from the April 24, 2023 meeting.**
- Motion by M. Mancini, 2<sup>nd</sup> M. Gillette, unanimously approved. Motion carried.**
- YES: 5/5;** President: M. Gillette; V. President: M. Mancini; and Trustees: G. Bridges, H. Smith, L. Sukarat | **NO: 0/5**

VI. Approval of minutes from May 17, 2023 meeting

**Motion to approve the minutes from the May 17, 2023 meeting.**

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

**YES: 5/5;** President: M. Gillette; V. President: M. Mancini; and Trustees: G. Bridges, H. Smith, L. Sukarat | **NO: 0/5**

VII. Approval of minutes from June 29, 2023 meeting

**Motion to approve the minutes from the June 29, 2023 meeting, with one suggestion for an edit.**

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

**YES: 5/5;** President: M. Gillette; V. President: M. Mancini; and Trustees: G. Bridges, H. Smith, L. Sukarat | **NO: 0/5**

VIII. Approval of minutes from February 21, 2024 meeting

**Motion to approve the minutes from the February 21, 2024 meeting.**

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

**YES: 5/5;** President: M. Gillette; V. President: M. Mancini; and Trustees: G. Bridges, H. Smith, L. Sukarat | **NO: 0/5**

IX. Manifest #10

**Motion to accept Manifest #10**

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

**YES: 5/5;** President: M. Gillette; V. President: M. Mancini; and Trustees: G. Bridges, H. Smith, L. Sukarat | **NO: 0/5**

X. March 2024 financial report

**Motion to approve the March 2024 financial report.**

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

**YES: 5/5;** President: M. Gillette; V. President: M. Mancini; and Trustees: G. Bridges, H. Smith, L. Sukarat | **NO: 0/5**

XI. Old Business

- a. MOU Library & GFJ Friends
- b. Vote Committee Report-Memo (B. Lainhart)

XII. New Business

- a. Board Member Candidates – Paula & Scott Russell

Motion to approve board candidate, Paula Russell.

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

**YES: 5/5;** President: M. Gillette; V. President: M. Mancini; and Trustees: G. Bridges, H. Smith, L. Sukarat | **NO: 0/5**

Motion to approve board candidate, Scott Russell.

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

**YES: 5/5;** President: M. Gillette; V. President: M. Mancini; and Trustees: G. Bridges, H. Smith, L. Sukarat | **NO: 0/5**

- b. 2024 Tax Cap document

Motion to approve 2024 Tax Cap document.

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

**YES: 5/5;** President: M. Gillette; V. President: M. Mancini; and Trustees: G. Bridges, H. Smith, L. Sukarat | **NO: 0/5**

- c. Resignation C. Proudman

Motion to approve the resignation of C. Proudman.

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

**YES: 5/5;** President: M. Gillette; V. President: M. Mancini; and Trustees: G. Bridges, H. Smith, L. Sukarat | **NO: 0/5**

d. Resignation G. Szeliga

Motion to approve board candidate, G. Szeliga.

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

**YES: 5/5;** President: M. Gillette; V. President: M. Mancini; and Trustees: G. Bridges, H. Smith, L. Sukarat | **NO: 0/5**

e. Part Time Cleaner position-15hrs/week @\$16/hr.

Motion to approve the hiring of a Part Time Cleaner for 15 hrs/week at a rate of \$16 per hour.

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

**YES: 5/5;** President: M. Gillette; V. President: M. Mancini; and Trustees: G. Bridges, H. Smith, L. Sukarat | **NO: 0/5**

f. Part Time Library Assistant-5hrs/week@\$22/hr.

Motion to approve the hiring of a Part Time Library Assistant for 5 hrs/week at a rate of \$22 per hour.

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

**YES: 5/5;** President: M. Gillette; V. President: M. Mancini; and Trustees: G. Bridges, H. Smith, L. Sukarat | **NO: 0/5**

g. 2024 Town of Union Newsletter

Motion to approve the creation, printing, and mailing of the Town of Union Newsletter **up to an** amount of \$9,000 for GFJ Library's 60% share.

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

**YES: 5/5;** President: M. Gillette; V. President: M. Mancini; and Trustees: G. Bridges, H. Smith, L. Sukarat | **NO: 0/5**

- h. 24-25 GFJ Budget - Director is working on the budget which will be presented at the April 17th board meeting for approval.

XIII. Other Business

XIV. Adjournment

**Motion to adjourn at 8:10 pm**

**Motion by M. Gillette, 2nd M. Mancini, unanimously approved. Motion carried.**

**YES: 5/5;** President: M. Gillette; V. President: M. Mancini; and Trustees: G. Bridges, H. Smith, L. Sukarat | **NO: 0/5**

*Maureen Gillette*

3/20/2024

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Maureen Gillette, President

Date



## **Board of Trustees Meeting**

Minutes of Meeting on April 17, 2024

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

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

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

- II. Roll call/Attendance

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

- III. Approval of meeting agenda for April 17, 2024 meeting.

**Motion to approve the agenda for the April 17, 2024 meeting.**

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

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

- IV. Period of Public Expression: N/A

- V. Approval of minutes from March 20, 2024 meeting

**Motion to approve the minutes from the March 20, 2024 meeting.**

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

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

VI. Manifest #11

**Motion to accept Manifest #11**

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

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

VII. April 2024 financial report

**Motion to approve the April financial report.**

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

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

VIII. Old Business

a. MOU Library & GFJ Friends

b. Vote Committee Report

c. Part Time Library Assistant-5hrs/week@\$22/hr

**Motion to approve the hiring of Ella Pieterse for an additional 5 hours per week (total of 23 hours per week) at \$22 per hour.**

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

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

d. Full Time Adult Services Librarian I-\$26.50/hr

**Motion to approve the posting of a Full Time Adult Services Librarian I at a rate of \$26.50 per hour.**

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

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

- e. 2024 Town of Union Newsletter Quotes  
Ben Lainhart from YHPL has made arrangements with Riger Marketing for newsletter design. He will be getting quotes for printing and postage.

IX. New Business

- a. Approval of FY. 24-25 GFJ Budget

**Motion to approve the operating budget for FY. 24-25 with revenues totaling \$1,228,200 and expenses totaling \$1,373,080.**

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

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

- b. Staff/Library Health Insurance Contribution Rates FY. 24-25

**Motion to increase staff health insurance contribution from 17% to 18% for FY. 24-25.**

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

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

- c. Staff Raise % for FY. 24-25

**Motion to approve staff raises of 4% for all eligible staff and additional increases for hourly workers effective June 1, 2024.**

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

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

- d. Approval of payment for 24-25 automation fee

**Motion to approve payment of the 24-25 automation fee and 24-25 Overdrive.**



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

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

e. Patron incident-A. Kane

**Motion to ban A. Kane from GFJ Library permanently.  
Motion by S. Russell, 2<sup>nd</sup> Hannah, unanimously approved. Motion carried.**

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

f. Lady bugs all pest solutions contract

**Motion to approve the contract by Lady Bugs All Pest Solutions and cancel the current pest services contract with Orkin.**

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

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

X. Motion for Executive Session

**Motion to enter Executive Session at 6:45 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 by M. Mancini, 2<sup>nd</sup> H. Smith, unanimously approved. Motion carried.**

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

**Motion to exit Executive Session at 7:05 pm**

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

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

**The Board discussed adding five work hours Ella Pieterse's schedule for a total of 23 hours weekly to fill a vacancy that was created by the resignation of Gail Szeliga. The Board also discussed a letter from Erin Singleton, Head of the Youth Services Department, at the request of Page, Justin Seitz, who is requesting additional leave time.**

**XI. Other Business**

**Motion to approve the unpaid time off by Justin Seitz for up to 2 months as needed.**

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

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

**XII. Adjournment**

**Motion to adjourn at 7:55 pm**

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

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



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Linda Sukarat

Date 4/17/24



## **Board of Trustees Meeting**

Minutes of Meeting on May 15, 2024

- I. Call to order: Meeting was called to order at 6:00 PM by President M. Gillette  
**Motion by P. Russell, 2<sup>nd</sup> S. Russell, unanimously approved. Motion carried.**  
  
**YES: 6/6;** President: M. Gillette; V. President: M. Mancini; and Trustees: G. Bridges, P. Russell, S. Russell, L. Sukarat | **NO: 0/6**
- II. Roll call/Attendance
  - a. Library Trustees Present: President: M. Gillette; V. President: M. Mancini; and Trustees: G. Bridges, P. Russell, S. Russell, L. Sukarat
  - b. Library Trustees Excused: H. Smith
  - c. Library Trustees Absent:
  - d. Library Staff Present: Library Director, Seth Jacobus
- III. Approval of meeting agenda for May 15, 2024 meeting.  
  
**Motion to approve the agenda for the May 15, 2024 meeting.**  
  
**Motion by M. Gillette, 2<sup>nd</sup> M. Mancini, unanimously approved. Motion carried.**  
  
**YES: 6/6;** President: M. Gillette; V. President: M. Mancini; and Trustees: G. Bridges, P. Russell, S. Russell, L. Sukarat | **NO: 0/6**
- IV. Period of Public Expression: N/A
- V. Approval of minutes from April 17, 2024 meeting  
  
**Motion to approve the minutes from the April 17, 2024 meeting.**  
  
**Motion by M. Gillette, 2<sup>nd</sup> M. Mancini, unanimously approved. Motion carried.**  
  
**YES: 6/6;** President: M. Gillette; V. President: M. Mancini; and Trustees: G. Bridges, P. Russell, S. Russell, L. Sukarat | **NO: 0/6**
- VI. Manifest #12

**Motion to accept Manifest #12 - changing AWE Learning lines - need to switch Codes, update the description for the line that is coming out of our computer budget.**

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

**YES: 6/6;** President: M. Gillette; V. President: M. Mancini; and Trustees: G. Bridges, P. Russell, S. Russell, L. Sukarat | **NO: 0/6**

VII. May financial report

**Motion to approve the May financial report.**

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

**YES: 6/6;** President: M. Gillette; V. President: M. Mancini; and Trustees: G. Bridges, P. Russell, S. Russell, L. Sukarat | **NO: 0/6**

VIII. Old Business

a. Vote Committee Report

The Vote Committee did not meet this month. Their next meeting is tentatively scheduled for 5/29/24 @ 5:30pm.

b. Full Time Adult Services Librarian I

The position is posted on multiple library job sites, but there have not been any applicants. If there are no applicants in the next month, there may be a need to increase the proposed salary for the position.

c. 2024 Town of Union Newsletter Quotes

Our summer program information has been submitted to Riger Marketing and we are awaiting the first draft for editing. Ben Lainhart from YHPL is still in the process of obtaining the printing and mailing quotes necessary.

**Motion to update approved amount up to \$10,000 for GFJ Library share of the Town of Union newsletter, should it go over.**

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

**YES: 6/6;** President: M. Gillette; V. President: M. Mancini; and Trustees: G. Bridges, P. Russell, S. Russell, L. Sukarat | **NO: 0/6**

- d. Library Clerk PT Vacancy (Lucy Laats)

**Motion to approve the hiring of Lucy Laats as a PT Clerk for 18 hours a week at a rate of \$16.50 per hour.**

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

**YES: 6/6;** President: M. Gillette; V. President: M. Mancini; and Trustees: G. Bridges, P. Russell, S. Russell, L. Sukarat | **NO: 0/6**

- e. Library Cleaner PT Vacancy (Victoria Pangburn)

**Motion to approve the hiring of Victoria Pangburn as a PT Cleaner for 15 hours a week at a rate of \$16.50 per hour.**

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

**YES: 6/6;** President: M. Gillette; V. President: M. Mancini; and Trustees: G. Bridges, P. Russell, S. Russell, L. Sukarat | **NO: 0/6**

IX. New Business

- a. Quotes for Computer Purchases - discussed current quote, discussed planning for phasing in other computing options for the future such as tablets, macs and iPads. Also discussed the possibility of Apple leasing in the future.

**Motion to approve the purchasing of 2 public computers, 2 staff computers, 1 AWE Learning All-in-One Workstation, 1 printer, and miscellaneous accessories for a total of \$9383.08.**

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

**YES: 6/6;** President: M. Gillette; V. President: M. Mancini; and Trustees: G. Bridges, P. Russell, S. Russell, L. Sukarat | **NO: 0/6**

- b. NYS Construction Grant Project Quotes

**Motion to approve the NYS Construction Grant project in the amount of \$113,862.00.**

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

**YES: 6/6;** President: M. Gillette; V. President: M. Mancini; and Trustees: G. Bridges, P. Russell, S. Russell, L. Sukarat | **NO: 0/6**

c. Juvenile Patron Policy

Discussed current draft of the policy, revisions suggested to include more vulnerable groups and rewording the policy. Change title of the policy to Juvenile/Vulnerable Adult Policy.

The George F. Johnson Memorial Library's Staff is committed to providing a safe and friendly environment for juvenile patrons. However, the responsibility for the well-being of children using the Library rests with the parent or guardian. Parents or guardians of all minors, present or not, are responsible for their children's conduct in the library, including damage to materials and injury to themselves and others. The cooperation of parents and caregivers in the supervision of their children helps to make the library a safe and enjoyable environment for everyone.

to:

The George F. Johnson Memorial Library is committed to providing a safe and friendly environment for all patrons. The responsibility for the well being of children and vulnerable adults using the Library rests with the parent/guardian/caregiver. Parents/guardians/caregivers, present or not, are responsible for their children's/vulnerable adult's conduct and safety in the library, including but not limited to damage to materials and injury to themselves and others. The cooperation of parents/guardians/caregivers in the supervision of their children/vulnerable adults helps to make the library a safe and enjoyable environment for all.

**Motion to approve the Juvenile/Vulnerable Patron Policy.**

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

**YES: 6/6;** President: M. Gillette; V. President: M. Mancini; and Trustees: G. Bridges, P. Russell, S. Russell, L. Sukarat | **NO: 0/6**

d. Slate of Officers

Discussion of the 24-25 Slate of Officers prior to the June Annual Meeting.

e. GFJ Social Media Accounts

Discussed various library social media accounts: LinkedIn, TikTok, SnapChat, WhatsApp, Instagram.

Board recommends adding 1 additional social media account to start, with the potential to add more in the future.

f. Staff Raise Letter

**Motion to approve the Staff Raise Letter to be submitted to the Village of Endicott Human Resources Department.**

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

**YES: 6/6;** President: M. Gillette; V. President: M. Mancini; and Trustees: G. Bridges, P. Russell, S. Russell, L. Sukarat | **NO: 0/6**

X. Other Business

XI. Adjournment

**Motion to adjourn at 7:37 PM**

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

**YES: 5/5;** President: M. Gillette; V. President: M. Mancini; and Trustees: G. Bridges, P. Russell, L. Sukarat | **NO: 0/5**

*Maureen Gillette*

5/15/2024

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Maureen Gillette, President

Date



## **Board of Trustees Meeting**

Minutes of Meeting on June 19, 2024

- I. Call to order: Meeting was called to order at 7:36 PM by President M. Gillette

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

**YES: 4/4;** President: M. Gillette; V. President: M. Mancini; and Trustees: G. Bridges, H. Smith | **NO: 0/4**

- II. Roll call/Attendance

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

- III. Election of Officers

**H. Smith Motion to nominate the following slate of officers: M.Mancini-President, S. Russell-Vice President, and M. Gillette-Secretary**

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

**YES: 4/4;** President: M. Gillette; V. President: M. Mancini; and Trustees: G. Bridges, H. Smith | **NO: 0/4**

- IV. Adoption of meeting agenda for June 19, 2024 meeting.

**Motion to approve the agenda for the June 19, 2024 meeting.**

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

**YES: 4/4;** President: M. Mancini; Secretary: M. Gillette; and Trustees: G. Bridges, H. Smith | **NO: 0/4**



V. Period of Public Expression: N/A

VI. Approval of minutes from May 15, 2024 meeting

**Motion to approve the minutes from the May 15, 2024 meeting.**

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

**YES: 4/4;** President: M. Mancini; Secretary: M. Gillette; and Trustees: G. Bridges, H. Smith | **NO: 0/4**

VII. Revised Manifest #12

**Motion to approve Revised Manifest #12.**

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

VIII. Manifest #1

**Motion to approve Manifest #1**

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

**YES: 4/4;** President: M. Mancini; Secretary: M. Gillette; and Trustees: G. Bridges, H. Smith | **NO: 0/4**

IX. June financial report-

**Motion to approve the June financial report, pending the correction for Library Fund total to be \$1,719,191.17, not \$1,719,191.10. .**

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

**YES: 4/4;** President: M. Mancini; Secretary: M. Gillette; and Trustees: G. Bridges, H. Smith | **NO: 0/4**

X. Old Business

a. Vote Committee Report

Trustees reviewed the Vote Committee draft meeting minutes from their meeting on May 29, 2024.

b. Full Time Adult Services Librarian I

**Motion to approve the hiring of Elizabeth Honis to the Full-Time vacant Librarian I position at an hourly rate of \$26.50 per hour.**

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

**YES: 4/4;** President: M. Mancini; Secretary: M. Gillette; and Trustees: G. Bridges, H. Smith | **NO: 0/4**

XI. New Business

a. NYS Construction Grant Project Invoice & POs

**Motion to approve the partial payment of \$10,000 to Essential Constructs as a down payment for the work to be completed for the 24/25 NYS construction grant project to lock-in the overall project's costs (\$110,308).**

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

**YES: 4/4;** President: M. Mancini; Secretary: M. Gillette; and Trustees: G. Bridges, H. Smith | **NO: 0/4**

b. Baby-Changing Station

**Table the motion to approve the quote and payment of \$1,500 to Tokos Contracting for the installation of a baby-changing station in the basement bathroom of the library.**

Board has requested that Director reach out to the company for a quote showing full breakdown of the cost of materials & labor, also if we are able to purchase the unit ourselves and just have the company install.

c. GFJ Social Media Accounts

GFJ staff has decided to add a LinkedIn account as one of our social media platforms.

d. Excellus Rate Increases Letter

Trustees reviewed the letter from Excellus which is proposing a 16.73% increase in health insurance premiums next year.

XII. Motion for Executive Session

XIII. Other Business

**For next month's agenda: concern brought up by a board member about a former employee, who had been terminated from employment, continuing to frequent the library.**

XIV. Adjournment

**Motion to adjourn at 8:38 pm**

**Motion by M. Gillette, 2nd M. Mancini , unanimously approved. Motion carried.**

**YES: 4/4; President: M. Mancini; Secretary: M. Gillette; and Trustees: G. Bridges, H. Smith | NO: 0/4**



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Maureen Gillette, Secretary

6/29/2024

Date



## Vote Committee Meeting Minutes of Meeting on May 29, 2024

5/29/24

Meeting began at 5:35.

All Committee Members were present: L. Sukarat, M.Mancini, G.Bridges

Committee looked over the modified budget and examined the difference between asking for 4 years or 5 years increase.

(2019) Last time we asked, the Levy increase was 12.5% over 6 years. Original tax money was \$997, 775. We asked for 12.5% = \$124,721.87, so our current tax levy is \$1,122,497. If we ask for a 5 year 27.72%, we'll have to ask for \$1,422, 687.76. Or if we go for 4 years, we're asking for 25.22% which would be a \$1,405,598.08.

We will have to coordinate with JC in terms of amount and frequency of asks. The committee thought we should start asking for an increase every 2 years, but it seems doubtful that JC would go that often. We should try to increase the tax at the same time that they do. The committee suggests that we need to meet with JC and see what they intend.

The committee feels 4 years is best. If we do this the year after the presidential election, on a regular basis, we can ask for this increase.

Before the next meeting, Seth will ask Anthony Bates to solidify the numbers for liability insurance, social security, retirement and why retirement jumped so much. Is the math correct?

The committee will tentatively meet on June 11 if Anthony Bates answers with info. Otherwise, the committee will meet on June 28.



## Board of Trustees Meeting

Minutes of Meeting on July 17, 2024

- I. Call to order: Meeting was called to order at 6:01 PM by President M. Mancini

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

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

- II. Roll call/Attendance

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

- III. Adoption of meeting agenda for July 17, 2024 meeting.

**Motion to approve the agenda for the July 17, 2024 meeting, with deletion of the election of officers**

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

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

- IV. Period of Public Expression: N/A

- V. Approval of minutes from June 19, 2024 meeting

**Motion to approve the minutes from the June 19, 2024 meeting.**

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

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

VI. Manifest #2

**Motion to approve Manifest #2.**

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

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

VII. July financial report

**Motion to approve the July financial report.**

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

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

VIII. Old Business

a. Vote Committee Report

Trustees reviewed the email sent to Director Jacobus from Village Manager Anthony Bates.

Tentative date: August 6th at 5:30 pm

b. 24/25 NYS Construction Grant Preliminary Award

**Review grant award notice. Grant amount is not for the 90% originally planned for due to other 4CLS Libraries applying for grants.**

c. Baby-Changing Station- Board needs to decide whether or not to accept quote from Tokos to install baby-changing station

**Board decided to reject the Tokos quote**

d. Senator Webb Bullet Aid/AED

**Motion to approve the purchase of AED and training for staff with Senator Webb Bullet Aid.**

The board will support the leasing for a 5 year lease term and pay the additional cost for training needed to be able to use it.

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

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

IX. New Business

a. Carpet Cleaning

**Motion to approve the library carpets to be cleaned by Broome Steam on 8/24.**

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

**YES: 5/6;** President: M. Mancini; V. President: S. Russell, Secretary: M. Gillette; and Trustees: H. Smith, P. Russell | **NO: 0/6; Abstain: 1/6;** L. Sukarat (Absent this vote)

b. 24/25 NYS Construction Grant Assurances Form

**Motion to approve the 24/25 NYS Construction Grant Assurances Form**

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

**YES: 5/6;** President: M. Mancini; V. President: S. Russell, Secretary: M. Gillette; and Trustees: H. Smith, P. Russell | **NO: 0/6; Abstain: 1/6;** L. Sukarat (Absent this vote)

c. Page Vacancy

**Motion by H. Smith, 2<sup>nd</sup> S. Russell, to approve the resignation of K. Daly and to fill the part-time Page vacancy at \$15.00/hr. unanimously approved. Motion carried.**

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

d. Librarian I Vacancy

Extension request - denied; Approving the promotion of Ella to full time should the Librarian I applicant withdraw her acceptance of the offer of employment.

e.

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

**YES: 6/6;** President: M. Mancini; V. President: S. Russell, Secretary: M. Gillette;

and Trustees: L. Sukarat, H. Smith, P. Russell | **NO: 0/6**

X. Motion for Executive Session

XI. Other Business

XII. Adjournment

**Motion to adjourn at 7:16 pm**

**Motion by M. Mancini, 2nd H. Smith, unanimously approved. Motion carried.**

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



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Maureen Gillette, Secretary

July 17th, 2024

Date





## **Board of Trustees Meeting**

Minutes of Meeting on October 16, 2024

- I. Call to order: Meeting was called to order at 5:59 PM by President M. Mancini

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

**YES: 7/7;** President: M. Mancini; V. President: S. Russell; Secretary: M. Gillette; and Trustees: G. Mancini, P. Russell, H. Smith, L. Sukarat | **NO: 0/7**

- II. Roll call/Attendance

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

- III. Approval of meeting agenda for October 16, 2024 meeting.

**Motion to approve the agenda for the October 16, 2024 meeting.**

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

**YES: 7/7;** President: M. Mancini; V. President: S. Russell; Secretary: M. Gillette; and Trustees: G. Mancini, P. Russell, H. Smith, L. Sukarat | **NO: 0/7**

- IV. Period of Public Expression: N/A

- V. Approval of minutes from July 17, 2024 meeting

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

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

**YES: 7/7;** President: M. Mancini; V. President: S. Russell; Secretary: M. Gillette; and Trustees: G. Mancini, P. Russell, H. Smith, L. Sukarat | **NO: 0/7**

VI. Manifest #3

**Motion to accept Manifest #3**

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

**YES: 7/7;** President: M. Mancini; V. President: S. Russell; Secretary: M. Gillette; and Trustees: G. Mancini, P. Russell, H. Smith, L. Sukarat | **NO: 0/7**

VII. Manifest #4

**Motion to accept Manifest #4**

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

**YES: 7/7;** President: M. Mancini; V. President: S. Russell; Secretary: M. Gillette; and Trustees: G. Mancini, P. Russell, H. Smith, L. Sukarat | **NO: 0/7**

VIII. Manifest #5

**Motion to accept Manifest #5**

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

**YES: 7/7;** President: M. Mancini; V. President: S. Russell; Secretary: M. Gillette; and Trustees: G. Mancini, P. Russell, H. Smith, L. Sukarat | **NO: 0/7**

IX. August Financial Report

**Motion to approve the August financial report.**

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

**YES: 7/7;** President: M. Mancini; V. President: S. Russell; Secretary: M. Gillette; and Trustees: G. Mancini, P. Russell, H. Smith, L. Sukarat | **NO: 0/7**

X. September Financial Report

**Motion to approve the September financial report.**

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

**YES: 7/7;** President: M. Mancini; V. President: S. Russell; Secretary: M. Gillette; and Trustees: G. Mancini, P. Russell, H. Smith, L. Sukarat | **NO: 0/7**

XI. October Financial Report

**Motion to accept October Financial Report**

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

**YES: 7/7;** President: M. Mancini; V. President: S. Russell; Secretary: M. Gillette; and Trustees: G. Mancini, P. Russell, H. Smith, L. Sukarat | **NO: 0/7**

XII. Old Business

a. Vote Committee Report

Discussion of budget projection figures and confirm who will be present at the committee meeting on 10/29/24 @ 6pm.

b. 24/25 NYS Construction Grant Documents

Review of documents.

c. Griffiths Engineering Site Work Quote

**Discussion - decision to table this until November meeting.**

d. Page Vacancy

**Motion to approve the hiring of Sara Fraser as a Page in the Youth Services Department at a rate of \$15.00 per hour for up to 18 hours per week.**

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

**YES: 7/7;** President: M. Mancini; V. President: S. Russell; Secretary: M. Gillette; and Trustees: G. Mancini, P. Russell, H. Smith, L. Sukarat | **NO: 0/7**

XIII. New Business

a. Health Insurance Renewals

**Motion to approve the Health Insurance Renewals for active employees and retirees.**

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

**YES: 7/7;** President: M. Mancini; V. President: S. Russell; Secretary: M. Gillette; and Trustees: G. Mancini, P. Russell, H. Smith, L. Sukarat | **NO: 0/7**

b. Reserve Fee

Review reserve fee income from 2023-2024. Board can decide if they want to keep the \$0.25 reserve fee in place for interlibrary loans.

**Motion to keep the reserve fee of \$0.25 for interlibrary loans.**

**Motion by H. Smith, 2nd M. Mancini, unanimously approved. Motion carried.**

**YES: 7/7;** President: M. Mancini; V. President: S. Russell; Secretary: M. Gillette; and Trustees: G. Mancini, P. Russell, H. Smith, L. Sukarat | **NO: 0/7**

c. Page Vacancy

**Motion to approve the resignation of Justin Seitz and fill this position.**

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

**YES: 7/7;** President: M. Mancini; V. President: S. Russell; Secretary: M. Gillette; and Trustees: G. Mancini, P. Russell, H. Smith, L. Sukarat | **NO: 0/7**

**Motion to approve the rehiring of Gregory Kniffen as a Page in the Youth Services Department at a rate of \$15.00 per hour for up to 18 hours per week.**

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

**YES: 7/7;** President: M. Mancini; V. President: S. Russell; Secretary: M. Gillette; and Trustees: G. Mancini, P. Russell, H. Smith, L. Sukarat | **NO: 0/7**

d. ARSL Reimbursement (Kenneth Roman)

**Motion to approve the reimbursement of Kenneth Roman \$907.53 for his costs related to the ARSL Conference.**

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

**YES: 7/7;** President: M. Mancini; V. President: S. Russell; Secretary: M. Gillette; and Trustees: G. Mancini, P. Russell, H. Smith, L. Sukarat | **NO: 0/7**

- e. Suzanne Johnson Resignation

**Motion to approve the resignation of Suzanne Johnson and fill this position.**

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

**YES: 7/7;** President: M. Mancini; V. President: S. Russell; Secretary: M. Gillette; and Trustees: G. Mancini, P. Russell, H. Smith, L. Sukarat | **NO: 0/7**

- f. Librarian I Vacancy – Children’s Dept.

**Motion to approve the hiring of a Youth Services Librarian at a pay rate of \$53,000-\$58,000 annually (\$27.26-\$29.74 per hour).**

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

**YES: 7/7;** President: M. Mancini; V. President: S. Russell; Secretary: M. Gillette; and Trustees: G. Mancini, P. Russell, H. Smith, L. Sukarat | **NO: 0/7**

- g. Holidays 2025

**Motion to approve the 2025 holiday schedule with the understanding that we will discuss at the November meeting what other holiday may be fit into the schedule between Jan. 1 and May 9th, 2025.**

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

**YES: 7/7;** President: M. Mancini; V. President: S. Russell; Secretary: M. Gillette; and Trustees: G. Mancini, P. Russell, H. Smith, L. Sukarat | **NO: 0/7**

## II. Motion for Executive Session

### **Motion to enter Executive Session at 7:16 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 by M. Mancini, 2<sup>nd</sup> P. Russell, unanimously approved. Motion carried.**

**YES: 7/7;** President: M. Mancini; V. President: S. Russell; Secretary: M. Gillette; and Trustees: G. Mancini, P. Russell, H. Smith, L. Sukarat | **NO: 0/7**

**The Board discussed .**

**Motion to exit Executive Session at 7:19 pm**

**Motion by P. Russell, 2nd M. Mancini, unanimously approved. Motion carried.**

**YES: 7/7;** President: M. Mancini; V. President: S. Russell; Secretary: M. Gillette; and Trustees: G. Mancini, P. Russell, H. Smith, L. Sukarat | **NO: 0/7**

III. Other Business

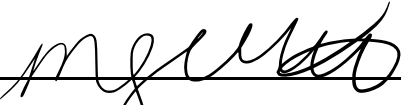
IV. Adjournment

**Motion to adjourn at 7:20 pm**

**Motion by M. Mancini, 2nd G. Mancini, unanimously approved. Motion carried.**

**YES: 7/7;** President: M. Mancini; V. President: S. Russell; Secretary: M. Gillette; and Trustees: G. Mancini, P. Russell, H. Smith, L. Sukarat | **NO: 0/7**

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 10/16/2024  
Maureen Gillette, Secretary Date



## **Board of Trustees Meeting**

Minutes of Meeting on November 20, 2024

- I. Call to order: Meeting was called to order at 5:59 PM by President M. Mancini **Motion by M. Mancini, 2<sup>nd</sup> H. Smith, unanimously approved. Motion carried.**

**YES: 5/5;** President: M. Mancini; Secretary: M. Gillette; and Trustees: G. Mancini, H. Smith, L. Sukarat | **NO: 0/5**

- II. Roll call/Attendance

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

- III. Approval of meeting agenda for November 20, 2024 meeting.

**Motion to approve the agenda for the November 20, 2024 meeting.**

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

**YES: 5/5;** President: M. Mancini; Secretary: M. Gillette; and Trustees: G. Mancini, H. Smith, L. Sukarat | **NO: 0/5**

- IV. Period of Public Expression: N/A

- V. Approval of minutes from October 16, 2024 meeting

**Motion to approve the minutes from the October 16, 2024 meeting.**

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

**YES: 5/5;** President: M. Mancini; Secretary: M. Gillette; and Trustees: G. Mancini, H. Smith, L. Sukarat | **NO: 0/5**

VI. October Bills Manifest - Revised

**Motion to accept October Bills Manifest - Revised**

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

**YES: 5/5;** President: M. Mancini; Secretary: M. Gillette; and Trustees: G. Mancini, 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> H. Smith, unanimously approved. Motion carried.**

**YES: 5/5;** President: M. Mancini; Secretary: M. Gillette; and Trustees: G. Mancini, H. Smith, L. Sukarat | **NO: 0/5**

VIII. November Financial Report

**Motion to accept November Financial Report**

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

**YES: 5/5;** President: M. Mancini; Secretary: M. Gillette; and Trustees: G. Mancini, H. Smith, L. Sukarat | **NO: 0/5**

IX. Old Business

- a. Vote Committee Report  
Report notes from 11/11/24 meeting.
- b. Griffiths Engineering Site Work Quote

**Motion to approve or deny or table quote from Griffiths Engineering in the amount of \$4,950.**

**Tabled until December meeting so that board may discuss with the architect regarding pricing on altering any drawings for future projects past the \$4,950**



- c. Librarian I Vacancy – Children’s Department

**Motion to approve the hiring of Alyssa Harvey as a Librarian I in the Youth Services Department with an initial salary offer of \$56,500, with a maximum counter-offer up to \$57,500.**

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

**YES: 5/5;** President: M. Mancini; Secretary: M. Gillette; and Trustees: G. Mancini, H. Smith, L. Sukarat | **NO: 0/5**

- d. Holidays 2025

No further information is available at this time - currently, the staff hasn’t come to a consensus on dates off.

X. New Business

- a. 2025 4CLS Cost of Services Sheet

**Motion to approve the 2025 4CLS Cost of Services Sheet in the amount of \$51,591**

**Motion by G. Mancini, 2<sup>nd</sup> H. Smith . Motion carried.**

**YES: 4/5;** Secretary: M. Gillette; and Trustees: G. Mancini, H. Smith, L. Sukarat | **NO: 0/5 | Abstain: 1/5 M. Mancini**

- b. Friends Letter-Friends MOU-Summary Memo of Friends Meeting on 11.18.24  
Review information regarding the Friends of the Library and library staff.

- i. Board should consider appointing one or two trustees who can sit down with the Friends to help form an agreed upon MOU, and in that MOU state when during the year the Library can approach the Friends to request funding for programming.

- ii. Hannah will attend the next Friends meeting on December 16th at 2 pm.

- c. Board Member Vacancies/Renewals-H.Smith & M.Gillette

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

**YES: 5/5;** President: M. Mancini; Secretary: M. Gillette; and Trustees: G. Mancini, H. Smith, L. Sukarat | **NO: 0/5**

II. Motion for Executive Session

**Motion to enter Executive Session at 6:46 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 by M. Mancini, 2nd G. Mancini, unanimously approved. Motion carried.**

**YES: 5/5;** President: M. Mancini; Secretary: M. Gillette; and Trustees: G. Mancini, H. Smith, L. Sukarat | **NO: 0/5**

**The Board discussed the Librarian I Youth Services vacancy.**

**Motion to exit Executive Session at 6:54 pm**

**Motion by M. Mancini, 2nd G. Mancini, unanimously approved. Motion carried.**

**YES: 5/5;** President: M. Mancini; Secretary: M. Gillette; and Trustees: G. Mancini, H. Smith, L. Sukarat | **NO: 0/5**

III. Other Business

IV. Adjournment

**Motion to adjourn at 8:00 pm**

**Motion by M. Mancini, 2nd G. Mancini, unanimously approved. Motion carried.**

**YES: 5/5;** President: M. Mancini; Secretary: M. Gillette; and Trustees: G. Mancini, H. Smith, L. Sukarat | **NO: 0/5**



Maureen Gillette, Secretary

November 20, 2024

Date



## **Board of Trustees Meeting**

Minutes of Meeting on December 18, 2024

- I. Call to order: Meeting was called to order at 6:05 PM by President M. Mancini  
**Motion by M. Mancini, 2<sup>nd</sup> P. Russell, unanimously approved. Motion carried. YES: 7/7;** President: M. Mancini; V. President: S. Russell; Secretary: M. Gillette; and Trustees: G. Mancini, P. Russell, H. Smith, L. Sukarat | **NO: 0/7**
- II. Roll call/Attendance
  - a. Library Trustees Present: President: M. Mancini; V. President: S. Russell; Secretary: M. Gillette; and Trustees: G. Mancini, P. Russell, H. Smith, L. Sukarat
  - b. Library Trustees Excused:
  - c. Library Trustees Absent:
  - d. Library Staff Present: Library Director, Seth Jacobus
- III. Approval of meeting agenda for December 18th, 2024 meeting.  
**Motion to approve the agenda for the December 18, 2024 meeting.**  
**Motion by M. Mancini, 2<sup>nd</sup> P. Russell, unanimously approved. Motion carried. YES: 7/7;** President: M. Mancini; V. President: S. Russell; Secretary: M. Gillette; and Trustees: G. Mancini, P. Russell, H. Smith, L. Sukarat | **NO: 0/7**
- IV. Period of Public Expression: N/A
- V. Your Friends of the George F. Johnson Memorial Library: N/A
- VI. Approval of minutes from November 20, 2024 meeting  
**Motion to approve the minutes from the November 20, 2024 meeting, once edited to include Cheryl Brown in attendance to those minutes.**  
**Motion by M. Mancini, 2<sup>nd</sup> H. Smith, unanimously approved. Motion carried.**

**YES: 7/7;** President: M. Mancini; V. President: S. Russell; Secretary: M. Gillette; and Trustees: G. Mancini, P. Russell, H. Smith, L. Sukarat | **NO: 0/7**

VII. December Bills Manifest -

**Motion to accept December Bills Manifest**

**Motion by M. Mancini, 2<sup>nd</sup> G. Mancini, unanimously approved. Motion carried. YES: 7/7;** President: M. Mancini; V. President: S. Russell; Secretary: M. Gillette; and Trustees: G. Mancini, P. Russell, H. Smith, L. Sukarat | **NO: 0/7**

VIII. December Financial report

**Motion to accept December Financial report**

**Motion by M. Gillette, 2<sup>nd</sup> G. Mancini, unanimously approved. Motion carried. YES: 7/7;** President: M. Mancini; V. President: S. Russell; Secretary: M. Gillette; and Trustees: G. Mancini, P. Russell, H. Smith, L. Sukarat | **NO: 0/7**

IX. Old Business

- a. Vote committee report
- b. Griffiths Engineering Site Work Quote (Rob Warholc Essential Constructs)

**Discussed reasoning behind creating a blueprint/drawing of the entire library.**

**Motion to approve Griffiths Engineering Site Work Quote in the amount of \$4,950.**

**Motion by P. Russell, 2<sup>nd</sup> H. Smith, unanimously approved. Motion carried. YES: 7/7;** President: M. Mancini; V. President: S. Russell; Secretary: M. Gillette; and Trustees: G. Mancini, P. Russell, H. Smith, L. Sukarat | **NO: 0/7**

- c. Librarian I Vacancy-Children's Dept.

**Motion to approve the hiring of Baylee West as a Librarian I in the Youth Services Department at a salary of \$55,000.**

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

**YES: 7/7;** President: M. Mancini; V. President: S. Russell; Secretary: M. Gillette; and Trustees: G. Mancini, P. Russell, H. Smith, L. Sukarat | **NO: 0/7**

X. New Business

a. Hygiene Pantry Memo

**Motion to approve or deny the request of \$2,000 per year.**

**Motion by M. Mancini, 2nd G. Mancini, unanimously approved. Motion carried.**

**YES: 7/7;** President: M. Mancini; V. President: S. Russell; Secretary: M. Gillette; and Trustees: G. Mancini, P. Russell, H. Smith, L. Sukarat | **NO: 0/7**

b. Excellus Rate Increase Letter

Discussed upcoming rate increase.

c. Friends Meeting Memo & Budget Timeline - tabled

XI. Other Business

Tech classes - request that the instructor focus more on Android OS given the demographic of the students in attendance. The syllabus given also doesn't specify that the class would be focused on Apple, not Android.

XII. Adjournment

**Motion to adjourn at 7:25 pm**

**Motion by M. Mancini, 2nd H. Smith, unanimously approved. Motion carried.**

**YES: 7/7;** President: M. Mancini; V. President: S. Russell; Secretary: M. Gillette; and Trustees: G. Mancini, P. Russell, H. Smith, L. Sukarat | **NO: 0/7**



Maureen Gillette, Secretary

December 18, 2024

Date