



Board of Trustees Meeting
Minutes of Meeting on April 15, 2026

- I. Call to order: Meeting was called to order at 6:04 PM by President M. Mancini

Motion by M. Mancini, 2nd S. Russel, unanimously approved. Motion carried.

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

- II. Roll call/Attendance

- a. Library Trustees Present: President: M. Mancini; Vice President: S. Russell; Secretary: L. Sukarat and Trustees: P. Russell, L. Smith
- b. Library Trustees Excused: 0
- c. Library Trustees Absent: 0
- d. Library Staff Present: Library Director, Seth Jacobus; Erin Singleton, Heidi Gramlich

- III. Approval of meeting agenda for April 15, 2026 meeting.

Motion to approve the agenda for the April 15, 2026 meeting.

Motion by M. Mancini, 2nd S. Russel, unanimously approved. Motion carried.

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

- IV. Period of Public Expression: N/A

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

- VI. Approval of minutes from March 18, 2026 meeting

Motion to approve the minutes from the March 18, 2026 meeting, with the change of III. Approval of meeting agenda for February 25, 2026, motion to approve the agenda for the February 25, 2026 meeting to Approval of meeting agenda for March 18, 2026,

motion to approve the agenda for the March 18, 2026 meeting

Motion by M. Mancini, 2nd S. Russel, unanimously approved. Motion carried.

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

VII. April 2026 Bills Manifest

Motion to accept April 2026 Bills Manifest

Motion by M. Mancini, 2nd S. Russel, unanimously approved. Motion carried.

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

VIII. April 2026 Financial Report

Motion to approve the April 2026 Financial Report.

Motion by M. Mancini, 2nd S. Russel, unanimously approved. Motion carried.

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

IX. Old Business

a. Building Maintenance Committee-Report

The committee proposes a triage to find out which repairs are most important to prioritize. This will require a staff member to be present on a Sunday.

Motion to approve the building inspection quote by Martin Evan in the amount of \$2,000.

Motion by M. Mancini, 2nd S. Russel, unanimously approved. Motion carried.

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

b. Library Director Evaluation Committee-Report

Motion to possibly create a trustee email account for library board trustees use.

Motion by M. Mancini, 2nd S. Russel, unanimously approved. Motion carried.

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

- c. Library BoT Recruitment Committee-Report

X. New Business

- a. Rob Warholic-Essential Constructs participated remotely to tell us about E.C. works under TIPS (Federal cooperative agreement and contract that is able to be use by us as a public entity). This allows the library to sole-source bids which can streamline time and budget to receive bids for grant proposals. This entity has done many projects for the library and they are now looking to oversee the planned investigation of the drainage and subsequent repairs to the library building.

- b. Carpet Cleaning Quote

Motion to approve the carpet cleaning quote by Broome Steam in the amount of \$3,958.

Motion by M. Mancini, 2nd S. Russel, unanimously approved. Motion carried.

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

- c. Circulation Policy Update

Motion to approve the suggested revisions to the library's circulation policy document.

Motion by M. Mancini, 2nd S. Russel, unanimously approved. Motion carried.

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

- d. Annual Report Submission

Motion to approve the submission of the Annual Report to the State.

Motion by M. Mancini, 2nd S. Russel, unanimously approved. Motion carried.

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

e. FY. 26/27 Staff Raise Letter

Motion to approve the FY. 26/27 Staff Raise Letter.

Motion by M. Mancini, 2nd S. Russel, unanimously approved. Motion carried.

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

f. Review of HVAC Unit Coil Proposal

Motion to approve the HVAC Unit Coil Proposal.

Motion by M. Mancini, 2nd S. Russel, unanimously approved. Motion carried

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

XI. Other Business

- a. Suggestion to discuss the parking lot in a future meeting.
- b. Trustees suggest that the library inform patrons of the "Reading History" option connected to their library cards.

XII. Adjournment

Motion to adjourn at 7:45 pm

Motion by M. Mancini, 2nd S. Russel, unanimously approved. Motion carried.

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

Linda Sukarat

4/15/2026

Linda Sukarat

Date