



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, 2nd 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, 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**
- 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, 2nd 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, 2nd 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, 2nd 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, 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**

IX. August Financial Report

Motion to approve the August financial report.

Motion by M. Gillette, 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**

X. September Financial Report

Motion to approve the September financial report.

Motion by M. Gillette, 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**

XI. October Financial Report

Motion to accept October Financial Report

Motion by M. Gillette, 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

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, 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

XIII. New Business

a. Health Insurance Renewals

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

Motion by M. Mancini, 2nd 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, 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**

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, 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**

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, 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**

- e. Suzanne Johnson Resignation

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

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

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, 2nd 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**

 10/16/2024
Maureen Gillette, Secretary Date