



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, 2nd H. Smith, unanimously approved. Motion carried.**
- YES: 5/5;** President: M. Mancini; V. President: S. Russell; Secretary: M. Gillette; and Trustees: G. Mancini, P. Russell, 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, 2nd 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, 2nd G. Mancini, unanimously approved. Motion carried.**
- YES: 7/7;** President: M. Mancini; Secretary: M. Gillette; and Trustees: G. Mancini, H. Smith, L. Sukarat | **NO: 0/7**

VI. October Bills Manifest - Revised

Motion to accept October Bills Manifest - Revised

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**

VII. November Bills Manifest

Motion to accept November Bills Manifest

Motion by M. Mancini, 2nd 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, 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**

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, 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

- 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, 2nd 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, 2nd 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: 7/7; President: M. Mancini; Secretary: M. Gillette; and Trustees: G. Mancini, H. Smith, L. Sukarat | **NO: 0/7**



Maureen Gillette, Secretary

November 20, 2024

Date