



**Board of Trustees Meeting**  
Minutes of Meeting on November 19, 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; 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, 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: 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, 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: 7/7;** President: M. Mancini; Secretary: M. Gillette; and Trustees: G. Mancini, H. Smith, L. Sukarat | **NO: 0/7**



November 20, 2024

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Maureen Gillette, Secretary

Date