



BOARD OF TRUSTEES MEETING
MINUTES OF BOARD MEETING HELD ON SEPTEMBER 16TH, 2019

PRESENT:

Carol Arnone, President
Sam Pinto, Vice President
Gemma Tansey, Secretary
Mary Ellen Guarini, Trustee
Barbara Mosca, Trustee

Tara Lannen-Stanton, Director
Jill Lessard, Administrative Assistant
Ralph Madalena, Library Attorney

A. PUBLIC SESSION 2:00 P.M.

B. Call to Order by Carol Arnone @ 2:07p.m.

Of Note: In her first 2019 meeting as President, Trustee Arnone stated her intention to shorten the length of meetings. With that goal in mind, she noted that discussion on items needing a vote would be allowed 10 minutes

- I. *Approval of Minutes, August 5th, 2019* – **Motioned by Trustee Tansey, seconded by Trustee Guarini, and unanimously approved.**
- II. *Approval of Bills and Schedules 1145, 1146, 1147, 1148 and 1149* – **the Bills and Schedules were unanimously approved. Motioned by Trustee Guarini, seconded by Trustee Tansey.**
- III. *Director's Report* – **The Board stated that they had all read the Director's Report.** Trustee Guarini asked if there was a plan being formulated for the 2020 Census. The Director advised that the (3) Library computers currently being utilized to access the catalog, would be dedicated Census computers. She further advised that the Library would make every effort to have staff available to assist, but that it would be challenging to do so. In response to Trustee Mosca's inquiry, the Director advised that the Census Bureau would be mailing out cards with a unique URL or Identifier for them to login and complete the Census, which is "open" from April 1st 2020 through July 2020.
- IV. *Staff Reports* – In response to Trustee Mosca's inquiry, the Director advised that all staff had either completed or were close to completing their required CEU's. **There were no further questions or comments.**
- V. *Correspondence* – there were no Correspondence items.
- VI. *Old Business*
1. *New Banking Documents* – **need Board Signatures – All necessary signatures were obtained.**
***Of note: Trustee Mosca pointed out that former Director Michael Simon was still listed on the credit card. The Administrative Assistant advised that she was in the process of having Mr. Simon removed, and replacing him with the new Director Tara Lannen-Stanton.*

The Board voted to enter into Executive Session at 2:15 p.m. **Motioned by Trustee Pinto, seconded by Trustee Tansey, and unanimously approved.**

The Board voted to re-enter Public Session at 2:57 p.m. **Motioned by Trustee Pinto, seconded by Trustee Tansey, and unanimously approved.** It was noted that no votes were taken during Executive Session.



VII. *New Business*

1. *Trustee Handbook discussion / questions: Library Laws and Regulations, Trustee Duties and Responsibilities (no more than 10 min) – None of the Trustees had any questions.* The Attorney advised that he was available to answer any questions that may arise.
2. *Ongoing Policy Review (no more than 10 min)*
 - *Review list of policies and prioritize* – The Director advised, that in the Policy Handbook that was distributed to the Trustees she had included a list of current policies, sorted in date order with the oldest first. Also included were some notes i.e., Trustee Tansey wanted to discuss the Mission and Role of the Library, etc. The Director’s recommendation was to update the Patron Code of Conduct policy first. Though this policy was recently updated (February, 2018), she felt that the language was too vague and therefore insufficient to protect the staff and other patrons with regard to safety and security. Trustee Tansey suggested that the Director write up a draft and forward it to the Board for review. Trustee Pinto noted there was no vote needed to do this. Trustee Mosca asked about two policies - the “opt-out” policy for Youth Services (the Director advised that it was being worked on), as well as the 3D Printer Policy (which was presented to the Board by former Director Michael Simon, but returned to him for revisions). Trustee Mosca asked that the Director reexamine the 3D Printer Policy. Trustee Mosca also inquired, if there was a policy in place to prevent patrons with excessive unpaid fines from borrowing any additional materials from the Library. The Director advised that the NLS Resource Sharing Code might cover that, and noted that she had not seen a Library policy that addressed this issue. Trustee Mosca asked that the Director look into it. **In closing, the Director suggested that the Board first review the policies that had notes by them.**
3. *Review and Vote on Updated Policies*
 - *Local History Policy* – motioned by Trustee Pinto, seconded by Trustee Mosca, and unanimously approved
 - *Continuing Education Policy* – was tabled until the Attorney could compare the policy with the contract. Motioned by Trustee Mosca, seconded by Trustee Arnone, and unanimously approved.
 - *Smoking Policy* – was motioned for approval by Trustee Pinto, seconded by Trustee Arnone, and unanimously approved.
4. *Review and Vote: Banning of patron Michael Wynn (**not yet served with notice, has not been in Library since incident) – the Board voted unanimously to continue the ban. Motioned by Trustee Pinto, seconded by Trustee Guarini.*
5. *Auditorium walk through* – The Board walked through the Auditorium at an earlier date, and all were pleased with the refurb process. Trustee Mosca asked about the cove molding surrounding the tiled portion of the floor, noting that the color didn’t match the new carpet. The Director advised that the Library was looking into it.

VIII. *Good and Welfare* –there were no Good and Welfare items.

IX. *CSEA* – there were no CSEA items.

X. *Personnel* – the following Personnel items were **motioned for approval by Trustee Pinto, seconded by Trustee Tansey, and unanimously approved:**

1. Appointment of Tom Wojciechowski as F/T Library Clerk eff 9/17/19
2. Transition of Bianca Rivera from F/T to P/T Youth Services Librarian



3. Resignation of Isabelle Kreutzberg, P/T page in Pt. Lookout
4. Appointment of P/T page Nefertaria Briggs
5. Appointment of P/T page Robert Klein

XI. *Miscellaneous* –

- Trustee Arnone asked that an Agenda item be added for the October meeting, to discuss the Education Payment section of the contract.
- Trustee Pinto expressed his recommendation that the Library Attorney be compensated at a rate of \$95 per hour for any investigatory work as such work is not covered in his retainer. He clarified that compensation would only apply when actual investigatory interviews are being conducted, not research or advisement. **Trustee Pinto then motioned that that Attorney be compensated for up to (10) hours for the current investigation being conducted. Seconded by Trustee Guarini. Trustees Arnone, Pinto, Tansey, and Arnone voted in favor; Trustee Mosca voted against.**
- Trustee Mosca expressed her approval of the new “Annual Performance Evaluation” form; the Director gave a brief explanation of the form and the purpose she hoped it would serve. There was a brief discussion about if CSEA rules prevented the Director from evaluating union employees; the Director said she would look at the contract. There was also discussion about a previous topic, creating supervisory positions for each department. The Director said she was working on, and would update the Board in upcoming meetings.
- Trustee Mosca asked about the “legality” of changes to meeting dates and/or times happening via phone, text, or email. The Attorney noted that past precedent allowed for this, but that the Board might want to examine and amend the By-Laws and perhaps make them more flexible. After some brief discussion, Trustee Mosca stated that she would not attend any 2 p.m. meetings. There was no immediate resolution.

XII. *Date and Time of Next Meeting (Reorganization) is Monday, October 28th, 2019 @ 6:30 pm Public Session; will adjourn into Executive Session if needed* – **was unanimously approved. Motioned by Trustee Mosca, seconded by Trustee Arnone.**

XIII. *Adjournment* – the meeting adjourned at 3:48 p.m. **Motioned by Trustee Pinto, seconded by Trustee Arnone, and unanimously approved.**