

**BOARD OF TRUSTEES MEETING**  
**MINUTES FROM ONLINE MEETING NOVEMBER 23<sup>RD</sup>, 2020**

|   |  |
|---|--|
| Sam Pinto, President                                      | Tara Lannen-Stanton, Director          |
| Gemma Tansey, Vice President                              | Jill Lessard, Administrative Assistant |
| Mary Ellen Guarini, Secretary                             | Ralph Madalena, Attorney               |
| Robin Donovan, Trustee                                    |  |
| Carol Arnone, Trustee ( <i>left early, audio issues</i> ) |  |

In accordance with NYS Executive Order No. 202.1, this meeting will be conducted via conference call. It will be recorded and transcribed at a later date. The public is welcome to join the meeting:

**Join from your computer, tablet or smartphone.**

<https://us02web.zoom.us/j/85100366679?pwd=TFIrl1d3aHZ4WlJlQVkvOVDmOVJZFQT09>

**You can also dial in using your phone.** (646) 558-8656

**Meeting ID:** 851 0036 6679

**Passcode:** 297808

**ONLINE PUBLIC SESSION 6:30 P.M.**

- I. *Call to Order by Trustee Pinto @ 6:37p.m.*
- II. *The Pledge of Allegiance was recited by all present*
- III. *Approval of Minutes from 9/10/20 and 10/19/20*– the minutes were **approved; moved by Trustee Guarini, seconded by Trustee Tansey.** **\*\*Trustee Arnone was present but unable to vote due to audio issues**
- IV. *Approval of Bills and Schedules 1194, 1194, and 1195* – the bills were **approved; moved by Trustee Pinto, seconded by Trustee Tansey.** . **\*\*Trustee Arnone was present but unable to vote due to audio issues**
- V. *Director’s Report / Action Items* – the Director’s report and related items were included in the packet for review.
- VI. *New Business*
  1. *COVID contingency plans* were included in the packet for review.
  2. *CY 2020 Vacation Carryover to CY 2021* the Board **approved; moved by Trustee Pinto and seconded by Trustee Guarini.** **\*\*Trustee Arnone was present but unable to vote due to audio issues**
  3. *Records Retention Resolution / Policy Review* was **approved.** **Moved by Trustee Pinto and seconded by Trustee Tansey.** **\*\*Trustee Arnone was present but unable to vote due to audio issues.**
  4. *Disciplinary Action Procedure* was included in the packet; it was briefly discussed and then tabled.
  5. **\*\*Due to ongoing audio issues, Trustee Arnone left the meeting at 7:10p.m.**
- VII. *Public Comment* – A Point Lookout resident commented, that she and other PL residents had requested that the Director make more non-fiction items available at the Branch. After some back and forth discussion, Trustee Pinto advised that the Board and the Director would take the request into consideration. **The Administrative Assistance will add this to the Action Item list for follow up.**
- VIII. *CSEA* – there were no CSEA items.
- IX. *Personnel* –

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1. *Appointment of Eileen Kelly to Clerk (Floating) effective 11/14/20* – the Board **voted to approve; moved by Trustee Guarini and seconded by Trustee Pinto.**

X. *Executive Session*

1. *Business Office Evaluations*
2. *Director Evaluation*

The Board **voted to enter Executive Session at 7:12 p.m. Motioned by Trustee Donovan, seconded by Guarini.** The Board **re-entered Public Session at 7:34 p.m.; motioned by Trustee Donovan, seconded by Trustee Guarini.** No votes were taken during Executive Session.

- XI. *Date and Time of Next Meeting is Monday, Jan 11<sup>th</sup> at 2:00 p.m. Public Session; will adjourn into Executive Session if necessary. Currently scheduled as an online meeting* – **motioned for approval by Trustee Pinto, seconded by Trustee Guarini.**

- XII. *Adjournment* – **the meeting was adjourned at 7:55 p.m. Motioned by Trustee Tansey, seconded by Trustee Pinto, and unanimously approved.**

**PLEASE NOTE:** Audio of this meeting available upon request. Transcription will be made available at a later date.