BOARD OF TRUSTEES MEETING
MINUTES FROM ONLINE MEETING FEBRUARY 22, 2021

Sam Pinto, President
Gemma Tansey, Vice President
Robin Donovan, Trustee
Carol Arnone, Trustee
Tara Lannen-Stanton, Director
Jill Lessard, Administrative Assistant
Ralph Madalena, Attorney

ABSENT WITH NOTICE:
Mary Ellen Guarini, Trustee

In accordance with NYS Executive Order No. 202.87, 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=TFirL1d3aHZ4W1IjQVk0VDM0VjZFQm09
You can also dial in using your phone. (646) 558-8656
Meeting ID: 851 0036 6679
Passcode: 297808
ONLINE PUBLIC SESSION 2:00 P.M.

I. Call to Order by Trustee Pinto @ 2:01 p.m.

II. The Pledge of Allegiance was recited by all present

III. Approval of Minutes from 1/11/21 – the minutes were unanimously approved; moved by Trustee Tansey, seconded by Trustee Donovan.

IV. Approval of Bills and Schedules 1203, 1204, 1205, and 1206 – unanimously approved; moved by Trustee Pinto, seconded by Trustee Arnone.

V. Public Comment (limited to three minutes per person) – please refer to the meeting audio posted on the Library’s website for Public Comment.

VI. Director’s Report / Action Items – the Director’s report and related items were included in the packet and/or presented online for review.

VII. Old Business

1. Update Library credit card – the Director advised that two Trustee signatures were needed; the Administrative Asst. will coordinate.
2. Procurement Policy – motioned for approval by Trustee Pinto, seconded by Trustee Arnone, and unanimously approved.
3. FY 2021 Budget Revisions – were unanimously approved. Motioned by Trustee Pinto, seconded by Trustee Tansey.
VIII. New Business

1. Intro to Head of Patron Services – Jakea Williamson joined the meeting to introduce herself to the Trustees.

2. NYS Chapter 168 Continuation of Operations Plan – was unanimously approved. Motioned by Trustee Arnone, seconded by Trustee Pinto.

3. Implementing Electronic Signature in Quickbooks – a brief overview of the process was given by the Administrative Assistant.

4. FY 2022 Draft Budget – was tabled.

IX. Public Comment (limited to three minutes per person) – please refer to the meeting audio posted on the Library’s website for Public Comment.

X. CSEA – it was stated that negotiations were slated to begin 3/8/21. The Attorney urged the Trustees to review the current CBA and prepare any questions / comments regarding such.

XI. Personnel –

1. Appointment of Eileen Kelly, PT Librarian Trainee – the two PT Librarian Trainee appointments were motioned and voted on as one; moved by Trustee Pinto, seconded by Trustee Arnone, and unanimously approved.

2. Appointment of Mary Moore, P/T Librarian Trainee – see above.

3. Director’s Contract Renewal – was unanimously approved. Motioned by Trustee Donovan, seconded by Trustee Guarini.

XII. Date and Time of Next Meeting is Monday, March 22nd 2021 at 2:00 p.m. Public Session; will adjourn into Executive Session if necessary. Currently scheduled as an in person meeting – unanimously approved, moved by Trustee Donovan and seconded by Trustee Pinto.

XIII. Executive Session – there was no Executive Session.

XIV. Adjournment – the meeting was adjourned at 3:25p.m. Motioned by Trustee Tansey, seconded by Trustee Donovan, and unanimously approved.

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