

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=TFIrl1d3aHZ4WlIJQVkoVDM0VjZFQT09>

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.*

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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.