

**BOARD OF TRUSTEES MEETING**  
**MINUTES FROM MEETING SEPTEMBER 20<sup>TH</sup>, 2021**

Gemma Tansey, President  
Mary Ellen Guarini, Vice President  
Robin Donovan, Secretary  
Anita LaSpina, Trustee  
Sam Pinto, Trustee

Tara Lannen-Stanton, Director  
Jill Brennan Lessard, Admin Asst  
Ralph Madalena, Attorney

ABSENT WITH NOTICE:

In accordance with relaxation of NYS Open Meetings Law, 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:

<https://us02web.zoom.us/j/83005097288?pw=TDRER1IDMFdMTGRsbC9Hb0loTUIXZz09>

**You can also call in using any phone**

(646) 558-8656

**Meeting ID:** 830 0509 7288

**Passcode:** 046308

- I. *Call to Order by President Gemma Tansey @ 6:32 p.m.*
- II. *The Pledge of Allegiance was recited by all present.*
- III. *Approval of Minutes from 6/28/2021, 7/8/2021, 8/12/2021 was motioned by Trustee Guarini, seconded by Trustee LaSpina, and unanimously approved.*
- IV. *Approval of Bills and Schedules 1220 through 1229 was motioned by Trustee Guarini, seconded by Trustee Pinto, and unanimously approved.*
- V. *Public Comment (limited to three minutes per person) – please refer to the meeting audio to be posted on the Library’s website for Public Comment.*
- VI. *Director and Staff Reports (June through August) was included in the packet for review.*
- VII. *Old Business*
  1. *Updated PPE Policy – was motioned by Trustee LaSpina, seconded by Trustee Guarini, and unanimously approved.*
- VIII. *New Business*
  1. *NYS Public Library Minimum Standards – was included in the packet for review.*
  2. *Policy Review Schedule – was included in the packet for review.*
  3. *Media Borrowing Policy – was motioned by Trustee Guarini, seconded by Trustee LaSpina, and unanimously approved.*
  4. *Rescind Crafts Fee Policy – was motioned by Trustee Pinto, seconded by Trustee Guarini, and unanimously approved.*
  5. *Rescind Reference Loan Policy – was motioned by Trustee Guarini, seconded by Trustee LaSpina, and unanimously approved.*
- IX. *Public Comment – all other items (limited to three minutes per person) – please refer to the meeting audio to be posted on the Library’s website for Public Comment.*
- X. *CSEA – there were no CSEA items.*

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XI. *Executive Session*

1. *Individual personnel matters* – the Board entered Executive Session at 6:56 p.m.; motioned by Trustee Tansey and seconded by Trustee Guarini. The Board returned to Public Session at 7:09 p.m.; motioned by Trustee Guarini and seconded by Trustee LaSpina. No votes were taken during Executive Session.

XII. *Personnel*

1. *Retirement of Mary Mauceri (PT Clerk) eff 8/12/2021* – was motioned by Trustee Guarini, seconded by Trustee LaSpina, and unanimously approved.

2. *Separation of Edel Morales (PT Page) eff 8/27/2021* – was motioned by Trustee Pinto, seconded by Trustee Guarini, and unanimously approved.

3. *Appointment of Luis Rodrigues (PT Cleaner) eff 9/20/2021* – was motioned by Trustee Guarini, seconded by Trustee LaSpina, and unanimously approved.

4. *\*Individual personnel matters* – the Board voted to allow the Director to sign off on an individual personnel matter discussed in Executive Session. Motioned by Trustee Guarini, seconded by Trustee Pinto, and unanimously approved.

XIII. *Date and Time of Next Meeting is Monday, October 18<sup>th</sup>, 2021 at 7:00 p.m.* – was motioned by Trustee Guarini, seconded by Trustee LaSpina, and unanimously approved.

XIV. *Adjournment* – the meeting was adjourned at 7:18 p.m. Motioned by Trustee Guarini, seconded by Trustee LaSpina, and unanimously approved.

**PLEASE NOTE:** Audio of this meeting will be posted to the Library's website. Transcription will be made available at a later date.