

BOARD OF TRUSTEES MEETING
MINUTES FROM MEETING October 18TH, 2021

Gemma Tansey, President
Mary Ellen Guarini, Vice President
Robin Donovan, Secretary
Anita LaSpina, Trustee
Sam Pinto, Trustee ***arrived 7:09pm*

Tara Lannen-Stanton, Director
Jill Brennan Lessard, Admin Asst

ABSENT WITH NOTICE:
Ralph Madalena, Attorney

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 @ 7:04 p.m.*
- II. *The Pledge of Allegiance was recited by all present.*
- III. *Approval of Minutes from 9/20/21 was motioned by Trustee Guarini, seconded by Trustee Donovan, and unanimously approved.**Trustee Pinto was not present for this vote.*
- IV. *Approval of Bills and Schedules 1229 through 1231 was motioned by Trustee Guarini, seconded by Trustee LaSpina, and unanimously approved.**Trustee Pinto was not present for this vote.*
- 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 were included in the packet for review.*
- VII. *Old Business*
 1. *FYE 2022 Budget Revisions – was motioned by Trustee Pinto, seconded by Trustee LaSpina, and unanimously approved.*
- VIII. *New Business*
 1. *Tutoring Policy – was motioned by Trustee Guarini, seconded by Trustee LaSpina, and unanimously approved.*
 2. *Posting and Distributing Materials Policy – was motioned by Trustee LaSpina, seconded by Trustee Guarini, and unanimously approved.*
 3. *Public Meeting Room Policy – was tabled so that the Director could consult with the Attorney regarding the Library's right to monitor / restrict attendance in programs involving minors. Motioned by Trustee Donovan, seconded by Trustee LaSpina, and unanimously approved.*
 4. *Claims Auditor Policy – was motioned by Trustee Guarini, seconded by Trustee Pinto, and unanimously approved.**The Director noted that although a Claims Auditor does not need to be bonded, it was a good idea. It was asked/answered affirmatively that the Board would have to approve the Claims Auditor.*
 - 4a. *Claims Auditor Selection (added during meeting) - to allow the Director to select a Claims Auditor (who will then need to be approved by the Board) was motioned by Trustee Pinto, seconded by Trustee LaSpina, and unanimously approved.*
 5. *Program Presenter Agreement (**as amended to allow the Director to make form modifications as necessary w/o a Board vote) – was motioned by Trustee Pinto, seconded by Trustee Guarini, and unanimously approved.*

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6. *Fund Balance Calculations* - informational; included in the packet for review.
7. *Bank account changes* - was motioned by Trustee Guarini, seconded by Trustee Pinto, and unanimously approved.
8. *Bank Accounts and Fund Balance Policy* - was motioned by Trustee Pinto, seconded by Trustee Guarini, and unanimously approved.
9. *Invoice for Attorney - Employee Investigation* - was motioned by Trustee Guarini, seconded by Trustee Pinto and unanimously approved. ****Trustee Pinto requested that any specific employee information be redacted in the Public Packets going forward.**

The Agenda Items Below Were Added During The Meeting:

10. *Form Modifications for 10/18/21 Agenda listed policies* - to allow the Director to make form modifications, in compliance with the policies, as necessary w/o a Board resolution as was previously approved for the Program Presenter form - motioned by Trustee Pinto, seconded by Trustee Guarini, and unanimously approved.
 11. *Investigate Property Zoning* - Trustee LaSpina asked the the Library investigate the vacant lot on the West side of the Library, which is listed for sale. No vote was necessary.
 12. *Doing away with fines* - Trustee LaSpina asked about the feasibility of doing away with fines, following the example of the NY Public Library; after some discussion it was decided to continue themed periods of amnesty, at varied times of the year, and keeping track of how it goes before making any decisions about doing away with fines. Trustee Guarini suggested involving the staff in coming up with amnesty themes. It was further suggested and agreed to, that the Director would send new / amended policies to the Trustees for their review as soon as they were reviewed by the Attorney.
 13. *Additional hours for Security Guards* - Trustee Donovan noted that the days are getting shorter and asked about the possibility of adding more hours for the Security Guards to coincide with the hours the Library is open. The Director noted that since COVID, evening traffic has decreased and she felt the increased hours were not merited, adding that the Library has a procedure in place to ensure staff are able to safely get to their vehicles or other forms of transportation. She further noted that the security of staff and patrons is monitored, and that the hours of the Security Guards would be increased if it became necessary.
 14. *Sabbath Door* - Trustee Pinto inquired if it were possible to have a non-power door for use during the Sabbath (Saturdays). The Director said she would give some thought to this.
- 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.
- XI. *Executive Session*
- XII. *Personnel* - all of the Personnel items below were motioned by Trustee Guarini, seconded by Trustee Donovan, and unanimously approved.
1. *Reappointment of Edel Morales, PT Page, effective 10/15/2021*
 2. *Resignation of Jesus Torres, PT Cleaner, effective 9/27/2021*
 3. *Appointment of Adesh Ramsaran, PT Cleaner, effective 10/4/2021*
 4. *Appointment of Don Smalls, FT Library Maintenance worker, effective 10/29/2021*
- XIII. *Date and Time of Next Meeting is Monday, November 15th, 2021 at 7:00 p.m.* – was motioned by Trustee LaSpina, seconded by Trustee Pinto, and unanimously approved.
- XIV. *Adjournment* – the meeting was adjourned at 8:23 p.m. - motioned by Trustee Pinto, seconded by Trustee Donovan, 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.