

Monday April 17<sup>th</sup>, 2023 2:00 p.m.  
BOARD OF TRUSTEES REGULAR MEETING MINUTES

Mary Ellen Guarini, President	Tara Lannen-Stanton, Director
Anita LaSpina, Vice President	Jakea Williamson, Asst Director
Gemma Tansey, Secretary	Jill Brennan Lessard, Administrative Asst
Sam Pinto, Trustee	<b>ABSENT WITH NOTICE:</b>
Robin Donovan, Trustee	

- I. *Call to Order by President Guarini @ 7:01pm*
- II. *Roll call was taken by President Guarini. **\*\*Note, Trustee Pinto arrived at 7:12pm***
- III. *The Pledge of Allegiance was recited by all present.*
- IV. *Approval of Minutes from 03/20/23 - the minutes were **unanimously approved as corrected. Motioned by Trustee Donovan and seconded by Trustee LaSpina. **\*\*Note, Trustee Pinto was not present for this vote.*****
- V. *Approval of Bills and Schedules – 1284-A, 1285, 1286, and 1287 – the bills and schedules were **unanimously approved. Motioned by Trustee Donovan, seconded by Trustee Tansey. **\*\*Note, Trustee Pinto was not present for this vote.*****
- VI. *Donor Recognition*
  1. *Collective Donations in Memory of Mary Donohue for Point Lookout Branch – Trustee Guarini acknowledged and thanked the donors on behalf of the entire Board.*
- VII. *Public comment on agenda items (limited to two minutes per person)*
- VIII. *Monthly Reports – March 2023*
  1. *Director’s Report*
  2. *Monthly Stats*
  3. *Updates on Current Projects*
  4. *Social Media Report*
  5. *Assistant Director / Adult Services Department Report*
  6. *Patron Services Department Report*
  7. *Youth Services Department Report*
  8. *Business Office*
- IX. *Old Business*
  1. *Policies*  
*Fines and Fees (new) – the item was **moved for approval by Trustee Tansey, seconded by Trustee Pinto, and unanimously approved***
  2. *FY 2023 Budget Revisions – the item was **moved for approval by Trustee Tansey, seconded by Trustee LaSpina, and unanimously approved.***
  3. *24-hour checkout lockers for Main Library – the item **was moved for approval by Trustee Donovan and seconded by Trustee LaSpina. Trustees Guarini, LaSpina, Tansey and Donovan voted in favor; Trustee Pinto voted against.***
- X. *New Business*

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1. *1<sup>st</sup> Floor Furniture Quote* – the item was **moved for approval by Trustee Pinto, seconded by Trustee Donovan, and unanimously approved.**
  2. *West End Branch Lease Renewal* – the 5yr renewal **was moved for approval by Trustee Tansey, seconded by Trustee LaSpina, and unanimously approved.**
- XI. *Public Comment - all other items (limited to three minutes per person)*
- XII. *CSEA* – there were no CSEA items.
- XIII. *Personnel* – the following Personnel changes were **voted on as a whole and unanimously approved. Moved by Trustee Pinto and seconded by Trustee Donovan.**
1. *External Hires*
    - *Sarah Seigel, Program Coordinator (provisional)*  
*In-house title: Head of Programming & Marketing Department*
    - *Helena Morrissey, PT Librarian, Adult Services*
    - *Karen Stanza-Cho, PT Circulation Clerk, Patron Services*
  2. *Resignations*
    - *Mary Moore, PT, Librarian, Adult Services*
    - *Marion Beloyanis, PT Circulation Clerk, Patron Services*
- XIV. *Executive Session* – **Trustee Pinto moved to enter Executive Session at 8:23 p.m.; seconded by Trustee LaSpina. The Board exited Executive Session at 8:50 p.m., moved by Trustee Guarini. No votes on matters discussed were taken during Executive Session.**
- XV. *Date and time of next meeting Monday May 15<sup>th</sup> at 7:00 p.m.* – **was unanimously approved. Moved by Trustee Pinto, seconded by Trustee LaSpina.**
- XVI. *Adjournment* – the meeting was adjourned at 8:52 p.m. **Motioned by Trustee Pinto, seconded by Trustee LaSpina, and unanimously approved.**