

Monday, Sept 18th, 2023 7:00 p.m.
BOARD OF TRUSTEES MEETING MINUTES

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

- I. *Call to Order by President LaSpina at 7:02 p.m.*
- II. *Roll call was taken by President LaSpina*
- III. *The Pledge of Allegiance was recited by all present.*
- IV. *Approval of Minutes from 07/11/23 - the minutes were **unanimously approved**. Motioned by Trustee Guarini, seconded by Trustee Tansey. ****Note: Trustee Pinto abstained, as he was not in attendance at the 7/11/23 meeting.***
- V. *Approval of Bills and Schedules 1302-1304– the Bills and Schedules were **unanimously approved**. Motioned by Trustee LaSpina, seconded by Trustee Donovan. ****Note, Trustee Tansey abstained as she did not receive the updated packet and was unable to review the bills.***
- VI. *Donor Recognition – there were no donors to be recognized*
- VII. *Public comment on agenda items (limited to two minutes per person) Library Patron Karen Soto spoke about the positive impact the “Studio Time” program has had on her son.*
- VIII. *Monthly Reports(June thru August 2023) – were included in the packet for review & discussion.*
 1. *Director*
 2. *Monthly Stats*
 3. *Updates on FY 2024 Projects*
 4. *Assistant Director / Adult Services*
 5. *Programming & Marketing*
 6. *Patron Services*
 7. *Youth Services*
- IX. *FY 2023 Summary – information on the below was included in the packet for review & discussion.*
 1. *Statistics*
 2. *Strategic Plan Progress*
- X. *Old Business*
 1. *Policies – Policies Review Schedule updated for 9/2023*
 - *Media & Press Relations was **motioned for approval by Trustee Pinto, seconded by Trustee Tansey, and unanimously approved.***
 - *Social Media was **motioned for approval by Trustee Pinto, and seconded by Trustee Guarini. Trustees LaSpina, Pinto, Tansey, and Guarini voted in favor; Trustee Donovan voted against.***
 - *Friends of the LBPL was **not voted upon as there were no revisions. The Library Atty will advise if “501C3” needs to be added to the policy; if so the “revised” policy will be put forth for a vote at the October meeting.***

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Old Business (continued)

- *Cybersecurity Policy* was motioned by Trustee Pinto, seconded by Trustee Guarini, and **unanimously approved.**
- *Employee Tech, Furniture, and Equipment* was motioned by Trustee Guarini, seconded by Trustee Tansey, and **unanimously approved.**
- *Computer and Internet Use* was **unanimously approved.** Motioned by Trustee Donovan and seconded by Trustee LaSpina.
- *Continuing Education and Conference Attendance* was **unanimously approved.** Motioned by Trustee Donovan and seconded by Trustee Tansey.
- *Emergency Closing* was **unanimously approved.** Motioned by Trustee Pinto and seconded by Trustee Guarini.
- *Remote Work (as amended)* was motioned by Trustee Pinto and seconded by Trustee Guarini. Trustees LaSpina, Pinto, Tansey, and Guarini voted in favor; Trustee Donovan voted against.

XI. *New Business*

1. *Signage quotes* – information was included in the packet for review & discussion.
2. *FY 2024 strategies for FY 2023 thru FY 2025 Strategic Plan* – information was included in the packet for review & discussion.

XII. *Public Comment - all other items (limited to three minutes per person)*

XIII. *CSEA* – there were no CSEA items.

XIV. *Personnel*

1. *Internal Promotions*
 - *Adesh Ramsaran, PT Cleaner to FT Cleaner* – the Board voted **unanimously to approve.** Motioned by Trustee LaSpina, seconded by Trustee Tansey.
 - *Stephanie DeMarco, PT Page to PT Programs Clerk* was **unanimously approved.** Motioned by Trustee Pinto, seconded by Trustee Guarini.
2. *Retirements* – N/A
3. *External Hires* – N/A

XV. *Executive Session* – the Board entered Executive Session at 8:32 p.m.; motioned by Trustee LaSpina, seconded by Trustee Guarini. The Board re-entered Public Session at 9:15 p.m. During Executive Session, the Board voted **unanimously to accept the CBA.** Motioned by Trustee Donovan and seconded by Trustee Guarini.

XVI. *Date and time of next meeting, Monday Oct 16th, 2023 at 7 p.m.* – was **unanimously approved.** Moved by Trustee LaSpina, seconded by Trustee Tansey. ****Note:** Trustee Pinto noted he would be unable to attend the Oct 16th meeting. Trustee Donovan was not present for this vote, having left the meeting at 9:23 p.m.

XVII. *Adjournment* – the meeting was adjourned at 9:25 p.m. Motioned by Trustee Pinto, seconded by Trustee Tansey, and **unanimously approved.** ****Note:** Trustee Donovan was not present for this vote, having left the meeting at 9:23 p.m.