

Monday, October 16<sup>th</sup>, 2023 7:00 p.m.  
BOARD OF TRUSTEES MEETING MINUTES

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

- I. *Call to Order by President LaSpina at 7:00 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 09/18/23 - the minutes were unanimously approved. Motioned by Trustee Guarini, seconded by Trustee Donovan.*
- V. *Approval of Bills and Schedules 1305-1307– the Bills and Schedules were unanimously approved. Motioned by Trustee Guarini, seconded by Trustee LaSpina.*
- VI. *Donor Recognition – there were no donors to be recognized*
- VII. *Public comment on agenda items (limited to two minutes per person)*
- VIII. *Monthly Reports – 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. *Old Business*
  1. *Policies*
    - *Personnel – Transitional Duty – was rescinded. Motioned by Trustee Donovan, seconded by Trustee Tansey, and unanimously approved.*
    - *Personnel – Remote Work- was unanimously approved as amended. Motioned for approval by Trustee Donovan, and seconded by Trustee Tansey.*
    - *Public Space – Quiet Study Room – was rescinded. Motioned by Trustee Donovan, seconded by Trustee Tansey, and unanimously approved.*
    - *Public Space – individual Study Room – was unanimously approved as amended. Motioned by Trustee Donovan, seconded by Trustee LaSpina.*
    - *Public Space – Art Exhibits – was unanimously approved. Motioned by Trustee Guarini, seconded by Trustee Tansey.*
    - *Public Space – Safety of Minors – was unanimously approved. Motioned by Trustee Donovan, seconded by Trustee Guarini.*
    - *Public Space – Security Cameras – was unanimously approved. Motioned by Trustee Guarini, seconded by Trustee Tansey.*

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X. *New Business*

1. *FY 2024 Budget Revision 1* – was unanimously approved. Motioned by Trustee Donovan, seconded by Trustee Tansey.
2. *New York Liquid Asset Fund Resolution* – was unanimously approved. Motioned by Trustee Donovan, seconded by Trustee LaSpina.
3. *ILS & Associated Services Budget for FY 2024* – was unanimously approved. Motioned by Trustee Donovan, seconded by Trustee LaSpina.
4. *Point Lookout lease renewal* – was unanimously approved. Motioned by Trustee Donovan, seconded by Trustee LaSpina.
5. *NY Forward Proposals* – information was included in the packet for review and discussed.
6. *Using branches for remote work* – information was included in the packet for review and discussed.
7. *Long Beach Art League* – information was included in the packet for review and discussed.
8. *Compiled Policies* – NYS required and patron-facing policies have been posted on the Library website.
9. *Electronic signs* – information was included in the packet for review and discussed. The Admin Asst will research possible zoning variances.

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

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

XIII. *Personnel*

1. *Internal Promotions*
  - *Eileen Kelly, Youth Services, Librarian Trainee (FT) to Librarian I (Provisional)* – the Board voted unanimously to approve. Motioned by Trustee Guarini, seconded by Trustee LaSpina.
  - *Aliza Hornbliss, Adult Services, Librarian Trainee (PT) to Librarian (PT)* was unanimously approved. Motioned by Trustee Guarini, seconded by Trustee LaSpina.
2. *Retirements* – N/A
3. *External Hires* – N/A

XIV. *Executive Session* – the Board entered Executive Session at 8:17 p.m.; motioned by Trustee Guarini, seconded by Trustee Tansey. The Board re-entered Public Session at 9:47 p.m. During Executive Session, the Board took action on the following items:

1. Title change: Jill Lessard, Business Office, Administrative Assistant (FT) to Business Office Manager (FT)  
**Motioned for approval by Trustee Guarini, and seconded by Trustee LaSpina. Trustees LaSpina, Tansey, and Guarini voted in favor; Trustee Donovan voted against.**
2. No change in pay at this time for Ms. Lessard's title change  
**Unanimously approved. Motioned by Trustee Tansey, seconded by Trustee Donovan**
3. Evaluate Jakea Williamson, Assistant Director, at the end of her probationary year rather than the fiscal year  
**Unanimously approved. Motioned by Trustee Guarini, seconded by Trustee Donovan**
4. Kim Dempsey, Business Office, Payroll Clerk – salary increase of 3% based on FY 2023 evaluation retroactive to July 1, 2023  
**Unanimously approved. Motioned by Trustee Donovan, seconded by Trustee Guarini**

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5. Tara Lannen-Stanton, Library Director – salary increase of 1% based on FY 2023 evaluation retroactive to July 1, 2023

**Unanimously approved. Motioned by Trustee Donovan, seconded by Trustee Tansey**

XV. *Date and time of next meeting, Monday, November 27<sup>th</sup> 2023 at 7 p.m.* – was **unanimously approved. Moved by Trustee Guarini, seconded by Trustee Tansey.**

XVI. *Adjournment* – the meeting was adjourned at 9:49 p.m. **Motioned by Trustee Tansey, seconded by Trustee LaSpina, and unanimously approved.**