

Monday, January 22nd, 2024 2:00 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, Business Mgr
Robin Donovan, Trustee	ABSENT WITH NOTICE:
Mary Ellen Guarini, Trustee	

- I. *Call to Order by President LaSpina at 2:00 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 11/27/23 - the minutes were **unanimously approved.** Motioned by Trustee Guarini, seconded by Trustee Tansey.*
- V. *Approval of Bills and Schedules 1311-1318 – the Bills and Schedules were **unanimously approved.** Motioned by Trustee Donovan, seconded by Trustee Guarini.*
- 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, November and December 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*
 8. *Business Office*
- IX. *Old Business*
 1. *Policies*
 - *FY 2024 Updated Review Schedule – was included in the packet for reference / review.*
 - *Personnel - Staff Dress Code – no vote was taken; updated policy needs to be reworked. **Moved by Trustee Pinto, seconded by Trustee Tansey, and unanimously approved.***
 - *Personnel - Sexual Harassment Prevention – the updated policy was **unanimously approved.** **Moved by Trustee Pinto, seconded by Trustee Guarini.***
 - a) *Complaint Form*
 - *Personnel – Whistleblower – the updated policy was **unanimously approved.** **Moved by Trustee Guarini, seconded by Trustee Donovan.***
 - a) *Report Form*
 - *Public Space - Film and Photography – the updated policy was **unanimously approved.** **Moved by Trustee Tansey, seconded by Trustee Pinto.***
 - *Public Space - Rules of Conduct – no vote was taken; updated policy needs to be reworked. **Moved by Trustee Tansey, seconded by Trustee LaSpina, and unanimously approved.***

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- X. *New Business*
1. *Friends of the Library Update (Friends President Kathy Horace)* – Kathy Horace presented her update.
 2. *Offer on adjacent property* – this vote was tabled; Board requested a feasibility study. **Motioned by Trustee Pinto, seconded by Trustee Tansey, and unanimously approved.**
 3. *Minimum Wage Increase* – the **Board voted unanimously to approve. Motioned by Trustee Tansey, seconded by Trustee Donovan.**
 4. *Volunteer Program* – information was included in the packet for the Board’s review and discussion.
 5. *Library of Things update* – information was included in the packet for the Board’s review and discussion.
- XI. *Public Comment - all other items (limited to three minutes per person)*
- XII. *CSEA* – there were no CSEA items.
- XIII. *Personnel*
1. *Internal Promotions* – there were no internal promotions.
 2. *Resignations / Retirements* – there were no resignations / retirements.
 3. *External Hires*
 - *Shauna McCauley, Librarian Trainee, Programs & Marketing / Youth Services (FT)* – was **unanimously approved. Motioned by Trustee Pinto, seconded by Trustee LaSpina.**
- XIV. *Executive Session*
1. *Individual Personnel Matters* – the **Board entered Executive Session at 3:35 p.m.; motioned by Trustee Donovan, seconded by Trustee Pinto. The Board re-entered Public Session at 4:20 p.m.** No votes were taken during Executive Session.
- XV. *Date and time of next meeting, Monday, February 26th, 2024 at 2 p.m.* – was **unanimously approved. Motioned by Trustee Tansey, seconded by Trustee Guarini. **Trustee Pinto was not present for this vote.**
- XVI. *Adjournment* – the meeting was adjourned at 4:24 p.m. **Motioned by Trustee Guarini, seconded by Trustee Tansey, and unanimously approved. **Trustee Pinto was not present for this vote.**