

Monday, November 27th, 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, Business Mgr
Robin Donovan, Trustee	ABSENT WITH NOTICE:
Mary Ellen Guarini, Trustee	

- 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 10/16/23 - the minutes were unanimously approved. Motioned by Trustee Guarini, seconded by Trustee Donovan.*
- V. *Approval of Bills and Schedules 1308-1310 – the Bills and Schedules were unanimously approved. Motioned by Trustee Pinto, seconded by Trustee Tansey.*
- 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*
 - *FY 2024 Updated Review Schedule – was included in the packet for reference / review.*
 - *Board – Code of Conduct – was tabled. Motioned by Trustee LaSpina, seconded by Trustee Donovan, and unanimously approved.*
 - *Board - Conflict of Interest & Ethics – was unanimously approved. Motioned by Trustee Donovan, seconded by Trustee Tansey.*
 - *Financial - Bank Accounts and Fund Balance – was unanimously approved. Motioned by Trustee Pinto, seconded by Trustee LaSpina.*
 - *Financial - Budget Transfer – was unanimously approved. Motioned by Trustee Guarini, seconded by Trustee Donovan.*
 - *Financial - Direct Deposit – was unanimously approved. Motioned by Trustee Guarini, seconded by Trustee Tansey.*
 - *Financial – Investment – was unanimously approved. Motioned by Trustee Tansey, seconded by Trustee Guarini.*

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Policies (continued)

- *Financial – Petty Cash* – was unanimously approved. Motioned by Trustee Donovan, seconded by Trustee LaSpina.
- *Financial - Service Charge for Bad Checks* – was unanimously approved. Motioned by Trustee Guarini, seconded by Trustee Tansey.
- *Personnel – Safety Committee* – was unanimously approved. Motioned by Trustee Donovan, seconded by Trustee Guarini.

X. *New Business*

1. *Approval of MOAs for Employee-Paid Dental Insurance* – was unanimously approved. Motioned by Trustee Donovan, seconded by Trustee LaSpina.
2. *Architect for Solar Panel Project* – was unanimously approved. Motioned by Trustee Donovan, seconded by Trustee Guarini.
3. *Architect for Facilities Evaluation & Report* – was unanimously approved. Motioned by Trustee Donovan, seconded by Trustee Pinto.
4. *NLS Member Library Support for 2024 and 2025* – was unanimously approved. Motioned by Trustee LaSpina, seconded by Trustee Guarini.
5. *Medical Opt-Out calculations* – the policy was included in the packet for review. No changes were made.
6. *Approval to pay bills until January 2024 meeting* – was unanimously approved. Motioned by Trustee Tansey, seconded by Trustee Guarini.

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

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

XIII. *Personnel*

1. *Internal Promotions*
 - *Zachary Aborizk, Program Specialist, Programming & Marketing (PT)* – was unanimously approved. Motioned by Trustee Donovan, seconded by Trustee Guarini.
2. *Resignations / Retirements*
 - *Retirement - Mary Aileen Buss, Librarian II, Adult Services (FT)* – was unanimously approved. Motioned by Trustee Tansey, seconded by Trustee LaSpina.
3. *External Hires*
 - *Kyra Robinson-Hernandez, Clerk, Patron Services (PT)* – was unanimously approved. Motioned by Trustee Donovan, seconded by Trustee Tansey.

XIV. *Executive Session* – the Board entered Executive Session at 7:54 p.m.; motioned by Trustee Guarini, seconded by Trustee LaSpina. The Board re-entered Public Session at 8:34 p.m. No votes were taken during Executive Session.

XV. *Date and time of next meeting, Monday, January 22nd, 2023 at 2 p.m.* – was unanimously approved. Motioned by Trustee LaSpina, seconded by Trustee Pinto.

XVI. *Adjournment* – the meeting was adjourned at 8:35 p.m. Motioned by Trustee Pinto, seconded by Trustee Guarini, and unanimously approved.