

**Board of Trustees Meeting
December 4, 2023
Call to Order: 7:15 PM**

Adequate notice of the meeting was provided in accordance with the Open Public Meeting Act in that the date and location were included in the annual meeting schedule, sent to official newspapers, and posted on the public bulletin board.

Attendance:

- **Present:** Judy Nelson, Thomas Kaczynski, William Tedesco, Christopher Bardi, Liz Kennedy, and Deborah Sessa Brian Donohue, Allison Jablonski, Lisa Dyer, and Aristotle Popolizio
- **Absent:** Saumita Lepre

ROLL CALL:

Y	B. Donohue	Y	C. Bardi
Y	A. Jablonski	Y	A. Popolizio
Y	T. Kaczynski	Y	W. Tedesco
Absent	S. Lepre	Y	D. Sessa
Y	J. Nelson	Y	E. Kennedy Exits meeting at 8:45 PM
Y	L. Dyer		

Approval of Minutes:

- Judy Nelson made a motion to approve the November Board Meeting minutes, Brian Donohue seconded the motion, and the minutes were unanimously approved.

Absent	S. Lepre	Y	C. Bardi
Y	B. Donohue	Y	A. Popolizio
Abstain	J. Nelson	Y	W. Tedesco
Y	A. Jablonski	Y	E. Kennedy
Y	T. Kaczynski	Abstain	D. Sessa
Y	L. Dyer		

Public Comment:

None to Report

Correspondence:

None

Council Liaison's Report:

- Chris Bardi reported that the Christmas Tree Lighting will take place on Saturday, December 9.
- Chris will invite Christopher Critchett to the next meeting to discuss the roof issues.

Committee Reports:

Policy Committee:

- Judy Nelson reported that new policies have been created and sent to the lawyers for attorney review and approval.

Building and Grounds Committee:

- William Tedesco reported that he discussed the roof issues with Christopher Critchett.

Finance Committee:

- Judy Nelson reported that the library is currently under budget. As a result the funds will be moved to the next year’s capital fund.
- Liz Kennedy is looking into repurposing some current library spaces to make for more efficient and updated use of the space.

Personal Committee:

- Liz Kennedy presented the new Employee evaluations, Vision Statement, and Competencies for Staff. The language in these documents is clearer.
- New employee evaluation will begin in January .

Treasurer’s Report:

- Judy Nelson presented the December Treasurer’s Report.
- Judy Nelson made a motion to approve the December Bill List, Aristotle Popolizio seconded the motion and the Bill List was unanimously approved.

Absent	S. Lepre	Y	C. Bardi
Y	B. Donohue	Y	A. Popolizio
Y	J. Nelson	Y	W. Tedesco
Y	A. Jablonski	Y	E. Kennedy
Y	T. Kaczynski	Y	D. Sessa
Y	L. Dyer		

Director’s Report:

- Liz Kennedy presented the Director’s Report.
- YTD circulation has increased.
- The annual train display will take place Saturday, December 16 through Saturday, December 30. Viewing times can be accessed on the library website.
- Michelle Jordan has revamped the book club.
- Liz worked on revising policies for the Policy Committee.
- Programs will be planned at least 3 months in advance for improved marketing and promotion.
- Budget process for 2024 is under way.
- Friends of the Library have received \$5,000.00 from their annual end of year fundraising..

Old Business:

- Discussion took place regarding the roofing concerns.

New Business:

- **Resolution #2023-33-Approval to Bring Two Employees Up to Minimum Wage**—Aristotle Popolizio made a motion to approve to bring two employees up to minimum wage of \$15.13 per hour as of January 1, 2024. Brian Donohue seconded the motion and it was unanimously approved.
- **Resolution #2023-34-Approval to Buy New Book Drop—\$7,741.95**—Lisa Dyer made a motion to approve buying a new book drop for \$7,741.95. Brian Donohue seconded the motion and it was unanimously approved.
- **Resolution #2023-35-Join Library Speakers Consortium For \$2,500.00**-Judy Nelson made a motion to approve to join the Library Speakers Consortium for \$2,500.00 per year. Brian Donohue seconded the motion and it was unanimously approved.
- **Resolution #2023-36-Approval to Buy Technology Supplies for Library Use**-Allison Jablonski made a motion to approve the purchase of supplies for library use for \$2,442.00. Brian Donohue seconded the motion and it was unanimously approved.
- **Resolution #2023-37-Approve New Review Forms—VOID**
- **Resolution #2023-38-Approval to Purchase Wave Bike Rack and Garbage Receptacles from U-Line for \$1,560.00**- Judy Nelson made a motion to approve the purchase of a bike rack and the receptacles for \$1,560.00. Brian Donohue seconded the motion and it was unanimously approved.
- **Resolution #2023-39-Approval to Purchase HON Desk for Children’s Area For \$627.58**- Thomas Kaczynski made a motion to approve the purchase of a HON Desk for the children’s area from Amazon for \$627.58. Aristotle Popolizio seconded the motion and it was unanimously approved.
- **Resolution #2023-40-Approval to Purchase New Flooring and to Include Furniture Moving for Staff Room Not to Exceed \$10,000.00**-Brian Donohue made a motion to approve the purchase of new flooring to include furniture moving and the cost not to exceed \$10,000. Allison Jablonski seconded the motion and it was unanimously approved.
- **Resolution #2023-41-Line Item Transfers**-Aristotle Popolizio made a motion to approve line item transfers to maintain a balanced budget. Brian Donohue seconded the motion and it was unanimously approved.
- **Resolution #2023-42-Approve Collection Development Policy—Tabled**

For Resolutions 2023-33-42

Absent	S. Lepre	Y	C. Bardi
Y	B. Donohue	Y	A. Popolizio
Y	J. Nelson	Y	W. Tedesco
Y	A. Jablonski	Y	E. Kennedy
Y	T. Kaczynski	Y	D. Sessa
Y	L. Dyer		

EXECUTIVE SESSION:

Be resolved by the Library Board of Trustees that it adjourns to an executive session to discuss the following subject matter without the presence of the public. The matters discussed will be made known to the public at such time as appropriate action is taken on said matters, and when disclosure will not result in the unwarranted invasion of individual privacy or prejudice to the best interests of The Library.

- William Tedesco made a motion to enter into Executive Session at 8:45 PM. Allison Jablonski seconded the motion and it was unanimously approved.

Absent	S. Lepre	Y	C. Bardi
Y	B. Donohue	Y	A. Popolizio
Y	J. Nelson	Y	W. Tedesco
Y	A. Jablonski	Not Present	E. Kennedy
Y	T. Kaczynski	Y	D. Sessa
Y	L. Dyer		

- William Tedesco made a motion to exit the Executive Session at 9:07 PM. Brian Donohue seconded the motion and it was unanimously approved.

Absent	S. Lepre	Y	C. Bardi
Y	B. Donohue	Y	A. Popolizio
Y	J. Nelson	Y	W. Tedesco
Y	A. Jablonski	Not Present	E. Kennedy
Y	T. Kaczynski	Y	D. Sessa
Y	L. Dyer		

Adjournment:

- William Tedesco made a motion to adjourn the meeting at 9:07 PM. Brian Donohue seconded the motion and it was unanimously approved.

Absent	S. Lepre	Y	C. Bardi
Y	B. Donohue	Y	A. Popolizio
Y	J. Nelson	Y	W. Tedesco
Y	A. Jablonski	Not Present	E. Kennedy
Y	T. Kaczynski	Y	D. Sessa
Y	L. Dyer		

Next meeting date: Monday, January 8 at 7:15 PM.

Respectfully submitted,
Deborah Sessa