

UNAPPROVED
Minutes of the
Board of Trustees' Meeting
September 12, 2024
6:30 p.m.

The meeting was called to order by M. Hanewinckel at 6:36 p.m. Also present were Nora Berlin, William Wexler, Francis Flynn, Diane Darcy, and Mary Schubart, Director and Secretary to the Board.

The Board welcomed D. Darcy, who was in attendance to fulfill a requirement for a class in her Advanced Certificate in Public Library Administration program.

Approval of Minutes

On a motion by N. Berlin, seconded by F. Flynn, the Board approved the previous month's minutes. Passed unanimously.

On a motion by W. Wexler, seconded by N. Berlin, the Board approved the July and August *Independent Accountant's Report* by Sheehan Accountants & Advisors. Passed unanimously.

July 2024	Warrant – General	\$166,804.79
July 2024	Capital Fund	None
July 2024	Payroll	\$130,771.44
August 2024	Warrant – General	\$86,691.89
August 2024	Capital Fund	None
August 2024	Payroll	\$205,750.39

Period for Public Expression

Correspondence:

1. Reports from A. LoDolce, Assistant Director / Children's Department.
2. Reports from M. Irish, Adult/Teen Department.
3. Report from G. Klein, Head of Technical and Circulation Services.
4. Reports from K. Harvey, Teen Librarian.

5. Custodial Report from D. Breinlinger and R. Ducos.
6. Resignation letter from E. Sanzeri, part-time Children's librarian.

Personnel Report:

Accepted for July and August.

Financial Report:

Accepted for July and August.

Security Report:

None.

Old Business:

The Board was informed that the new fish tank would be delivered to our tank maintenance vendor any day.

The Board was informed that while our roofing and HVAC drawings were still in a review queue at State Ed., plans were being made for the optimal method to drop the new HVAC mechanicals into the attic by Vortech and BBS.

The Director informed the Board that she and the Assistant Director, Adriana LoDolce, would be meeting with Tracy Hansen of BBS Architects the following day to review options for renovating the teen space.

New Business:

On a motion by F. Flynn, seconded by N. Berlin, the Board updated the *Building Supervisor Chain of Command Policy*. Passed unanimously.

Other:

On a motion by N. Berlin, seconded by W. Wexler, the Board entered into Executive Session to discuss a personnel matter. D. Darcy exited the meeting.

On a motion by N. Berlin, seconded by W. Wexler, the Board re-entered the public portion of the meeting and made a motion to promote Dana Baldwin to the

title of Senior Library Clerk with a 12% salary increase, pending approval of paperwork by the Department of Civil Service. Passed unanimously.

Adjournment:

On a motion by W. Wexler, seconded by N. Berlin, the meeting was adjourned at 8:32 p.m.