



**JJML Board of Trustees Meeting
Regular Meeting Minutes
Wednesday, January 19, 2022
Meeting held Virtually via Zoom**

- I. **Call to Order**: President Gloria Primm Brown called the meeting to order at 6:01 pm. Attending were trustees, Diane Deger, Michael Butler, Michael Garabedian, Dan Glass, Bill McCoy, Ann Sutphen and Library Director Kelly Harris. Members of the public: Wonda Miller, Nada Barry.
- II. **Trustee Appointment**: Michael Butler was introduced as new trustee to fill position vacated by Patricia McCormick. His bio was circulated. Call for vote was by voice. Motion to approve by Sutphen, seconded by Weinstein, unanimously approved.
- III. **Oath of Office**: All trustees took oath of office.
- IV. **Review & Signing of Trustee Ethics Statement**
- V. **Appointment of Board Committees**
- VI. **Approval of Board Meeting Schedule 2022**: Motion to approve by McCoy, seconded by Sutphen, unanimously approved.
- VII. **Approval of Annual Budget & Trustee Election**: Motion to approve, Butler, seconded by McCoy, unanimously approved. Pending district approval.
- VIII. **Approval of IRS Mileage Reimbursement Rate for 2022**: Motion to approve by Glass, seconded by McCoy, unanimously approved.
- IX. **Approval of December 15, 2021 Minutes**: Motion to approve by Sutphen, seconded by McCoy, unanimously approved.
- X. **Treasurer's Report**: McCoy submitted December report. December brings an end of fiscal and budget year 2021. All main expense categories were at or under budget. McCoy explained warrants and best practices moving forward and answered questions about contributions, personnel, buildings and grounds and purchasing expenses.
 - Approval of Financial Reports dated December 1-December 31, 2021
 - Approval of Warrant numbered 12165-12185 and dated 1/12/22 – 1/13/22
 - Motion to approve both by Garabedian, seconded by Sutphen, unanimously approved.
- XI. **Friends of the Library Report**: President Primm Brown reported that the Friends do not meet during January and February. Virtual tour of NY Historical Society and the Ruth Bader Ginsburg exhibit was held on 1/17.



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- XII. **Director's Report:** Director Harris reported that she is 3 weeks into her new position. She complimented the amazing and wonderful staff that she found to be patient and very helpful. Plans are underway for the 14th Annual African American Read In and Harris is hopeful that trustees will participate. JJML will participate in HarborFrost with an ice sculpture, popcorn machine and hot chocolate. Announcement was made that JJML staff member Nancy Myers was named inaugural recipient of the LI Library Resources Council's diversity internship. Position as program and outreach librarian remains unfilled at this time. Discussion of copier leases and printing equipment.
- XIII. **Statistics:** Director Harris stated that they are looking good as both adult and children's books check-outs are increasing. Discussion included the following topics: mask policy; library's acquisition of a quantity of masks and home test kits for public distribution; having the public facing computers show the JJML as open page; use of Instagram and Facebook and post sharing; suggestion of the agenda as a single PDF; questions about outreach.
- XIV. **Committee Reports (December 2021):**
Building and Grounds – no meeting
Finance, Budget, Legal, and Contracts – no meeting
Fundraising, Outreach and Publicity – no meeting
Personnel – no meeting
Policy and Long Range Planning – no meeting
Park Board – meeting on 2/9
- XV. **Old Business:** none
- XVI. **New Business:** Discussion of Annual Long Range Goals and Objectives. See board packet. Yielded active discussion. Agreed it is committee work. Director has begun review of it. Changes to CDC Covid-19 quarantine and testing guidelines discussed. Harris will look to committee guidance for fundraising and outreach as it pertains to the Annual Appeal. Staff development scheduled for half day, 2/9, will focus on safety plan.
- XVII. **Period for Public Expression:** Barry welcomed new trustee Butler.
- XVIII. **Executive Session** to discuss the employment of a particular person(s): at 7:07 pm motion by Garabedian, seconded by Glass to go into executive session. The session ended at 7:18 pm, with motion made by Garabedian, seconded by Weinstein to move out of Executive session.
- XIX. **Adjournment:** Prior to the 7:18 adjournment Weinstein congratulated Butler on his appointment.

Respectfully Submitted by Diane Deger, Trustee