



JJML Board of Trustees Meeting Regular Meeting Minutes Wednesday, November 15, 2023

Call to Order: President William McCoy called the meeting to order at 6:01 pm.

Attending: Vice President Garabedian, Treasurer Sroka, Secretary Obler, Trustees Deger, Glass and Sutphen, Executive Director Harris and Assistant Director Miller and Trustee-Elect Curren Schmidt

Period of Public Expression: Nada Barry, in a text message to Garabedian, suggested a plaque to honor Catherine Creedon, the previous Executive Director.

Approval of October 18, 2023 Minutes:

Motion to approve Regular Meeting Minutes by Garabedian, seconded by Glass, unanimously approved.

Friends of the Library Report: Executive Director Harris reported the Friends are planning for the December 3rd book event in the Library rotunda with Julia Haart. Food is being donated by local restaurants. Tickets are \$65.

Treasurer's Report: Treasurer Sroka reports the Library's October financials point to a comfortable close for the 2023 fiscal year:

- As of end of October, Library's financial position was well ahead of the same date in 2022, though a bit below the rolling 12-month average.
- Mortgage balance is down from last year
- Expenses for the month similar to last year while our revenue increased significantly this year due to investment returns.
- Costs for Glow up will be paid out of capital reserves not operating budget.

On a consent agenda Garabedian motioned, Sutphen seconded and the Board unanimously approved the following:

- Financial Reports dated October 1 – October 31, 2023
- Bill Payment List (formerly Warrants) number 13166 through 13169 totaling \$101,444.69.
- Payroll Warrants:
 - *Payroll #20: 09/20/23 - 10/03/23 in the amount of \$43,231.59.*
 - *Payroll #21: 10/04/23 - 10/17/23 in the amount of \$43,738.76*

Director's Report:

Executive Director Harris reported:

- Glow up renovation 95% complete with additional furniture and shelving due by the end of the year. Also additional nook style seating coming and book carts will be replaced.



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- New area rugs installed in children's area. Public response to the renovations has been good.
- HVAC update will be discussed under Old Business
- Diffusion well pressure a little high. The system is being monitored and Harris is in contact with Delta Wells.
- Monster Mash Halloween Bash was well received and enjoyed by families attending
- Four Librarians went to the NYLA conference in Saratoga Springs; Giansante and Harris presented programs; Harris was awarded the NYLA Distinguished Service Award for service to the community and NYLA.
- A donation was made by Pace Barnes to the Library to purchase archival digitization equipment. Statistics were low for the month due to Library closure for Glow up.

Motion to approve personnel report by Sroka, seconded by Glass, unanimously approved.

Committee Reports:

- **Personnel:** Met to revise the Library Trustees' evaluation form of the Executive Director.
- **Finance, Budget, Contracts & Legal:** Did not meet.
- **Building & Grounds:** Did not meet.
- **Policy & Long Range Planning:** Did not meet.
- **Outreach & Public Relations:** Did not meet.
- **Mashashimuet Park Board:** Met. Trustee Deger reported:
 - The Park is still looking for a work truck.
 - The roof on the Park Manager's house has been replaced.
 - Certain playground equipment is in need of repair. Woodchips need to be refilled/replaced.
 - Contract with Rob Kresberg Tennis was renewed
 - Anthony Stevens hired to renovate field #4 as requested by school district.
 - Anticipating CPF decision in December
- **One for the Books – Ad Hoc:** Did not meet. Event Scheduled for June 15, 2024.
- **Scholarship – Ad Hoc:** Did not meet.

Old Business:

- **HVAC Update:** Executive Director Harris asked if Buildings and Grounds wanted to meet with Lizardos to discuss the plans or if the entire Board would like to do so. Trustees decided to have a special meeting to discuss the project on Monday, December 4 or December 11th. A General Contractor will need to be selected for the project to move forward.



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New Business:

- **Follow up Strategic Planning Retreat:** Policy and Long Range Planning Committee will need to meet to discuss next steps.
- **Committee Assignments:** President McCoy presented the 2024 committee assignments for Trustees.
- **SCLS Proposed Budget:** Executive Director Harris removed the proposed SCLS budget and recommended the Board of Trustees approve it. JJML dues will be raised by \$61 for the year.
 - Motion to approve the SCLS proposed budget by Garabedian, seconded by Glass, unanimously passed.

Period for Public Expression: None.

Executive Session: Motion made to enter Executive Session at 6:40 pm by Glass and seconded by Garabedian for the purpose of discussing the employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation, unanimously approved.

Motion to exit Executive Session at 7:13 pm by Glass, seconded by Sroka, unanimously approved.

Employee Salary Increases: Motion by Sroka, seconded by Garabedian to approve employee salary increases for FY 2024 as discussed, unanimously approved (6-0).

Adjournment: Motion to adjourn at 7:14 pm by Glass, seconded by McCoy, unanimously approved.

Next Board meeting: Tuesday, December 19, 2023 at 6:00 pm.

*Respectfully Submitted,
Robyn Obler, Secretary*