



## **Board of Trustees meeting minutes**

Jan. 23, 2024

Attended by Rosemarie Gardener, Jason Hall, Margaret Hartley, Josh Jacquard, Ted Mirczak. Also in attendance: Library clerk Claire Spivak

Minutes prepared by Margaret Hartley, Board Secretary

The meeting start was delayed while waiting for an individual in attendance who had previously been banned from the library to leave or be removed.

### **Call to order**

Meeting called to order at 6:34 p.m. by President Ted Mirczak.

After the pledge and notice that all board members were present, a motion was made and seconded to approve the agenda. Carried. A motion was made and seconded to adopt the minutes of the Dec. 19 board meeting. Carried. Motion was made and seconded to adopt the minutes of the Jan. 11 special meeting of the board. Carried.

### **President's Report**

Ted Mirczak noted that the library's bank CDs were reaching maturity and said the board was researching the best way to invest the funds. He said the board is dealing with the backlog of FOIL requests that have gone unanswered. As approved previously, Bryans & Gramuglia CPAs have been hired to complete the library's required annual financial audit.

(Meeting was paused a 6:37 p.m. while the individual mentioned above was asked by State Troopers to leave the premises or face arrest. Individual chose to leave. Meeting resumed at 6:42 p.m.)

### **Vice President for Finance Report**

Rosemarie Gardner shared a report of expenses totaling \$12,976.77. She noted the amount was high because of a \$8,032.50 bill from counsel, Whiteman, Osterman & Hanna. Putting the law firm on retainer will significantly reduce legal fees. Motion made by Josh Jacquard to approve paying bills, seconded by Margaret Hartley. Carried.

Gardner said the library's bookkeeper is finalizing W-2 forms for employees. The Summerset charge card was closed, although the account remains open. A credit of \$390 on the account is being deposited in the library's bank account.

Gardner proposed a change to expedite the bill paying. Bills can be paid by the library treasurer directly to creditors' banks, avoiding the need for a board member to drive to Greenfield to pick up a physical check to be mailed. A motion was made by Gardner to approve this change, seconded by Josh Jacquard. Carried.

### **Secretary's Report**

Board Secretary Margaret Hartley had no correspondences to report.

### **Old Business**

President Mirczak said the board would go into executive session to discuss applicants. He said the board revive the Strategic Planning Committee as soon as we have a manager. Rosemarie Gardner said she and two former members remain willing to serve, will recruit more members and work on a plan for how the library can best serve its patrons moving forward. Josh Jacquard suggested streamlining the process because it is time-consuming and the library will miss its deadline; Gardner said she'd look to Board of Regents for guidance.

### **New Business**

The board discussed a key policy to make sure the president, library manager and at least one staff member have keys to the library, as well as the janitorial staff/contractors. Discussed getting a second mailbox key, and who should have access to the records file cabinet. Ted Mirczak will write a draft key policy to be voted on at the next regular board meeting.

Josh Jacquard made a motion to make the president the only person authorized to change the code on the door security alarm, Jason Hall seconded. Carried.

Jason Hall motioned to put the library's legal firm on retainer rather than paying by the hour, Rosemarie Gardner seconded. Carried.

Discussed Inclement Weather Policy drafted by Josh Jacquard and decided to approve the policy on postponing regularly scheduled meetings when the weather makes travel unsafe. Motion by Margaret Hartley, seconded by Jason Hall. Carried.

Ted Mirczak said SALS offered to provide required annual training for all the trustees, and provide online sexual harassment training, also required annually, for trustees.

### **Public Comment**

Member of the public suggested the board develop a patron code of conduct, suggesting that banning one individual for a year for verbal threats and another for one week for violence at a meeting was inconsistent. Mirczak said the board would look into developing a policy. A person asked how the manager search was going, another suggested that alarm companies can use individualized codes to identify who is entering library. Another said that limiting the scope of the Strategic Planning Committee was a bad idea.

**Next meeting**

The next regular board meeting is Feb. 20, 2024, although there may be a need for special meetings before then to expediate hiring a library manager.

**Executive Session**

At 7:38 p.m., Ted Mirczak moved to go into executive session to discuss candidates for the library manager position. Seconded by Jason Hall. Carried.

At 8:30 p.m. the board emerged from executive session, reopened the meeting for the purpose of adjourning. Motion to adjourn was made, seconded, carried.