**Regular Meeting Minutes**

**Monday June 21st, 2021**

***1. Opening of the Meeting***

**1.01 Call to order and roll call -** *The meeting was called to order at 7:01pm by Mrs. Lisa Carson*

Present: Lisa Carson, Stephanie DaSilva, Anne Clancy, Adriana Romano, Sharon Wells, Joe Young

Also Present: Director Tim Prendergast, Elizabeth Attard, Louis F. Cainkar Ltd., Joe Lightcap, Baker Tilly

**1.02 - Approval of minutes of the May 17th, 2021 Regular Board Meeting**

Tabled for July 2021 meeting

**1.03 - Public Comment**

None

**1.04 – Nominations and elections for board secretary and treasurer**

* Joe Young nominated for Secretary. Motioned by: Mrs. Carson, Seconded by Mrs. Wells- Ayes: Mrs. Carson, Mrs. DaSilva, Mrs. Romano, Mrs. Clancy, Mrs. Wells, Mr. Young
* Sharon Wells nominated for Treasurer. Motioned by: Mrs. Carson, Seconded by Mrs. Wells- Ayes: Mrs. Carson, Mrs. DaSilva, Mrs. Romano, Mrs. Clancy, Mrs. Wells, Mr. Young

**1.05 – Appointment of committees**

Committees staying the same with the addition of Sharon Wells being added to the Finance Committee.

***2. Reports***

**2.01 - Financial Report**

Motion to approve the financial report for May 2021 as presented. Motioned by: Mrs. Carson, Seconded by Mrs. Wells- Ayes: Mrs. Carson, Mrs. DaSilva, Mrs. Romano, Mrs. Clancy, Mrs. Wells, Mr. Young

**2.02 - Attorney’s Report**

* Final budget due September 2021

**2.03 - President’s Report**

* No Report

**2.04 - Director’s Report**

* Building back open, curbside still available
* Building insurance
* Tuition reimbursement

***3. Discussion***

 **3.01 – Discussion on VOIP upgrade**

**3.02 – Discussion on future committee meeting dates**

* Finance committee meeting July 29th, 2021 @ 1 pm

***4. New Business***

**4.01 – Approve/Deny Director Compensation Agreement**

Approved as presented. Motioned by: Mrs. Carson, Seconded by Mrs. DaSilva - Ayes: Mrs. Carson, Mrs. DaSilva, Mrs. Romano, Mrs. Clancy, Mrs. Wells, Mr. Young

**4.02 – Approve/Deny Staff Compensation**

Approved as presented. Motioned by: Mrs. Carson, Seconded by Mrs. DaSilva - Ayes: Mrs. Carson, Mrs. DaSilva, Mrs. Romano, Mrs. Clancy, Mrs. Wells, Mr. Young

**4.03 – Approve/Deny Tuition Reimbursement**

Approved reimbursement for Employee Abarca for $421.50 and Employee Garcia for $421.50. Motioned by: Mrs. Carson, Seconded by Mrs. Wells - Ayes: Mrs. Carson, Mrs. DaSilva, Mrs. Romano, Mrs. Clancy, Mrs. Wells, Mr. Young

**4.04 – Approve/Deny Server Upgrade Installation**

Approved RWK IT Services for $9,975. Motioned by: Mrs. Carson, Seconded by Mrs. Clancy - Ayes: Mrs. Carson, Mrs. DaSilva, Mrs. Romano, Mrs. Clancy, Mrs. Wells, Mr. Young

**4.05 – Approve/Deny Meeting Room Phone Upgrade**

Approved RWK IT Services for $1,810.97. Motioned by: Mrs. Carson, Seconded by Mrs. Romano - Ayes: Mrs. Carson, Mrs. DaSilva, Mrs. Romano, Mrs. Clancy, Mrs. Wells, Mr. Young

**4.06 – Approve/Deny Library VOIP Installation Upgrade**

Approved LANtelligence $1,287.61. Motioned by: Mrs. Carson, Seconded by Mrs. DaSilva - Ayes: Mrs. Carson, Mrs. DaSilva, Mrs. Romano, Mrs. Clancy, Mrs. Wells, Mr. Young

**4.07 – Approve/Deny Insurance Quote**

Approved Hanover Premium for $9,568.00. Motioned by: Mrs. Carson, Seconded by Mrs. DaSilva - Ayes: Mrs. Carson, Mrs. DaSilva, Mrs. Romano, Mrs. Clancy, Mrs. Wells, Mr. Young

**4.08 – Approve/Deny BoardDocs Renewal Agreement**

Approved Diligent Corporation for $3,000. Motioned by: Mrs. Carson, Seconded by Mrs. DaSilva - Ayes: Mrs. Carson, Mrs. DaSilva, Mrs. Romano, Mrs. Clancy, Mrs. Wells, Mr. Young

**4.09 – Approve/Deny FY 22 Non-Resident Ordinance**

Approved. Motioned by: Mrs. Carson, Seconded by Mrs. Clancy - Ayes: Mrs. Carson, Mrs. DaSilva, Mrs. Romano, Mrs. Clancy, Mrs. Wells, Mr. Young

**5. Adjournment**

* 1. **- Next meeting Date-July 19th, 2021 at 7:00pm**

**5.02 - Adjournment of the Meeting**

Motioned by: Mrs. Carson, Seconded by Mrs. DaSilva - Ayes: Mrs. Carson, Mrs. DaSilva, Mrs. Romano, Mrs. Clancy, Mrs. Wells, Mr. Young

*Meeting Adjourned at 7:45pm*

Minutes prepared by: Joseph Young

