**Regular Meeting Minutes**

**Monday May 15th, 2023**

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

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

Present: Lisa Carson, Sharon Wells, Anne Clancy, Adriana Romano, Rodney Cummings, Samantha Johnson, Joe Young

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

**1.02 - April 4, 2023 Consolidated Election Results**

**1.03 - Appointment of new library trustees**

**1.04 - Nominations and elections of board officers**

President - Mrs. Carson

Vice President - Mrs. Wells

Treasurer - Mrs. Romano

Secretary - Mr. Young

**1.05 - Appointment of Board Committees**

Personnel Committee - Wells, Carson, Clancy

Finance Committee - Young, Romano, Carson

Policy Committee - Romano, Cummings, Johnson

Building & Ground Committee - Committee of the Whole

**1.06 - Approval of the Minutes of the Regular Meeting on April 17th, 2023**

Motion to approve the April 17th, 2023 meeting minutes. Motioned by: Mrs. Carson, Seconded by: Mrs. Wells - Ayes: Mrs. Carson, Mrs. Romano, Mrs. Wells, Mrs. Clancy, Mr. Cummings, Mr. Young

Abstain: Mrs. Johnson

**1.07 - Public Comment** **-** None

***2. Reports***

**2.01– Financial Report**

Motion to approve the financial report as presented. Motioned by: Mrs. Carson, Seconded by: Mr. Cummings - Ayes: Mrs. Carson, Mrs. Romano, Mrs. Wells, Mrs. Clancy, Mr. Cummings, Mrs. Johnson, Mr. Young

**2.02 - Attorney’s Report –** No report

**2.03 - President’s Report –** No report

**2.04 - Director’s Report**

* Personnel Committee updates
* General updates, looking for new employee
* Carpet cleaned, general maintenance
* Grants, topographical survey, and soil samples taken

***3. Discussion***

* 1. **– Business Office Discussion**
     + Board meeting dates
     + Library closure calendar
  2. **– HR Discussion** 
     + Part time employee vacation hours
     + Changing sick days & vacation days to be distributed at start of fiscal year
  3. **– Technology Distribution Discussion**
     + iPads for board members to access digital files for board meetings
  4. **– Discussion on Contract Reviews**
     + Studio GC contract review
     + PMA contract review

***4. Closed Session***

**4.01 -** Motion to enter closed session. Motioned by: Mrs. Carson, Seconded by Mrs. Romano.

Ayes: Mrs. Carson, Mrs. Romano, Mrs. Wells, Mrs. Clancy, Mr. Cummings, Mrs. Johnson, Mr. Young

***5. New Business***

**5.01 - Approve/Deny FY24 Staff Compensation**

Motion to approve staff compensation as presented: Mrs. Carson, Seconded by: Mrs. Johnson - Ayes: Mrs. Carson, Mrs. Wells, Mrs. Clancy, Mr. Cummings, Mrs. Johnson and Mr. Young

Nays: Mrs. Romano

**5.02 - Approve/Deny FY24 Director Compensation**

Motion to approve staff compensation as follows:

* $72,000 yearly salary
* $3,000 one time bonus
* 3 weeks vacation
* Change in title to Executive Director:

Motion by Mrs. Carson, Seconded by: Mr. Cummings - Ayes: Mrs. Carson, Mrs. Wells, Mrs. Clancy, Mr. Cummings, Mrs. Johnson, Mr. Young

Nays: Mrs. Romano

**5.03 - Approve/Deny Studio GC contract**

Motion to approve Studio GC Contract as presented. Motioned by Mrs. Carson, Seconded by: Mrs. Johnson - Ayes: Mrs. Carson, Mrs. Wells, Mrs. Clancy, Mrs. Romano, Mrs. Johnson, Mr. Young

Abstain: Mr. Cummings

**5.04 - Approve/Deny PMA Agreement**

Tabled for June 2023 meeting

**5.05 - Approve/Deny FY24 HR Changes**

Motion to approve FY24 HR changes. Motioned by Mrs. Carson, Seconded by: Mrs. Wells

Ayes: Mrs. Carson, Mrs. Wells, Mrs. Clancy, Mr. Cummings, Mrs. Romano, Mrs. Johnson, Mr. Young

**5.06 - Approve/Deny FY24 Board Calendar**

Motion to approve FY24 Board Calendar. Motioned by Mrs. Carson, Seconded by: Mrs. Wells - Ayes: Mrs. Carson, Mrs. Wells, Mrs. Clancy, Mr. Cummings, Mrs. Romano, Mrs. Johnson, Mr. Young

**5.07 - Approve/Deny FY24 Tentative Library Closure Calendar**

Motion to approve FY24 Tentative Library Closure Calendar. Motioned by Mrs. Carson, Seconded by: Mrs. Johnson - Ayes: Mrs. Carson, Mrs. Wells, Mrs. Clancy, Mr. Cummings, Mrs. Romano, Mrs. Johnson, Mr. Young

***6. Adjournment***

**6.01 - Next meeting Date June 19th, 2023 at 7:00pm**

**6.02 - Adjournment of the Meeting**

* Motion to adjourn meeting by: Mrs. Carson, Seconded by: Mrs. Romano - Ayes: Mrs. Carson, Mrs. Wells, Mrs. Clancy, Mr. Cummings, Mrs. Johnson, Mrs. Romano, Mr. Young

*Meeting Adjourned 9:20 pm*

Minutes prepared by: Joseph Young