



Warner Library Board Minutes – Draft

11/18/2021

Present: David Neilsen, Chairperson; Michele R Gonzalez, Vice-Chair; Edward Berry, Treasurer; Mary Drake, Trustee; Tina Valenti, Trustee; Rachelle Gebler, Sleepy Hollow Trustee Liaison; Jessica Pacciotti, Library Director; Regina Butcher, Staff Assistant. Absent – Dean Gallea (excused), Barry Johnson (excused). Member of the public: 1

Chairperson David Neilsen called the meeting to order at 6:33pm. The agenda was accepted with the removal of the ‘Conflict of Interest’ statement.

The minutes of the October board meeting were reviewed, and changes were made regarding the spelling of some names. Edward Berry made a motion to accept the minutes with the changes. The motion was seconded by Tina Valenti. The motion passed unanimously.

There were no public comments.

Discussion ensued regarding the trustee training from earlier in the week. One point of interest was the subject of personal trustee email accounts being used for library business being subject to FOIL or discovery in the case of a lawsuit. The board requested their own library accounts to use for library business.

The monthly vouchers were reviewed by the board, Edward Berry made the motion to approve all the vouchers. The motion was seconded by David Neilsen. The motion passed unanimously.

Director Pacciotti presented the Director’s Report. Several topics were discussed at length, including the plan for developing a Long Range Plan, and the concept of libraries going fine free. The subject of going fine free was tabled for further discussion at a later meeting.

The board reviewed the five policies that had been reviewed by the Policy Committee earlier in the month. After several edits, David Neilsen made the motion to accept the five policies as edited. Edward Berry seconded the motion. The motion passed unanimously.

Director Pacciotti discussed with the board the wages of the part time staff. Many of the staff who work part time have not received a raise in several years. Discussion of the wages of salaries for part time staff ensued. David Neilsen made a motion to increase the wages of part time staff by .50 or 5%, whichever is greater. Mary Drake seconded the motion. The motion passed unanimously.

Discussion ensued regarding the signatories for bank accounts. It was determined that the following should be signatories on library bank accounts: David Neilsen, Edward Berry, Barry Johnson, Michele R Gonzalez and Regina Butcher.

Director Pacciotti presented the idea of hiring a company to perform a compliance audit. The range of prices would require budgeting. Edward Berry suggested this should be tabled until the new budget year to allow for financing.

The December Board meeting is set for 12/16/2021, and the January Board meeting is set for 1/27/2021.

The meeting was adjourned at 7:53pm.

Respectfully submitted,
Jessica Pacciotti
Director