



Meeting Minutes 5/19/2022 - Draft

In Attendance - Edward Berry, Chairperson; Mary Drake, Treasurer; Tina Valenti, Secretary; Dean Gallea, Trustee; Diane Tasca, Trustee; Jessica Pacciotti, Library Director; Regina Butcher, Staff Assistant. Excused absence – Barry Johnson Unexcused absence - David Neilsen, Vice-Chairperson

Chairperson Edward Berry called the meeting to order at 6:35pm

The agenda was accepted with no edits.

The minutes from the April meeting were presented and read. Edward Berry made the motion to approve the minutes, the motion was seconded by Tina Valenti. The motion passed unanimously.

In the public comment period Director Pacciotti read a report from Jon Marshall into the meeting. Updates from WLS are on file.

The vouchers for the month of April were presented. Edward Berry made a motion to approve all reports as presented. Tina Valenti seconded the motion. The motion passed unanimously.

The annual budget was reviewed. It was noted that it is nearly the end of the fiscal year, which ends May 31, 2022.

Director Pacciotti presented her monthly report. The Director's report is on file. Of note was the report on the Ransomware attack that hit the WLS cataloging system at the end of April.

In new business the board discussed banking signatories on the Library bank accounts. Edward Berry made a motion to appoint the following people as signers – Edward Berry, Chairperson; David Neilsen, Vice-Chairperson; Mary Drake, Treasurer; Barry Johnson, Trustee; Regina Butcher, Staff Assistant. Tina Valenti seconded the motion. The motion passed unanimously.

The board discussed current banking procedures. It is recommended that Director Pacciotti develop a banking procedure and that a banking policy be developed. The board also questioned the status of the library's officers and director's insurance

policies. A copy of the policy was received from Tarrytown but it is unclear if it covers trustees appointed by Sleepy Hollow's board. Director Pacciotti will do further research into this. Another point of discussion was the process of staff evaluation. The board will work on developing a director's job description in order to more clearly define director job duties and responsibilities. Reviews of other staff's job performance is the responsibility of the director.

In old business updates were requested regarding the Long Range Plan process, and Director Pacciotti updated the board on the progress and plan for the development of the plan. A sample timeline of the process will be sent to the full board.

Edward Berry made a motion to adjourn. The motion was seconded by Tina Valenti and passed unanimously. The meeting was adjourned at 7:30pm

Respectfully submitted,
Jessica Pacciotti
Library Director

Approved by Board xx/xx/xxxx