



Meeting Minutes 12/15/2022

In Attendance - Dean Gallea, Chairperson; Tina Valenti, Secretary; Mary Drake, Treasurer; Diane Tasca, Trustee; Vanina Schick, Trustee (left at 8:04); Jessica Pacciotti, Library Director. Excused absence – Alex Chambers, Trustee Unexcused absence - David Neilsen, Vice-Chairperson

Chairperson Dean Gallea called the meeting to order at 6:40pm

The agenda was accepted with no edits. The minutes from the October meeting were presented and read. The board briefly discussed the difference between excused and unexcused board absences as recorded in meeting minutes. Dean Gallea made the motion to approve the minutes, the motion was seconded by Tina Valenti. The motion passed unanimously.

There were no public comments.

The vouchers for the months of October and November were presented. Director Pacciotti noted that some vouchers may not be properly recorded from these periods and more may be added. After some discussion Diane Tasca made a motion to approve the vouchers as presented. Dean Gallea seconded the motion. The motion passed unanimously. The annual budget was reviewed.

Director Pacciotti presented her monthly report. The Director's report is on file.

As part of old business Director Pacciotti reminded the trustees that the new state law requiring trustees to undergo board training each year that they serve on a board takes effect 1/1/2023. The board chair is responsible for maintaining these records.

In new business the first item discussed was the library's staff retreat which is to be held on January 23rd. It was noted that for all staff to be able to attend that it would be logical for the library to be closed the day of the retreat. Tina Valenti made the motion to close the library that day as needed, seconded by Mary Drake. The motion passed unanimously. The second item of new business was the new Employee Break Policy. The board reviewed the policy, Dean Gallea made the motion to approve seconded by Vanina Schick. The motion passed unanimously. The third item was the draft of the Long Range Plan. Director Pacciotti presented the board the draft of the plan. The board made several edits to the draft. Mary Drake made a motion to approve the plan with the

edits. The motion was seconded by Tina Valenti and the motion passed unanimously. A letter of engagement was received from the Law Offices of Stephanie Cole Adams to perform the library's compliance audit. This issue was tabled until Director Pacciotti could get some clarifications on the details of the letter. The board read the WLS service agreement. Mary Drake made the motion to approve and the motion was seconded by Tina Valenti the motion passed unanimously.

Tina Valenti made a motion to adjourn. The motion was seconded by Dean Gallea and passed unanimously. The meeting was adjourned at 8:22pm.

Respectfully submitted,
Jessica Pacciotti
Library Director

Approved by Board xx/xx/xxxx