

**Board of Trustees Meeting**  
**October 19, 2020**  
**Call to Order: 7:17 PM**

Adequate notice of the meeting was provided in accordance with the Open Public Meeting Act in that the date and location were included in the annual meeting schedule, sent to official newspapers, and posted on the public bulletin board.

**Attendance:**

- **Present:** Jen Overton, Brian Donohue, Judy Nelson, Saumita Lepre, Areti Khitiri, Aristotle Popolizio, Patricia Braga, Allison Jablonski, and Deborah Sessa
- **Absent:** Christopher Bardi

**Approval of Minutes:**

- Saumita Lepre made a motion to approve the September Board Meeting Minutes, Areti Khitiri seconded the motion, and the minutes were unanimously approved.

**Public Comment:**

- None

**Correspondence:**

- None

**Treasurer's Report:**

- Judy Nelson presented the Treasurer's Report.
- The October Bill List was previously approved via e-mail.
- There are no new bills.

**Librarian's Report:**

- Jen Overton presented the Librarian's Report.
- Jen was pleased with the new auditors and felt they were highly informative.
- The Strategic Plan continues to evolve. Jen will meet with the employees for their input.
- The Health and Wellness series continues throughout the month.
- Lauren Seiner has been appointed as the School Liaison.
- The Friends Group has raised close to \$4,000.
- Allison Jablonski attended the most recent Friends Group meeting. She recommended that the bylaws be updated in collaboration with Jen Overton. Allison also recommended the use of social media for greater exposure for the Friends Group.

**Council Liaison's Report:**

- Not Present

**Committee Reports:**

## Finance Committee:

- This year's audit has been completed by the new auditors.
- Judy Nelson has the draft of the audit and will further discuss it with Terry Gamba.
- The auditors offered suggestions for changes that needed to be made.

## Personnel Committee:

- Allison Jablonski reported that the Personnel Committee is scheduled to meet on October 27, 2020.

**Old Business:**

- None to report

**New Business:**

- There were several resolutions that were discussed and to approved.
- Resolution #2020-008--Allison Jablonski made a motion to approve the Work From Home policy, Aristotle Popolizio seconded the motion, and it was unanimously approved.
- Resolution #2020-009—Saumita Lepre made a motion to approve the Stay Home Policy, Areti Khitiri seconded the motion, and it was unanimously approved.
- Resolution #2020-010—Judy Nelson made a motion to approve an increase to the monthly phone bill not to exceed \$550.00 per month, Aristotle Popolizio seconded the motion, and it was unanimously approved.
- Resolution #2020-011—Aristotle Popolizio made a motion to approve the recurring water bill not to exceed \$50.00 per month, Allison Jablonski seconded the motion, and it was unanimously approved.
- Resolution #2020-012—Areti Khitiri made a motion to approve the Employee Handbook, as amended, Aristotle Popolizio seconded the motion, and it was unanimously approved.
- State Unemployment Trust Account—Saumita Lepre made a motion to open a bank account for the purpose of an unemployment trust account in reserve, Areti Khitri seconded the motion, and it was unanimously approved.

Brian Donohue made a motion to adjourn the meeting at 7:54 PM, Allison Jablonski seconded the motion, and it was unanimously approved.

Next meeting date: Monday, November 2, at 7:15 PM.

Respectfully submitted,  
Deborah Sessa