

**East Williston Public Library**  
**Board of Trustees Meeting**

Minutes from Monday, December 2, 2024 at 7pm

Present at Meeting: Sabrina Scarantino, Lauren Shannon, Christina Rizzotti, Chris Xuereb, Jamie Cutinella, Erin Urkel, Ajla McDonald

1. Call to order and roll call. Meeting started at 7:07pm.

2. Approval of minutes from 10/21/24 meeting. Ajla motioned to approve, Chris seconded, Christina third, motion approved unanimously. Lauren abstained (not in attendance at 10/21/24 meeting).

3. Financial Report

- Ajla - we are on track with our budget. Spending is heavier in the first 6 months (summer expenses). Some minor corrections needed to be made but new financials appear to be accurate.

4. Library Director's Report

Safety Updates:

- The new library office door has been ordered. DPW will install the door when it arrives.
- Safety vehicle has been present frequently.
- Nick (from EWFD) said they would conduct a fire drill. Date TBA.
- Anthony Gallo is researching magnetic locks. The village is currently comparing prices because it would be a building upgrade.
- Jamie created a new logo. She gave hats to the Turkey Trot runners with the new logo. Discussion on whether or not merchandise can be sold for a profit.

5. Unfinished Business

- Library sign in front of the building? No, no exterior signage is needed at this time.
- Chris continues to review and update the standards.
- Ajla points out that Standard 7: Hours refers to the 2010 Census and since the last review, there was a census completed in 2020. This will be corrected when Chris reviews it.
- Ajla suggests removing line "Additionally, the library's year-over-year growth in
- total circulation outpaces those of neighboring libraries." from Standard 12.
- Chris will review and circulate all standards again and bring for approval at the next meeting.
- Sabrina notes that there are emergency procedures for various types of emergencies (e.g. gas, fire, electrical outage, major disaster, bomb threat). Active shooter situations are not listed. Should those be outlined?
- Ajla suggests we add the following to our comprehensive policy document:
  - Fund Balance Policy
  - Credit Card Policy
  - Record Retention Policy

6. New/Other Business

- Chris completed CE hours for 2024. Ajla, Lauren, and Christina still need to complete CE hours for 2024.

- Budget for 2025 will be discussed in the new year.

Meeting adjourned 8:16pm

Next meeting  
January 13th, 2025

**Upcoming Meeting Schedule**

February 10th, 2025

\*Tuesday, March 18th, 2025

April 28th, 2025

May 19th, 2025

June 16th, 2025