BOARD OF LIBRARY TRUSTEES
MEETING MINUTES

1. **Call to Order; Establishment of Quorum:**

DATE: December 9, 2025 TIME: 7:10 p.m. PLACE: Lingos Trustees Room

PRESENT: Jocelyn Meek, Vice Chair; Phyllis Ellis; Margaret Mone; Matthieu Delisme; Lisa O'Donnell & Paul Engle, Library Director
ABSENT: Jorge Vega, Chairperson; Joseph Policape; Elaine Gatewood & Aminah Pilgrim

VISITORS: Isabella Guereo

RECORDING: Sandra Reed

2. **Hearing of Visitors:** none

3. **Acceptance of Minutes:** Approval of minutes from November 14, 2025

Approval of minutes by Phyllis Ellis, second by Margaret Mone; voted unanimous

4. **Director's Report:** AMC will be filming around the Library Friday Dec 12. They will be using the library parking lot and MultiPurpose room again. Streets all around will be closed due to filming. Paul suggests we close at noon that day. Discussion as to if we have programs that day and nothing was booked. Lisa also brought up if staff should get paid if we close early and how that would work.

Motion to close at 12p.m. December 12, 2025 by Phyllis Ellis, second by Matthieu Delisme; voted unanimous.
Motion to pay PT employees their normal rate while closed that day by Phyllis Ellis, second by Matthieu Delisme, yes vote by all Trustees except Lisa O'Donnell

5. **Holiday Gathering: Food Catered by Italian Kitchen**

6. **Old Business: none**

7. **New Business: BRSO Holiday concert at Oliver Ames High School Sunday December 14, 2025 for all who wish to attend**

8. **Executive session (as needed)**

9. **Adjournment** Meeting Adjourned at 7:25 pm

Motion by Phyllis Ellis; second by Lisa O'Donnell; voted unanimous