George F. Johnson Memorial Library Board Personnel
Subcommittee Meeting

Chris Ryan
8 January 2018

1 Agenda

1.1 Review and approve prior minutes

1.2 Budget for the director search
   - any anticipated advertising expenses?
   - travel reimbursement for interviews-first or second looks
   - wages for staff member participating in interviews

1.3 Interviews

1.3.1 Staff member to participate

1.3.2 Scheduling and logistics

1.3.3 List of questions/topics

1.3.4 Prohibited questions

1.3.5 Decision on interview invitations for candidates 1 and 2 (entertain motion to enter executive session under Section 105, item (f) of the NYS Open Meetings Law)

1.4 Evaluation criteria for the new director

2 Attendance

- ☑ Chris Ryan
- □ Jen Musa
- ☑ Paul Del Rosso
- ☑ Joe Ciccarino
- ☑ Jo Whitney
3 Location
George F. Johnson Memorial Library, 1001 Park Street, Endicott, NY 13760

4 Prior minutes
Minutes of the <2017-11-27 Mon> meeting were approved unanimously.

5 Budget for director search
Advertising in additional venues, beyond those already utilized, will likely require a fee. These venues might include, for example, neighboring state library association "job lines" or message boards.

There was also discussion of mileage reimbursement for candidates coming from a distance. There was consensus that we should offer such reimbursement, at the federal rate, up to a reasonable ceiling such as 250-300 miles. This would be a valuable recruiting gesture. This will be proposed at the next upcoming full Board meeting. For distant applicants, telephone interviews can also be used as a first pass.

Regarding staff participation in interviews (see below), we anticipate this would occur during working hours and would fall under the standard budget line for salaries.

6 Interviews
6.1 Staff participation
There was a long discussion of the relative merits of participation in the process by one or more current staff members, and the forms such participation could take. The consensus was against direct participation with the subcommittee in candidate interviews, favoring instead maximum interaction with selected staff members during facility tours.

6.2 Scheduling and logistics
After discussing various time and day options, Saturdays seemed the most viable for subcommittee members, and potentially for candidates. Using the Tech Center would be most desirable.

6.3 List of questions/topics
We have a developing list of rather general questions to ask all candidates. Del Rosso also presented excellent lists of questions and topics based specifically on the materials submitted by candidates.

6.4 Prohibited questions
Questions, topics, and lines of inquiry prohibited by law were previously circulated by email to all subcommittee members.
6.5 Executive session

A motion was made by Whitney, seconded by Del Rosso, to enter executive session, in accordance with Section 105, item (f) of the New York State Open Meetings Law, to discuss two applicants and possible interview invitations. A motion passed unanimously to invite two applicants for interviews. A motion was made by Whitney, seconded by Del Rosso, to leave executive session.

6.6 Evaluation criteria for new director

Prospective criteria for evaluating the performance of the new director, during the civil service probationary period, would be desirable. These should be sufficiently defined but also sufficiently flexible, and should include input from the new director after he/she has become familiar with the library and assessed needs and opportunities. Ciccarino and Whitney will begin working on this.

I. Call to order by President Musa at 7:00 PM. Present: Christine Brown, Emilie Chang, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Jen Musa, Jeffrey Ribner, Chris Ryan, Jo Whitney, Library Director Ed Dunscombe.

II. Reception of visitors: Chris introduced Keith Leahey from the Mental Health Association and Christine introduced Saweeba Athar from the local Muslim community. Mr. Leahey spoke about the services offered by his organization and answered questions. Ed will contact Steve Bachman from 4CLS to see if he is interested in coordinating training from the MHA’s Mental Health First Aid program for metro-area library staff. MHA also offers a program for personnel who work specifically with youth.

III. Approval of minutes from December 14, 2017: Dr. Ribner moved to accept, Jo seconded, carried unanimously. Dr. Ribner moved to accept the January 8 minutes of the Personnel Committee meeting. Jo seconded, carried unanimously. Discussion preceded this vote on director candidate applications received to date and on the preferred interview process. The Board directed Ed to invite the three library department heads into the interview process.

IV. Manifest of Bills #7 for December 2017 (revised): Nadine moved to accept, Jo seconded, carried unanimously. #8 for January 2018: Nadine moved to accept, Dr. Ribner seconded, carried unanimously.

V. Financial report: Ed reviewed revenues most of which are running ahead of budget, and expenses, most are running under budget. $755, 733.71 in library fund at end of December, 2017; $33,000 more than last year. Joe moved to accept, Christine seconded, carried unanimously.

VI. Old Business.
   a. Parking lot: Ed reported that the Village voted on January 9 to share the design and engineering costs for the parking lot with the library. Ed, Bob Costello and Michael Lombardini from L2 Studio will meet with
Village Treasurer Anthony Bates on January 3 to discuss particulars. Ed also noted several changes in New York’s Public Library Construction Grant Program that might reduce the local share of the cost, although Governor Cuomo’s preliminary budget proposal calls for a cut in both library funding and in funding for this particular grant. Ed noted construction will hopefully begin summer 2019 and may take four to five months to complete. Alternate parking arrangements may be needed if the work cannot be done in phases.

b. Holiday party: Ed thanked the Board on behalf of the staff which greatly appreciated the festivities.

c. Weiss Financial Ratings and LyndaLearning: Ed reported that Weiss is up and running and is branded with GFJ’s logo. Some technical hurdles have slowed implementation of LyndaLearning but these are being address by 4CLS tech staff.

VII. New Business:

a. Ed distributed a report showing a 4-1 return on investment via the library’s agreement with Unique Management Services to collect on delinquent accounts, dating back to our adoption of the service in 2008.

b. Café: Ed reported the brewer is inoperable and has been removed. He has purchased a K-cup vending machine and is considering various brewer replacement options.

c. Displays: Ed has ordered two new lighted display cabinets for the library’s front lobby.

d. Homeless training: Ed reported the Dowd Homeless Training through Niche Academy has been completely revised. Staff and board have access through 2018.

e. 2018-19 budget: Ed distributed draft revenue and expense budgets which compared very favorably to projections made four years ago prior to the 2014 funding vote.

VIII. Other Business/Committee Reports: None.

IX. Adjournment: Jo moved to adjourn at 8:45, Dr. Ribner seconded, carried unanimously.
George F. Johnson Memorial Library Board Personnel
Subcommittee Meeting

Chris Ryan
3 February 2018

1 Agenda
A motion will be entertained to enter Executive Session in accordance with Section 105, item (f) of the New York State Open Meetings Law, to interview two candidates for the position of Library Director.

2 Attendance
- ☒ Chris Ryan
- ☒ Jen Musa
- ☒ Paul Del Rosso
- ☒ Joe Ciccarino
- ☒ Jo Whitney

Guests: Ed Dunscombe, Cathy Seary, Sara-Jo Sites, Nancy Seitz

3 Candidate interviews
A motion was made by Whitney, seconded by Ciccarino, to enter Executive Session, pursuant to Section 105, item (f) of the New York State Open Meetings Law, to interview two candidates for the position of Library Director. Motion passed unanimously. Guests as listed above were invited to stay.

At the conclusion of interviews, a motion was made by Whitney, seconded by Musa, to exit Executive Session. Motion passed unanimously.

Meeting was adjourned.
1 Agenda

A motion will be entertained to enter Executive Session in accordance with Section 105, item (f) of the New York State Open Meetings Law, to interview two candidates for the position of Library Director.

2 Attendance

- ☑ Chris Ryan
- ☑ Jen Musa
- ☑ Paul Del Rosso
- ☑ Joe Ciccarino
- ☑ Jo Whitney

Guests: Ed Dunscombe, Cathy Seary, Sara-Jo Sites, Nancy Seitz

3 Candidate interviews

A motion was made by Ciccarino, seconded by Musa, to enter Executive Session, pursuant to Section 105, item (f) of the New York State Open Meetings Law, to interview two candidates for the position of Library Director. Motion passed unanimously. Guests as listed above were invited to stay.

At the conclusion of interviews, a motion was made by Musa, seconded by Whitney, to exit Executive Session. Motion passed unanimously.

Meeting was adjourned.
1 Agenda

1.1 Further discussion of hiring strategy
1.2 Plans for and content of “second-look” interviews
1.3 Reference checks
1.4 Travel reimbursement for candidates
1.5 Preliminary discussion of compensation packages
1.6 Progress report on performance deliverables for new director

2 Attendance

- ☑️ Chris Ryan
- ☑️ Jen Musa
- ☑️ Paul Del Rosso
- ☑️ Joe Ciccarino
- ☑️ Jo Whitney

3 Travel reimbursement for candidates

A total of $561.34 has been requested to reimburse three candidates for their interview-related travel. Receipts and documentation from the candidates were submitted to the subcommittee for review. The fourth candidate had no travel expenses. These appropriations will appear on the manifest to be reviewed at tonight’s full Board meeting. This leaves $1938.66 in our budget amount for director search.

4 Progress report on performance deliverables for new director

Whitney and Ciccarino are progressing on this outline
5 Plans for and content of “second-look” interview

This remains under discussion.

6 Executive session

A motion was made by Musa, seconded by DelRosso, and adopted unanimously, to enter executive session pursuant to Section 105, item (f) of the New York State Open Meetings Law, to discuss the qualifications and relative merits of the four candidates interviewed so far, and whether to pursue interviews (in-person or by phone) with two other candidates whose applications have been received recently.

At the conclusion of the above discussion, a motion was made by Ciccarino, seconded by Musa, and adopted unanimously, to exit executive session.

I. **Call to order** by President Musa at 7:00 PM.  

II. Reception of visitors: Christine introduced Saweeba Athar and two associates who provided an introduction to Islamic beliefs.

III. **Approval of minutes** from January 18, 2018: Dr. Ribner moved to accept, Nadine seconded, carried unanimously.

IV. **Manifest of Bills** #9 for February, 2018. Jo moved to accept, Paul seconded, carried unanimously.

V. **Financial report**: Ed reviewed revenues most of which are running ahead of budget, and expenses, most are running under budget. $677,703.06 in library fund at end of January 2018, 26,000 more than last year. Nadine moved to accept, Christine seconded, carried unanimously.

VI. **Old Business**.
   a. Parking lot: Ed distributed a contract from L2 Studio for design of the reconstructed parking lots. Village will review at their February 27 meeting. Dr. Ribner moved to accept the contract, Christine seconded, carried unanimously.
   b. Personnel Committee: Chris reported on the interview process. Four candidates were interviewed in February.
   c. 2018-19 budget: Ed distributed slightly revised expense figures with options on health insurance related to staffing. He will submit a draft to the Village Treasurer and will submit the online tax cap filing to the Office of the State Comptroller next week.

VII. **New Business**:
   a. Director’s duties: General discussion of the extent of Ed’s duties which have expanded over the years. Discussion of potential impact on new director and current staff. Options for some increased staffing levels discussed.
b. Personnel: Ed reported Kenneth Roman has taken a part-time Librarian position with SUNY Broome. Will retain his part-time Librarian position at GFJ.

c. Annual Report: Nadine moved to accept as corrected, Jo seconded, carried unanimously.

d. Mental Health training: Four County Library System and the Mental Health Association will be offering training for library staff pending sufficient interest.

VIII. Other Business/Committee Reports: None.

IX. Adjournment: Jo moved to adjourn at 8:41, Joe seconded, carried unanimously.

Emilie Chang, Secretary

Date
1 Agenda

2 Attendance

- ☒ Chris Ryan
- ☒ Jen Musa
- ☒ Paul Del Rosso
- ☒ Joe Ciccarino
- ☒ Jo Whitney

3 New director’s work plan

Ciccarino updated us on the initial work plan and deliverables for the new director.

4 Discussion of candidates

A motion was made by Ciccarino, seconded by Musa, and adopted unanimously, to enter executive session pursuant to Section 105, item (f) of the New York State Open Meetings Law, to discuss the qualifications and relative merits of three candidates for library director.

After discussion, the following recommendations to the Board of Trustees, to be presented at its next scheduled meeting 15 March 2018, were adopted unanimously:

- that we offer to Seth Jacobus the position of library director, at an annual salary of $68,000
- that the probationary period for Mr. Jacobus, to commence after passage of the relevant civil service exam, be initially set to last until 30 April 2019, subject to future adjustment depending on performance
- that we create a temporary position of assistant library director, to begin on or about 15 June 2018, for purposes of orientation for Mr. Jacobus before our current director’s departure 30 June 2018, also at an annual salary rate of $68,000. This will required a “New Position Duties Statement” and a “Report of Personnel Change”
- that we provide reimbursement for necessary and documented moving expenses up to $3000.
At the conclusion of the above discussion, a motion was made by Whitney, seconded by Musa, and adopted unanimously, to exit executive session.

Meeting was adjourned.

I. **Call to order** by President Musa at 7:00 PM.
   Present: Christine Brown, Emilie Chang, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Jen Musa, Jeffrey Ribner, Chris Ryan, Library Director Ed Dunscombe. Excused: Jo Whitney.

II. **Reception of visitors:** Jennifer introduced Lisa Strahley, SUNY Broome Civic Engagement Coordinator who discussed The Literacy Legacy Project, designed to foster early childhood development through reading. GFJ Library looks forward to partnering with the LLP on this critical effort. GFJ Children’s Department Head Sara-Jo Sites attended and provided insights on GFJ’s long-standing involvement with early childhood literacy. Library patron and Friends of the Library volunteer Cyndi Jones was also in attendance.

III. **Approval of minutes** from February 15, 2018: Dr. Ribner moved to accept, Joe seconded, carried unanimously. Paul moved to accept the February 3, 10, and 15 minutes of the Personnel Committee; Christine seconded, carried unanimously.

IV. **Manifest of Bills #10 for March, 2018.** Nadine moved to accept, Dr. Ribner seconded, carried unanimously

V. **Financial report:** Ed reviewed revenues and expenses, highlighting lines running ahead or behind budget. $608,589.25 in library fund at end of February 2018, 27,000 more than last year. The Town of Union library district check arrived in March and has been deposited but is not reflected in the above fund total. Joe moved to accept, Dr. Ribner seconded, carried unanimously.

VI. **Old Business.**
   a. **Parking lot:** Ed updated the board on progress. L2 Studio will be conducting surveys and soil borings on the property and will be able to provide the required contractor estimate on time for grant submission. The Board requested Ed obtain an estimate from L2 Studio on when the contractor’s estimate might be available.
   b. **Personnel Committee:** Chris moved to go into Executive Session to discuss a personnel matter, Dr. Ribner seconded, carried
unanimously. Session lasted approximately forty-five minutes. Chris moved to exit Executive Session, Dr. Ribner seconded, carried unanimously. Chris moved to fix the salary for the new Library Director at $68,000 annually; Dr. Ribner seconded, carried unanimously. Chris moved to authorize up to $3000 for relocation expenses; Nadine seconded, carried unanimously. Chris moved to create a temporary position of Assistant to the Director at the rate of $68,000 annually to last for about two weeks, commencing about June 18; Dr. Ribner seconded, carried unanimously. Chris moved that the probationary status of the new Library Director would run through April 30, 2019; Christine seconded, carried unanimously.

c. 2018-19 budget: Ed distributed slightly revised expense figures, with additional funds to pay for the new telephone equipment (approximately $65.78 per month for twenty-four months), and increased NYS Retirement System costs as estimated by the Village Treasurer. General discussion on raises and health insurance. Ed will report back on the percentage of health insurance paid by employees in other Village of Endicott departments. Tabled.

d. Library fund: Ed distributed copies of NYS Comptroller’s Opinion 91-57, addressing whether or not municipal public library funds should be kept physically separate from other municipal funds. The gist is that they do not have to be, but that the library board can require that they be so separated if they so desire. Ed has requested a copy of the earlier Opinion 86-54 which also pertains to this question. Ed will benchmark how some earlier library fund figures as reported by the Village compare to his records on library revenue/expense.

VII. New Business:

a. New voucher software: The Village is acquiring new financial software which is also used by the library. Library’s cost for the package will be $2400, payable in two payments of $1200 each, hopefully out of the current 2017-18 budget.


c. Tech Center Coordinator position: Joanna Bachman will resign her position effective April 6 to pursue academic interests. Ed will assign Kenny Roman to the post with an additional ten hours per week, bringing his regular number of weekly hours to thirty-one. Kenny is looking forward to the expanded responsibility. The position will be reviewed by Ed and Kenny to determine if the added ten hours are sufficient.
VIII. Other Business/Committee Reports: None.

IX. Adjournment: Dr. Ribner moved to adjourn at 9:30, Joe seconded, carried unanimously.

Emilie Chang, Secretary  
Date

I. Call to order by President Musa at 7:03 PM. Present: Christine Brown, Emilie Chang-Jackson, Joe Ciccarino, Paul Del Rosso, Jen Musa, Chris Ryan, Jo Whitney, Library Director Ed Dunscombe. Excused: Nadine Herceg, Dr. Ribner.

II. Reception of visitors: None.

III. Approval of minutes from March 15, 2018: Paul moved to accept as corrected, Joe seconded, carried unanimously. Christine moved to accept the March 13, 2018 minutes of the Personnel Committee; Jo seconded, carried unanimously.

IV. Manifest of Bills #10 for March, 2018 (revised). Joe moved to accept, Jo seconded, carried unanimously. #11 for April, 2018. Joe moved to accept, Christine seconded, carried unanimously.

V. Financial report: Ed reviewed revenues and expenses, highlighting lines running ahead or behind budget. $1,526,214.71 in library fund at end of March, 14,000 more than last year. Jo moved to accept, Chris seconded, carried unanimously.

VI. Old Business.
   a. Parking lot: Ed updated the board on progress and presented a completed site survey and preliminary new lot design. General discussion and suggestions which Ed will relay to L2 Studio and keep Board posted.
   b. Early literacy meeting: Ed distributed an invitation to the April 26 event at WSKG studio from 6-8 PM.
   c. Mental health training: Erin, Kenny, Nancy Seitz, Vickie and Kathy Mills will attend May 3 at YHPL.
   d. New phone system: Installed and operating well.
   e. Library fund/VOE financials: Ed reported his analysis of VOE vs. GFJ financials indicate they are very consistent as to library revenue and expenditures. Suggests the new Director and Board review annually.
f. Personnel Committee: Chris reported on ongoing discussions with new Director-designee Seth Jacobus. Broome Personnel has approved the New Position Duties Statement for Library Director II (temp).

g. 2018-19 budget: Chris moved to offer a raise of 2.5% for all staff accept those who received the 12/31/17 minimum wage increase and those affected by previously adopted minimum wage adjustments. Employee share of health insurance to increase from 15% to 16% - all effective June 2018, Jo seconded approved unanimously. Jo moved to adopt the draft budget showing revenues of $1,044,025 and expenses of $1,158,225. Joe seconded, approved unanimously.

VII. New Business:

a. 2018-19 officers: A slate of Jen for President, Jo for Vice-President, and Emilie for Secretary has been proposed and will stand for election at the June meeting.

b. Part-time library clerk opening: Will be advertised at the rate of $11.06 per hour.

c. Proposed elevator repair: Schindler has proposed replacement of the door opener at a cost of $5,938.00. $6,000.00 has been included in the library’s General Repair line for 2018-19 but the expenditure has not been approved.

d. Mason & Kellogg proposal: They have offered to advance a proposal to function as the library’s health insurance broker. Tabled with no action.

VIII. Other Business/Committee Reports: Ed distributed an invitation to the annual 4CLLS dinner, June 4 at The Silo Restaurant in Greene (cash bar opens at 5:30, buffet dinner at 6:30 with guest speaker on censorship and intellectual freedom). Deadline is May 23, please notify Ed if you are interested - $30 per person. Ed noted that Kenny Roman has asked schedule clearance to attend the YSLSA annual meeting in Salt Lake Nov. 2-5. Approved. Jen requested the May meeting be moved from May 17 to May 10. Approved.

IX. Adjournment: Jo moved to adjourn at 8:43, Joe seconded, carried unanimously.

Emilie Chang, Secretary

Date

I. **Call to order** by President Musa at 7:30 PM.  
Present: Christine Brown, Emilie Chang-Jackson, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Jen Musa, Dr. Ribner, Chris Ryan, Jo Whitney, Library Director Ed Dunscombe.

II. Reception of visitors: None.

III. **Parking lot presentation:** Mick Lombardini of L2 Studio presented his design for the reconstruction of the parking lots behind the library. General discussion.

IV. **Adjournment:** Jo moved to adjourn at 8:15, Joe seconded, carried unanimously.

Emilie Chang, Secretary

Date

I. **Call to order** by President Musa at 7:00 PM. Present: Christine Brown, Emilie Chang-Jackson, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Jen Musa, Dr. Ribner, Chris Ryan, Jo Whitney, Library Director Ed Dunscombe.

II. Reception of visitors: None.

III. **Approval of minutes** from April 19, 2018: Christine moved to accept as corrected, Nadine seconded, carried unanimously. Dr. Ribner, moved to accept the April 30, 2018 minutes of the Personnel Committee; Christine seconded, carried unanimously.

IV. **Manifest of Bills** #12 for May, 2018. Paul moved to accept, Dr. Ribner seconded, carried unanimously.

V. **Financial report:** Ed reviewed revenues and expenses, highlighting lines running ahead or behind budget. $1,457,037.18 in library fund at end of April, 13,000 more than last year. Jo moved to accept, Joe seconded, carried unanimously.

VI. **Old Business.**
   a. Parking lot: Ed updated the board on progress. Soil boring completed, Village has approved design concept. Dr. Ribner moved to accept L2 Studio’s design concept, Nadine second, carried unanimously.
   b. Personnel Committee; Chris reported Seth Jacobus will start June 18.
   c. 2018-19 budget: Ed presented the annual salary instruction letter to be forwarded to Village Payroll. Chris moved to accept, Dr. Ribner seconded, carried unanimously.

VII. **New Business:**
   b. Building improvement suggestions: Ed presented a list of projects to consider approving (attached).
c. Teen Read Grant Proposal: Ed presented a proposal from Kenneth Roman for an after-hours teen reading program to be held in October 2018. Submission approved by consensus, details on time and supervision to be completed.
d. Ed noted with regret the pending resignation of Library Clerk Linda Wasko following eighteen years of excellent service.

VIII. Other Business/Committee Reports:
IX. Adjournment: Jo moved to adjourn at 8:43, Joe seconded, carried unanimously.

______________________________  ______________________
Emilie Chang, Secretary            Date
Long-Range Library Building Improvements (5/18)

1. Reconstructed parking lot (in progress). Note if bids come in under estimate and we wind up with extra money to spend, we could consider replacement of the existing sidewalk running behind the library from Lincoln to Jefferson Avenues; and the placement of two nice entrance signs at the Lincoln and Jefferson Ave parking lot entrances. These could be brick in the same shade as the library brick with silver signage to match that of the library name on the rear of our building. Of course other designs could be considered as well.

2. New roof

3. Replacement of soffits around entire building perimeter with new panels, including lighting every third panel. Requires asbestos abatement for removal of old panels.

4. New carpeting for main floor adult areas and basement Scott Room. 2015 estimate from Endwell Rug was $35,000 under NYS contract not including Scott Room.

5. Remodel Scott Room (new wall treatments, probable removal of existing avocado-mustard-wood grain motif panels and replace with lighter, contemporary treatment).

6. Replace missing magnolia tree in front of Children’s Room (suggest we have this done when nursery is doing landscaping for new parking lot).

7. Replacement of rusting brown metal coping on north face of rear entrance. 2016 estimate from TK Builders (Little Meadows PA) for this was $15,190. It might be possible to tie-this into the soffit replacement project (#3 above) as a NYS Public Library Construction Grant proposal.

8. Replace maintenance room overhead door with an insulated overhead door including a pass-through door. 2013 estimate from Overhead Door Co. of Binghamton was $5,257. Project may need to include asbestos abatement – removal of ceiling tiles in maintenance room.

Number 4 and perhaps 5 are the only ones that might not be eligible for NYS Public Library Construction Grant consideration.

I. **Call to order** by President Musa at 7:02 PM. 
   Present: Christine Brown, Emilie Chang-Jackson, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Jen Musa, Dr. Ribner, Chris Ryan, Jo Whitney, Library Director Ed Dunscombe, Assistant Library Director Seth Jacobus.

II. **Election of Officers:** Nadine nominated a slate of Jen Musa, President, Jo Whitney, Vice-President, and Emilie Jackson-Chang, Secretary. Dr. Ribner seconded, carried unanimously.

III. **Reception of visitors:** None.

IV. **Approval of minutes** from May 10, 2018: Nadine moved to accept as corrected, Jo seconded, carried unanimously.

V. **Manifest of Bills #1 for June, 2018.** Paul moved to accept, Dr. Ribner seconded, carried unanimously.

VI. **Financial report:** Ed reviewed revenues and expenses for the closed 2018-2019 budget year. Final revenue of $1,060,844.58 compared to 1,050,277 budgeted (1% variance). Final expense $1,046,730.02 compared to $1,050,277.00 budgeted (0.03% variance). Library fund held $1,370,354.59 at the end of May, some $14,000 more than last year. Ed presented a chart showing revenue and expense by budget year from 2004-05 through 2017-18. Paul moved to accept, Dr. Ribner seconded, carried unanimously (Jo Whitney excused herself from the meeting after this vote).

VII. **Old Business.**
   a. **Parking lot:** Ed updated the board on progress. Application portal opened June 14. Project may require SHPO (State Historical Preservation Office Approval). Ed noted carpeting may now be eligible under the NYS Public Library Construction Grant guidelines, if fire-resistant carpet replaces non fire-resistant. Chris offered to check on methods to determine if old carpet is fire-resistant. Ed and Seth will work to see the parking lot application gets submitted on time.
b. Elevator door drive system: Ed reminded the board it had budgeted 2018-19 for replacement of this part at some $6000 from Schindler, however replacement is not required at this time as the elevator is functioning well.

VIII. New Business:
   a. Excellus rate request: Ed reported Excellus has requested a rate increase of only 1.5% for 2019. This would affect the library for October 2019 through September 2020 plan year.
   b. Automatic renewal: Ed reported this option is under discussion by Four County Library System and area libraries.
   c. Children’s fines: Ed reported the option of eliminating overdue fines on children’s materials is under consideration by Four County Library System and area libraries. Your Home Public Library has already adopted this change in order to encourage childhood literacy.
   d. Tax-cap resolution: Dr. Ribner moved to accept a resolution as corrected calling for GFJML to exceed the tax cap limit for 2018-19. Christine seconded, carried unanimously (copy to be filed with minutes).
   e. Ed submitted his written resignation with his last day of work June 29, 2018, and thanked the Board members for their great efforts and tremendous support and friendship through the years it has been his pleasure to work at GFJML. It has been a truly wonderful experience. Ed noted he will now assume his new function of spoiling his granddaughter Juliette who was born earlier today.

IX. Other Business/Committee Reports: Jen noted the first student at the library’s Launchpad TASC exam tutoring program has passed his tests. Many thanks to Jen for her leadership on this program.

X. Adjournment: Nadine moved to adjourn at 8:35, Dr. Ribner seconded, carried unanimously.

I. Call to order by President Musa at 7:00 PM.
   Present: Christine Brown, Emilie Chang-Jackson, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Jen Musa, Dr. Ribner, Chris Ryan, former Library Director Ed Dunscombe, Library Director Seth Jacobus, Excused: Jo Whitney

II. Reception of visitors: None.

III. Approval of minutes from June 21, 2018: Nadine moved to accept as corrected, Dr. Ribner seconded, carried unanimously.

IV. Manifest of Bills #1 for July, 2018. Paul moved to accept, Joe seconded, carried unanimously.

V. Financial report: Seth reviewed revenues and expenses, highlighting lines running ahead or behind budget. $3,507.03 in library fund at end of June. Christine moved to accept, Dr. Ribner seconded, carried unanimously.

VI. Old Business.
   a. Parking lot: Seth updated the board on progress. He received an email prior to tonight's meeting from Mick of L2 informing him of an increase in the parking lot project to around $643,000.00. Except for a few items, the application is ready to be submitted. The items include an environmental protection statement and estimated price. The board is requesting to see the new estimate of $643,000.00. The board is available for an emergency meeting regarding the increase in estimate on Monday, 7/23/18 at 7pm. At this time, the board cannot sign the grant application.
   b. Children's fines update: There is a general governing body meeting in August regarding the waiving of children's fines. The program will be put on hold until then.

VII. New Business:
   a. There will be an emergency board meeting on Monday, July 23, 2018 regarding the parking lot grant application.
b. ANC provided a quote of $2,391.00 for the air conditioner that broke. Since the quote is under the $3,000.00 threshold, a motion is not needed.

c. Seth provided an update on his 1st month as Library Director. Jen suggested a media press kit for Seth, which she and Seth will work on together.

VIII. Other Business/Committee Reports: Jen requested that the late fine policy be revised to accommodate the TASC students. Some of the TASC students have either large fines on their library cards or no cards at all due to large fines. She asked that patrons with large fines still be provided replacement cards and access to online content so that the TASC students can access any online TASC materials. Nadine moved to accept the revised policy, Christine seconded, carried unanimously. Seth will bring the new policy to the next regularly scheduled meeting in September. In addition, a successful graduate of the TASC program returned to thank Jen for her efforts.

IX. Adjournment: Christine moved to adjourn at 8:45 pm, Nadine seconded, carried unanimously.

Emilie Chang-Jackson, Secretary

I. Call to order by President Musa at 7:00 PM.
Present: Christine Brown, Emilie Chang-Jackson, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Jen Musa, Dr. Ribner, Chris Ryan, Jo Whitney, Mick Lombardini from L2studio Architecture, former Library Director Ed Dunscombe, Library Director Seth Jacobus

II. Reception of visitors: None.

III. Old Business.
   a. Parking lot: Mick explained why the estimate went from $250,000.00 to $643,000.00. The $250,000 figure is based from an old estimate about three years ago. $643,000 is a very high estimate specifically for the grant application that allows leeway for the future project bids. Mick's professional opinion is that the cost of the project will be closer to $500,000 than $643,000. Mick provided the following numerical illustration:

<table>
<thead>
<tr>
<th></th>
<th>2015</th>
<th>2018</th>
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<tbody>
<tr>
<td>$250,000.00</td>
<td>X 25.00%</td>
<td>$550,000.00</td>
</tr>
<tr>
<td>$62,500.00</td>
<td>X 25.00%</td>
<td>$137,500.00</td>
</tr>
<tr>
<td>$31,250.00</td>
<td>+ 2</td>
<td>$68,750.00</td>
</tr>
<tr>
<td>$22,050.00</td>
<td>(=44,100.00÷2)</td>
<td>$3,700.00 fee before 7/1</td>
</tr>
<tr>
<td></td>
<td>Design fee</td>
<td></td>
</tr>
<tr>
<td>$53,800.00</td>
<td>+ $22,050.00</td>
<td>+ $72,450.00</td>
</tr>
</tbody>
</table>

The question of whether to continue with the project was raised given the higher estimate. Chris moved to accept continuing with parking lot project. Jo seconded. Joe abstained. Motion carried.
b. Ed, Mick, Paul, and Seth will meet with Anthony from the Village of Endicott either Wednesday 7/25 or 7/26 to present the new estimate.

IV. **Adjournment**: Nadine moved to adjourn at 8:38pm, Joe seconded, carried unanimously.

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Emilie Chang-Jackson, Secretary

Date
Minutes of the George F. Johnson Memorial Library Board emergency meeting of August 9, 2018.

I. Call to order by President Musa at 7:00 PM.
   Present: Jen Musa, Christine Brown, Emilie Chang-Jackson, Joe Ciccarino, Nadine Herceg, Dr. Ribner, Chris Ryan, former Director Ed Dunscombe, Library Director Seth Jacobus. Excused: Paul Del Rosso, Jo Whitney

II. Reception of visitors: None.

III. Old business Parking lot - Seth was notified by Steve Bachman of 4CLS that it will not be possible for the library to receive all the funds needed, $600,000.00, from 4CLS for the parking lot upgrade. Seth and Ed proposed that the library apply for $300,000.00 of the $600,000.00 in the grant application year 2018 (Phase 1) and the remaining $300,000.00 in the grant application year 2019 (Phase 2) to fund the parking lot project that would go out for bid in January 2020, for the ground breaking in Spring 2020. Mick told Seth and Ed that bids in January are more competitive than bids in the spring. The award announcement of the 2018 grant application would be Summer 2019, receiving 90% of the funds a few weeks later, the remaining 10% at the end of Phase 1, and the 2019 grant application in Summer 2020, receiving 90% of the funds a few weeks later, the remaining 10% at the end of Phase 2. The bid would be in early 2020, before the announcement of the 2019 grant awards. Seth and Ed believe that it is unlikely that the 2019 grant application process would not happen. In addition, by the time the bids are due in 2020, the library will have a good idea of how much funds are available for the second half of the $600,000.00. Ed and Seth have offered to attend the next Village of Endicott town meeting, currently scheduled for Tuesday, August 14, 2018 at 6:30pm, to inform them of the change. Nadine moved to accept, Dr. Ribner second, carried unanimously

IV. Adjournment: Nadine moved to adjourn at 8:20pm, Dr. Ribner second, carried unanimously.
I. Call To Order: Meeting was called to order at 7:10 PM by President Jen Musa.

   a. Roll Call/Attendance
      a.i. Library Trustees Present: President Jen Musa, Secretary Emilie Chang-Jackson, and Trustees Joe Ciccarino, Paul Del Rosso, Dr. Ribner, Chris Ryan, Jo Whitney
      a.ii. Library Trustees Excused: Vice President Christine Brown, Trustee Nadine Herceg
      a.iii. Library Trustees Absent: None
      a.iv. Library Staff Present: Library Director Seth Jacobus

II. Greeting Of Visitors: None

III. Approval Of Meeting Minutes:
      a. Regularly scheduled meeting on July 19, 2018
      b. Emergency meeting on July 23, 2018
      c. Emergency meeting on August 9, 2018

MOTION: Trustee Dr. Ribner motioned to approve the minutes of the July 19th, July 23rd, and August 9th minutes. Seconded by Trustee Whitney. Motion carried.
YES:7/7; President Jen Musa, Secretary Emilie Chang-Jackson, and Trustees Joe Ciccarino, Paul Del Rosso, Dr. Ribner, Chris Ryan, Jo Whitney
NO: 0/7

IV. Old Business:
       a. Parking Lot Project Update: On August 23, 2018, Seth was informed by Steve Bachman of 4CLS that the grant for the parking lot project would likely be funded at 44% and not the expected 75% of the funds needed for
Phase I of the project. At the moment, a few 4CLS member libraries have decided not to apply for the grant, increasing the funding to 47%. Anthony Bates, Clerk/Treasurer from the Village of Endicott, implied that the Village of Endicott would fund up to $84,000.00, up from the original $37,500.00. The current breakdown of the funding is as follows:

<table>
<thead>
<tr>
<th>Total Phase I</th>
<th>Grant</th>
<th>George J. Johnson Library</th>
<th>Village of Endicott</th>
</tr>
</thead>
<tbody>
<tr>
<td>$300,000.00</td>
<td>X 47%</td>
<td>$141,000.00</td>
<td></td>
</tr>
<tr>
<td>$141,000.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$300,000.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-$141,000.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$159,000.00</td>
<td>X 50%</td>
<td>$79,500.00</td>
<td>$79,500.00</td>
</tr>
<tr>
<td>$79,500.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The current timeline of the grant process is as follows:

<table>
<thead>
<tr>
<th>September 2018:</th>
<th>Apply for Phase I ($300,000.00)</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 2019:</td>
<td>90% of the funds for Phase I awarded. Apply for Phase II (approximately $300,000.00. Specifics TBD) with knowledge of how much funding for Phase II available (47%, 75%, etc.).</td>
</tr>
<tr>
<td>January 2020:</td>
<td>Solicit public bids for Phase I and Phase II of parking lot project.</td>
</tr>
<tr>
<td>May 2020:</td>
<td>Break ground on parking lot project</td>
</tr>
<tr>
<td>August 2020:</td>
<td>Final 10% of Phase I funds awarded at end of parking lot project. 90% of funds for Phase II awarded, if any. Final 10% of funds for Phase II awarded at end of parking lot project.</td>
</tr>
</tbody>
</table>
L2 Architects owed approximately $44,000 for services performed regarding parking lot project, regardless of whether the project happens or not. The board requests Village of Endicott's offer of funds up to $84,000.00 in written communication as a condition for applying for the Phase I parking lot grant.

MOTION: Trustee Del Rosso motioned to approve applying for Phase I of the parking lot grant. Seconded by Trustee Whitney. Motion carried.

YES:7/7; President Jen Musa, Secretary Emilie Chang-Jackson, and Trustees Joe Ciccarino, Paul Del Rosso, Dr. Ribner, Chris Ryan, Jo Whitney
NO: 0/7

Trustee Whitney left after the vote.

V. New Business: None

VI. Other Business: None

VII. Adjournment:

MOTION: Trustee Dr. Ribner motioned to adjourn the meeting at 8:34pm. Seconded by Trustee Dr. Ryan. Motion carried.

YES:7/7; President Jen Musa, Secretary Emilie Chang-Jackson, and Trustees Joe Ciccarino, Paul Del Rosso, Dr. Ribner, Chris Ryan, Jo Whitney
NO: 0/7

Emilie Chang-Jackson, Secretary
I. Call To Order: Meeting was called to order at 7:00 PM by President Jen Musa.

II. Roll Call/Attendance
   a. Library Trustees Present: President Jen Musa, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Dr. Ribner
   b. Library Trustees Excused: Vice President Jo Whitney
   c. Library Trustees Absent: Chris Ryan
   d. Library Staff Present: Library Director Seth Jacobus

III. Approval meeting agenda from September 20, 2018 meeting

MOTION: Trustee Dr. Ribner motioned to approve the agenda of the September 20, 2018 meeting. Seconded by Trustee N. Herceg. Motion carried
YES: 7/7; President Jen Musa, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Dr. Ribner
NO: 0/7

IV. Period of Public Expression
   a. Patron letter – President Musa read a patron letter regarding the patron's inability to check out items without her library card even though the patron had documents confirming her personal information. The board will look into the 4CLS policy and revisit the issue at the next regularly scheduled meeting
   b. Visitors: Ally Musa, Cleo Coppola, and Gino Coppola, 3 high school students observing for class credit; Mick Lombardini from L2 Studios arrived at 7:45pm; All visitors left at 8:20pm

V. Approval of minutes from August 28, 2018 meeting
MOTION: Trustee C Brown motioned to approve the minutes of the August 28, 2018 meeting. Seconded by Trustee Dr. Ribner. Motion carried.
YES: 7/7; President Jen Musa, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Dr. Ribner
NO: 0/7

VI. Manifest #3

MOTION: Trustee N. Herceg motioned to approve Manifest #3. Seconded by Trustee Dr. Ribner. Motion carried.
YES: 7/7; President Jen Musa, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Dr. Ribner
NO: 0/7

VII. Manifest #4

MOTION: Trustee P. Del Rosso motioned to approve Manifest #4. Seconded by Trustee J. Ciccarino. Motion carried.
YES: 7/7; President Jen Musa, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Dr. Ribner
NO: 0/7

VIII. Financial report: Reviewed the financial reports for July 2018 and August 2018. The revenues and expenses through July 2018 were $7,005.43 and $257,871.51. The revenues and expenses through August 2018 were $19,524.54 and $326,637.84. The library fund through July 2018 was $1,109,489.25 and August 2018 was $1,041,736.52.

MOTION: Trustee C. Brown motioned to approve the financial reports. Seconded by Trustee Dr. Ribner. Motion carried.
YES: 7/7; President Jen Musa, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Dr. Ribner
NO: 0/7

IX. Old Business

a. Parking lot project– The phase I grant application has been submitted. The Village of Endicott is concerned about the sudden changes in the estimate, from $250,000 to $650,000, and requests clarification on the estimate. Mick from L2 Studio explained the process of public bids, including add alternates, and how to answer the Village's questions without specific knowledge of the costs of the project. Mick also suggested ways to possibly reduce the cost of the project, including using add alternates and changing the footprint of the parking lot.

b. Children's fines – update & discuss: The board discussed the option of waiving fines only for children's books. The issue has been tabled for a future meeting.

X. New Business

a. Circulation policy - Reviewed the new circulation policy as a result of the concerns of the adult education students.

MOTION: Trustee N. Herceg motioned to approve the revised circulation policy. Seconded by Trustee J. Ciccarino. Motion carried.

YES: 7/7; President Jen Musa, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Dr. Ribner
NO: 0/7

b. Personnel policy (Emergency Weather Closing) – Reviewed the new personnel policy delaying the opening of the library to 11:00am when the U-E school district is closed due to weather.

MOTION: Trustee N. Herceg motioned to approve the revised personnel policy.
Seconded by Trustee Dr. Ribner. Motion carried.
YES: 7/7; President Jen Musa, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Dr. Ribner
NO: 0/7

e. 2019 4cls service cost sheet – Reviewed the costs of the 4CLS services.

MOTION: Trustee J. Ciccarino motioned to approve the 4CLS service costs. Seconded by Trustee N. Herceg. Motion carried.
YES: 7/7; President Jen Musa, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Dr. Ribner
NO: 0/7

f. Servpro estimate – Reviewed the estimate from SERVPRO to clean the building. Trustee E. Chang-Jackson is excused from the vote due to a conflict of interest and left the room during the discussion.

MOTION: Motion failed.
YES: 0/7
NO: 6/7; President Jen Musa, and Trustees Christine Brown, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Dr. Ribner
EXCUSED: 1/7; Trustee E. Chang-Jackson

g. Patron Donation Acknowledgment Form – Reviewed the Patron Donation Acknowledgment Form to be used as a receipt for patron donations to the library.

MOTION: Trustee Dr. Ribner motioned to approve the Patron Donation Acknowledgment Form. Seconded by Trustee N. Herceg. Motion carried.
YES: 7/7; President Jen Musa, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Dr. Ribner
NO: 0/7
XI. Other Business: None

XII. Adjournment 8:54

MOTION: Trustee N. Herceg motioned to adjourn the meeting at 8:54pm. Seconded by Trustee Dr. Ribner. Motion carried.

YES: 7/7; President Jen Musa, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Dr. Ribner

NO: 0/7

Emilie Chang-Jackson, Secretary Date
Board of Trustees Meeting  
Minutes of Meeting on October 18, 2018

I. Call To Order: Meeting was called to order at 7:01 PM by President Jen Musa.

II. Roll Call/Attendance  
a. Library Trustees Present: President Jen Musa, Vice President Jo Whitney, Secretary Emilie Chang-Jackson, and Trustees Joe Ciccarino, Paul Del Rosso, Dr. Ribner, Chris Ryan  
b. Library Trustees Excused: Christine Brown  
c. Library Trustees Absent: Nadine Herceg  
d. Library Staff Present: Library Director Seth Jacobus

III. Approval of meeting agenda for October 18, 2018 meeting with changes

MOTION: Trustee Dr. Ribner motioned to approve the agenda of the October 18, 2018 meeting. Seconded by Trustee J. Whitney. Motion carried.  
YES: 7/7; President Jen Musa, Secretary Emilie Chang-Jackson, and Trustees Joe Ciccarino, Paul Del Rosso, Dr. Ribner, Chris Ryan, and Jo Whitney  
NO: 0/7

IV. Period of Public Expression: N/A

V. Approval of minutes from September 20, 2018 meeting with changes

MOTION: Trustee J. Ciccarino motioned to approve the minutes with adjustments of the September 20, 2018 meeting. Seconded by Trustee Dr. Ribner. Motion carried.  
YES: 7/7; President Jen Musa, Secretary Emilie Chang-Jackson, and Trustees Joe Ciccarino, Paul Del Rosso, Dr. Ribner, Chris Ryan, and Jo Whitney  
NO: 0/7
VI. Manifest #5

MOTION: Trustee P. Del Rosso motioned to approve Manifest #5. Seconded by Trustee Dr. Ribner. Motion carried.

YES: 7/7; President Jen Musa, Secretary Emilie Chang-Jackson, and Trustees Joe Ciccarino, Paul Del Rosso, Dr. Ribner, Chris Ryan, and Jo Whitney

NO: 0/7

VII. Financial report: Reviewed the financial reports through September 2018. The revenues through September 2018 were $22,489.02 and expenses were $392,245.53. The library fund through September 2018 was $975,234.55.

MOTION: Trustee J. Ciccarino motioned to approve the financial reports. Seconded by Trustee J. Whitney. Motion carried.

YES: 7/7; President Jen Musa, Secretary Emilie Chang-Jackson, and Trustees Joe Ciccarino, Paul Del Rosso, Dr. Ribner, Chris Ryan, and Jo Whitney

NO: 0/7

VIII. Old Business

a. Children's fines – update & discuss: Seven 4CLS libraries are going fine free for children's books. Another seven 4CLS libraries, including the George F. Johnson Memorial Library, are considering going fine free for children's books. Four 4CLS libraries are already fine free for children's books. Five 4CLS libraries are not going fine free for children's books. The board discussed going fine free for children's books and action was not taken.

b. Confidentiality policy – review & discuss: Discussed the library card requirement to check out library items. Trustee C. Ryan will work on revising the language in the confidentiality policy regarding the library card
requirement to pick up reserve materials to make it clearer.

c. Parking lot – update: Mick provided Director Seth Jacobus with estimates of ways to reduce the cost of the parking lot project, including reducing the footprint of the parking lot.

IX. New Business

a. Strategic plan – discuss: Director Seth Jacobus has started working on a five year strategic plan for the library, which includes the parking lot, roof, and service related improvements. He also provided the strategic plans of other libraries as examples. Trustees J. Whitney, J. Musa, and Dr. Ribner have volunteered to be on the strategic plan committee, which may also include library staff and members of the community.

MOTION: Trustee J. Whitney motioned to form a strategic plan committee. Seconded by Trustee Dr. Ribner. Motion carried.

YES: 7/7; President Jen Musa, Secretary Emilie Chang-Jackson, and Trustees Joe Ciccarino, Paul Del Rosso, Dr. Ribner, Chris Ryan, and Jo Whitney

NO: 0/7

b. Circulation desk – discuss: Discussed the quote of approximately $15,000 from Upstate Furniture for a new circulation desk. The new desk is ADA compliant. The board asked Director Jacobus to include a new circulation desk into next year's budget and to request other quotes.

c. Cintas mat replacement program – discuss: Discussed the Cintas quote to periodically provide clean floor mats for the lobby. No action was taken.

X. Other Business: None
XI. Executive Session: N/A. Director Jacobus and the department heads are conducting formal staff reviews, which include self evaluations.

XII. Adjournment

MOTION: Trustee J. Whitney motioned to adjourn the meeting at 9:03 pm. Seconded by Trustee P. Del Rosso. Motion carried.

YES: 7/7; President Jen Musa, Secretary Emilie Chang-Jackson, and Trustees Joe Ciccarino, Paul Del Rosso, Dr. Ribner, Chris Ryan, and Jo Whitney

NO: 0/7

Emilie Chang-Jackson, Secretary

Date
I. Call To Order: Meeting was called to order at 7:00 PM by President Jen Musa.

II. Roll Call/Attendance
   a. Library Trustees Present: President Jen Musa, Vice President Jo Whitney, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Dr. Ribner, Chris Ryan
   b. Library Trustees Excused: None
   c. Library Trustees Absent: None
   d. Library Staff Present: Library Director Seth Jacobus

III. Approval of meeting agenda for November 20, 2018

MOTION: Trustee Dr. Ribner motioned to approve the agenda of the November 20, 2018 meeting. Seconded by Trustee J. Whitney. Motion carried.
YES: 9/9; President Jen Musa, Vice President Jo Whitney, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Dr. Ribner, Chris Ryan
NO: 0/9

IV. Period of Public Expression: Mayor Bertoni of the Village of Endicott received a patron email regarding the poor condition of the library parking. Mayor Bertoni forwarded it to former Director Ed Dunscombe, who forwarded it to current Director Seth Jacobus.

V. Approval of minutes from October 18, 2018

MOTION: Trustee N. Herceg motioned to approve the minutes from the October 18, 2018 meeting. Seconded by Trustee Dr Ribner. Motion carried.
Board of Trustees Meeting
Minutes of Meeting on November 20, 2018

YES: 9/9; President Jen Musa, Vice President Jo Whitney, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Dr. Ribner, Chris Ryan
NO: 0/9

VI. Manifest #6

MOTION: Trustee N. Herceg motioned to approve Manifest #6. Seconded by Trustee Dr. Ribner. Motion carried.

YES: 9/9; President Jen Musa, Vice President Jo Whitney, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Dr. Ribner, Chris Ryan
NO: 0/9

VII. Financial report: Reviewed the financial reports through October 2018. The revenues through October 2018 were $29,908.03 and expenses were $495,922.79. The library fund through October 2018 was $858,676.75.

MOTION: Trustee P. Del Rosso motioned to approve the financial reports through October 2018. Seconded by Trustee C. Brown. Motion carried.

YES: 9/9; President Jen Musa, Vice President Jo Whitney, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Dr. Ribner, Chris Ryan
NO: 0/9

VIII. Old Business

a. Roof – update & discuss: The board discussed the 2016 roof study that Bob Costello prepared, which suggested conducting semi-annual inspections, and patches, if needed. Director Jacobus has scheduled a
roof inspection with a professional roofer.

b. Circulation desk – update: Director Jacobus received a second quote for a new circulation desk for approximately $15,700.00. He will request a third quote.

c. 2019 budget vote: Director Jacobus is working on the 2019 budget. He suggested meeting with the board of Your Home Public Library.

MOTION: Trustee Dr. Ribner motioned to form a budget vote committee that will include Trustees Dr. Ryan, P. Del Rosso, and J. Whitney. Seconded by Trustee Dr. Ryan. Motion carried.

YES: 9/9; President Jen Musa, Vice President Jo Whitney, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Dr. Ribner, Chris Ryan
NO: 0/9

d. Strategic planning committee: First meeting of the strategic planning committee is scheduled for December 20, 2018 at 6pm.

e. Budget vote committee: First meeting of the budget vote committee is scheduled for December 12, 2018 at 7pm.

IX. New Business

a. Staff holiday party: The staff holiday party is scheduled for December 20, 2018. The board will provide food and beverages as a thank you for all their hard work.

b. 2019 holiday schedule – approve
MOTION: Trustee N. Herceg motioned to approve the 2019 holiday schedule. Seconded by Trustee J. Whitney. Motion carried.

YES: 9/9; President Jen Musa, Vice President Jo Whitney, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Dr. Ribner, Chris Ryan
NO: 0/9

c. Meeting room policy – review & update: A notice will be posted regarding holding the meeting room. The meeting room will be held for 10 minutes before moving on to the next room request. The meeting room policy will be revised to reflect the new policy.

MOTION: Trustee N. Herceg motioned to approve the revised meeting room policy. Seconded by Trustee Dr. Ryan. Motion carried.

YES: 9/9; President Jen Musa, Vice President Jo Whitney, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Dr. Ribner, Chris Ryan
NO: 0/9

d. Sexual harassment policy – review & approve: Director Jacobus revised the state provided sexual harassment policy to customize it for the library. He will contact a legal expert to get advice on the standard procedures of such a scenario. He also suggested that a picture of the board and short biographies of each board member be displayed in the library so that the library staff and patrons can become more familiar with the board.

MOTION: Trustee J. Whitney motioned to approve the sexual harassment policy as revised by Director Jacobus. Seconded by Trustee N. Herceg. Motion carried 8 to 1.

YES: 8/9; President Jen Musa, Vice President Jo Whitney, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Joe Ciccarino, Paul Del Rosso,
Nadine Herceg, Dr. Ribner
NO: 1/9; Trustee Dr. Ryan

  e. Sexual harassment complaint form – review & approve: Director Jacobus revised the state provided sexual harassment complaint form to customize it for the library.

MOTION: Trustee Dr. Ribner motioned to approve the sexual harassment complaint form as revised by Director Jacobus. Seconded by Trustee N. Herceg. Motion carried.
YES: 8/9; President Jen Musa, Vice President Jo Whitney, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Dr. Ribner
NO: 0/9;
ABSTAINED: 1/9; Trustee Dr. Ryan

  f. Social media policy & procedures – review & approve

MOTION: Trustee Dr. Ribner motioned to approve the social media policy & procedures. Seconded by Trustee N. Herceg. Motion carried.
YES: 9/9; President Jen Musa, Vice President Jo Whitney, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Dr. Ribner, Chris Ryan
NO: 0/9

  g. Staff training (January 11, 2019) library will be closed for staff training.

MOTION: Trustee Dr. Ribner motioned to approve closing the library for staff training on January 11, 2019. Seconded by Trustee C. Brown. Motion carried.
YES: 9/9; President Jen Musa, Vice President Jo Whitney, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Joe Ciccarino, Paul Del Rosso,
Nadine Herceg, Dr. Ribner, Chris Ryan NO: 0/9

X. Other Business: None

XI. Executive Session

MOTION: Trustee N. Herceg motioned to go into executive session to discuss the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation. Seconded by Trustee Dr. Ribner. Motion carried.

YES: 9/9; President Jen Musa, Vice President Jo Whitney, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Dr. Ribner, Chris Ryan

NO: 0/9

NOTE: Director Jacobus remained with the board in executive session.

Director Jacobus requested to the board that the library cover the remaining tuition costs of his certification.

MOTION: Trustee N. Herceg motioned to approve Director Jacobus' tuition request. Seconded by Trustee J. Whitney. Motion carried.

YES: 9/9; President Jen Musa, Vice President Jo Whitney, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Dr. Ribner, Chris Ryan

NO: 0/9

Director Jacobus informed the board that there is a library employee whose pay will fall below minimum wage starting December 31, 2018 if not otherwise increased. James Ingram, who is a Clerk, will have an increase in salary from $11.06 an hour to $11.40 an hour.
MOTION: Trustee J. Whitney motioned to increase said employees' pay rate to $11.40 an hour. Seconded by Trustee N. Herceg. Motion carried.
YES: 9/9; President Jen Musa, Vice President Jo Whitney, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Dr. Ribner, Chris Ryan
NO: 0/9

The board discussed employing Kenny Roman full time, effective June 1, 2019.

MOTION: Trustee Dr. Ribner motioned to approve employing Kenny Roman full time, effective June 1, 2019. Seconded by Trustee C. Brown. Motion carried.
YES: 9/9; President Jen Musa, Vice President Jo Whitney, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Dr. Ribner, Chris Ryan
NO: 0/9

Leave Executive Session.

MOTION: Trustee P. Del Rosso motioned to leave Executive Session. Seconded by Trustee J. Whitney. Motion carried.
YES: 9/9; President Jen Musa, Vice President Jo Whitney, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Dr. Ribner, Chris Ryan
NO: 0/9

XII. Adjournment

MOTION: Trustee N. Herceg motioned to adjourn the meeting at 9:11pm. Seconded by Trustee J. Whitney. Motion carried.
YES: 9/9; President Jen Musa, Vice President Jo Whitney, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Dr. Ribner, Chris Ryan
NO: 0/9

Emilie Chang-Jackson, Secretary  Date
I. Call To Order: Meeting was called to order at 7:00 PM by President Jen Musa.

II. Roll Call/Attendance
   a. Library Trustees Present: President Jen Musa, Vice President Jo Whitney, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Dr. Ribner, Chris Ryan
   b. Library Trustees Excused: None
   c. Library Trustees Absent: None
   d. Library Staff Present: Library Director Seth Jacobus

III. Approval of meeting agenda for December 20, 2018

   MOTION: Trustee Dr. Ribner motioned to approve the agenda of the December 20, 2018 meeting. Seconded by Trustee J. Whitney. Motion carried.
   YES: 9/9; President Jen Musa, Vice President Jo Whitney, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Dr. Ribner, Chris Ryan
   NO: 0/9

IV. Period of Public Expression: Staff member Brooke Butler, who is currently part-time, expressed interest in becoming a full-time employee and requested more regularity in her current part-time schedule.

V. Approval of minutes from November 20, 2018

   MOTION: Trustee N. Herceg motioned to approve the minutes from the November 20, 2018 meeting with the correction that James Ingram's position title is clerk, not page. Seconded by Trustee C Brown. Motion carried.
Board of Trustees Meeting  
Minutes of Meeting on December 20, 2018

YES: 9/9; President Jen Musa, Vice President Jo Whitney, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Dr. Ribner, Chris Ryan  
NO: 0/9

VI. Manifest #7

MOTION: Trustee C. Brown motioned to approve Manifest #7. Seconded by Trustee J. Whitney. Motion carried.

YES: 9/9; President Jen Musa, Vice President Jo Whitney, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Dr. Ribner, Chris Ryan  
NO: 0/9

VII. Financial report: Reviewed the financial reports through November 2018. The revenues through November 2018 were $32,355.10 and expenses were $570,239.79. The library fund through November 2018 was $818,644.90.

MOTION: Trustee N. Herceg motioned to approve the financial reports through November 2018. Seconded by Trustee J. Whitney. Motion carried.

YES: 9/9; President Jen Musa, Vice President Jo Whitney, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Dr. Ribner, Chris Ryan  
NO: 0/9

VIII. Old Business

a. Roof – update & discuss: Director Jacobus received a quote from a professional roof expert who inspected the roof, which provides two methods of patching the roof. The first method will cost $4,550, which

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includes patching all 170 currently deteriorating patches individually. The second amount for $14,750 includes patching 170 currently deteriorating patches in groups, which is stronger than patching each one individually. The board requests a second estimate from another roofer.

b. Circulation desk – update: Director Jacobus received another quote for a new circulation desk for approximately $18,000.00. This quote is also ADA compliant.

c. 2019 budget vote: The subcommittee met on December 12, 2018 to review the procedures for obtaining a petition for the budget vote to be on the 2019 ballot. While the minimum amount of signatures is 2,200, the goal has been set at 2,500. The next meeting is set for January 30, 2019.

d. Elevator repair: The elevator company provided a figure of $6,000 to replace a part that is currently working, but has become obsolete. No decision has been made.

e. Patron letter: Director Jacobus received an unsigned patron letter regarding the volume of noise in the library. He has previously addressed in person a complaint regarding the volume of noise in the library and suggested the study rooms on the lower level.

IX. New Business

a. Strategic planning committee update: The strategic planning committee met on December 20, 2018, which included the heads of each department. The two current strategic goals are repairing the parking lot and roof. Director Jacobus will email his goals for the facilities, building, and library services for the next meeting, which is scheduled for February 21, 2019, the same night as the regular board meeting.
b. Library budget FY 20-24: Director Jacobus will prepare a budget for the next regularly scheduled board meeting on January 17, 2019.

c. Advocacy Day – 2/27/19 in Albany, NY: Director Jacobus informed the board of the date of Advocacy Day in case anyone would be interested in attending.

X. Other Business: None

XII. Adjournment

MOTION: Trustee P. Del Rosso motioned to start the January 17, 2019 at 6:30pm rather than the regular start time of 7:00pm. Seconded by Trustee N. Herceg. Motion carried.

YES: 9/9; President Jen Musa, Vice President Jo Whitney, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Dr. Ribner, Chris Ryan
NO: 0/9

MOTION: Trustee J. Whitney motioned to adjourn the meeting at 9:13pm. Seconded by Trustee N. Herceg. Motion carried.

YES: 9/9; President Jen Musa, Vice President Jo Whitney, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Dr. Ribner, Chris Ryan
NO: 0/9

Emilie Chang-Jackson, Secretary

Date