



Board of Trustees Meeting
Minutes of Meeting on January 17, 2019

I. Call To Order: Meeting was called to order at 6:30 PM by Vice President Jo Whitney.

II. Roll Call/Attendance

- a. Library Trustees Present: 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: President Jen Musa
- c. Library Trustees Absent: None
- d. Library Staff Present: Library Director Seth Jacobus

III. Approval of meeting agenda for January 17, 2019

MOTION: Trustee Dr. Ribner motioned to approve the agenda of the January 17, 2019 meeting. Seconded by Trustee P. Del Rosso. Motion carried.

YES: 8/8; Vice President Jo Whitney, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Dr. Ribner, Chris Ryan

NO: 0/8

IV. Period of Public Expression: N/A

V. Approval of minutes from December 20, 2018

MOTION: Trustee Dr. Ribner motioned to approve the minutes from the December 20, 2018 meeting. Seconded by Trustee C Brown. Motion carried.

YES: 8/8; Vice President Jo Whitney, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Dr.



Board of Trustees Meeting
Minutes of Meeting on January 17, 2019

Ribner, Chris Ryan
NO: 0/8

VI. Manifest #8

MOTION: Trustee C. Brown motioned to approve Manifest #8. Seconded by Trustee Dr. Ribner. Motion carried.

YES: 8/8; Vice President Jo Whitney, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Dr. Ribner, Chris Ryan
NO: 0/8

VII. Financial report: Reviewed the financial reports through December 2018. The revenues through December 2018 were \$39,232.65 and expenses were \$729,490.11. The library fund through December 2018 was \$666,272.13.

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

YES: 8/8; Vice President Jo Whitney, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Dr. Ribner, Chris Ryan
NO: 0/8

VIII. Old Business

- a. Roof – update & discuss: Two more professional roofers will provide quotes to repair and replace the library roof.
- b. Patron letter update: The village did not respond to the patron letter they



Board of Trustees Meeting
Minutes of Meeting on January 17, 2019

had previously received regarding the library parking lot.

c. Sexual harassment policy: Director Jacobus contacted a legal expert on sexual harassment, who advised to always investigate every complaint.

d. Wall damage – update & discuss: There is some wall damage on the west side of the building from a leak on the roof. There was a discussion on whether to patch over it or address the issue directly, which means painting the entire wall.

IX. New Business

- a. Grant opportunities: Trustee Herceg and Trustee Ryan mentioned a few local grants that they have heard about that may be applicable toward the parking lot upgrade or library roof.
- b. GFJ budgets (2020-2024): The board discussed the budget figures that Director Jacobus calculated in preparation for the January 30, 2019 budget vote committee meeting. Trustee Vice President J. Whitney left the meeting at 8:06pm due to personal matter. This item was the last item discussed before adjournment.

MOTION: Trustee C. Brown motioned to approve the budget number for the January 30, 2019 budget vote committee meeting. Seconded by Trustee Dr. Ribner. Motion carried.

YES: 7/8; Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Dr. Ribner, Chris Ryan

NO: 0/8

Trustee Vice President J. Whitney did not vote due to leaving prior to vote.



Board of Trustees Meeting
Minutes of Meeting on January 17, 2019

c. Congressman Brindisi visit: Director Jacobus informed the board that Congressman Brindisi may visit the George F. Johnson library in February during his Broome County visit.

X. Other Business: Library employees Sara Jo and Kathy would like to attend a books expo at the Jacob Javits Center in New York City at the end of May. The approximate total cost of the trip is \$800.

MOTION: Trustee Dr. Ribner motioned to approve the \$800 reimbursement to Sara Jo and Kathy. Seconded by Trustee J. Ciccarino. Motion carried.

YES: 8/8; Vice President Jo Whitney, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Dr. Ribner, Chris Ryan

NO: 0/8

XI. Executive Session: None

XII. Adjournment

MOTION: Trustee C. Brown motioned to adjourn the meeting at 8:24pm. Seconded by Trustee Dr. Ribner. Motion carried.

YES: 7/8; Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Dr. Ribner, Chris Ryan

NO: 0/8

Trustee Vice President J. Whitney did not vote due to leaving prior to vote.



Board of Trustees Meeting
Minutes of Meeting on February 21, 2019

I. Call To Order: Meeting was called to order at 6:35 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, Chris Ryan
- b. Library Trustees Excused: None
- c. Library Trustees Absent: Trustee Dr. Ribner
- d. Library Staff Present: Library Director Seth Jacobus

III. Approval of meeting agenda for February 21, 2019

MOTION: Trustee N. Herceg motioned to approve the agenda of the February 21, 2019 meeting. Seconded by Trustee J. Whitney. Motion carried.

YES: 8/8; President Jen Musa, Vice President Jo Whitney, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Chris Ryan

NO: 0/8

IV. Period of Public Expression: N/A

V. Approval of minutes from January 17, 2019 meeting

MOTION: Trustee N. Herceg motioned to approve the minutes from the January 17, 2019 meeting. Seconded by Trustee J. Whitney. Motion carried.

YES: 8/8; President Jen Musa, Vice President Jo Whitney, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Chris Ryan



Board of Trustees Meeting
Minutes of Meeting on February 21, 2019

NO: 0/8

VI. Manifest #9

MOTION: Trustee C. Brown motioned to approve Manifest #9. Seconded by Trustee J. Whitney. Motion carried.

YES: 8/8; President Jen Musa, Vice President Jo Whitney, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Chris Ryan
NO: 0/8

VII. Financial report: Reviewed the financial reports through January 2019. The revenues through January 2019 were \$41,922.47 and expenses were \$797,854.97. The library fund through January 2019 was \$600,645.96.

MOTION: Trustee P. Del Rosso motioned to approve the financial reports through January 2019. Seconded by Trustee N. Herceg. Motion carried.

YES: 8/8; President Jen Musa, Vice President Jo Whitney, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Chris Ryan
NO: 0/8

VIII. Old Business

- a. Roof – update & discuss: Another professional roofer provided an estimate of about \$90,000 to tear off the existing roof and install a new one on the existing insulation.
- b. YHPL-GFJ Library Joint Meeting: The preliminary estimate of the



Board of Trustees Meeting
Minutes of Meeting on February 21, 2019

proposed tax increase from the budget vote committee for Your Home Public Library is 6%-8%. The preliminary estimate of the proposed tax increase from the budget vote committee for George F. Johnson Library is 23%-25%.

c. GFJ budgets (2019-2024): The board discussed the budget some more to account for the parking lot project, repairing the roof, and possible funding opportunities for Phase I and II of the parking lot project. Whereas, the adoption of this 2019-2024 budget for the George F Johnson Library may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it Resolved, that the Board of Trustees of the George F. Johnson library voted and approved to exceed the tax levy limit for 2019 by at least the sixty percent of the board of trustees as required by state law on February 21, 2019. Trustee J. Whitney left at 9:27pm.

**MOTION: Trustee Dr. Ryan motioned to exceed the property tax cap.
Seconded by Trustee J. Whitney. Motion carried.**

**YES: 8/8; President Jen Musa, Vice President Jo Whitney, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Chris Ryan
NO: 0/8**

d. IMLS grant: Kenny is working on a grant to fund library hotspots that patrons can borrow to equip their homes with wifi.

e. Parking lot construction grant: The library has received an additional \$63,183 of funding from the parking lot construction grant.



Board of Trustees Meeting
Minutes of Meeting on February 21, 2019

MOTION: Trustee Dr. Ryan motioned to split the additional funding 50/50 with the Village of Endicott. Seconded by Trustee C. Brown. Motion carried.

YES: 8/8; President Jen Musa, Vice President Jo Whitney, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Chris Ryan
NO: 0/8

,IX. New Business

- a. Date change for April board meeting: The April board meeting has been moved from April 18, 2019 to April 11, 2019 with the start time of 6:30pm.
- b. 2018 Annual Report – review & approve: Director Jacobus will resend the annual report as a comparative annual report with two years listed.

MOTION: Trustee Dr. Ryan motioned to approve the annual report. Seconded by Trustee N. Herceg. Motion carried.

YES: 8/8; President Jen Musa, Vice President Jo Whitney, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Chris Ryan
NO: 0/8

- c. Library lease with village: There was a discussion about doing another title search on who owns the library building. The previous search did not find any evidence on either side.

X. Other Business: The adult education program has grown to eight students. So far one student has passed the TASC and a second student has taken the TASC and is waiting for their score.



Board of Trustees Meeting
Minutes of Meeting on February 21, 2019

XI. Executive Session: None

XII. Adjournment

**MOTION: Trustee P. Del Rosso motioned to adjourn the meeting at 10:12pm.
Seconded by Trustee N. Herceg. Motion carried.**

**YES: 8/8; President Jen Musa, Vice President Jo Whitney, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Chris Ryan
NO: 0/8**

Emilie Chang-Jackson, Secretary

Date



Board of Trustees Meeting
Minutes of Meeting on March 21, 2019

I. Call To Order: Meeting was called to order at 6:33 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, Nadine Herceg, Dr. Jeffrey Ribner, Dr. Chris Ryan
- b. Library Trustees Excused: Trustee P. Del Rosso
- c. Library Trustees Absent: N/A
- d. Library Staff Present: Library Director Seth Jacobus

III. Approval of meeting agenda for March 21, 2019

MOTION: Trustee Dr. Ribner motioned to approve the agenda of the March 21, 2019 meeting. Seconded by Trustee C. Brown. Motion carried.

YES: 8/8; President Jen Musa, Vice President Jo Whitney, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Joe Ciccarino, Nadine Herceg, Dr. Jeffrey Ribner, Dr. Chris Ryan

NO: 0/8

IV. Period of Public Expression: N/A

V. Approval of minutes from February 21, 2019 meeting

MOTION: Trustee J. Whitney motioned to approve the minutes from the February 21, 2019 meeting. Seconded by Trustee N. Herceg . Motion carried.

YES: 8/8; President Jen Musa, Vice President Jo Whitney, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Joe Ciccarino, Nadine Herceg, Dr. Jeffrey Ribner, Dr. Chris Ryan



Board of Trustees Meeting
Minutes of Meeting on March 21, 2019

NO: 0/8

VI. Manifest #10

MOTION: Trustee N. Herceg motioned to approve Manifest #10. Seconded by Trustee J. Whitney. Motion carried.

YES: 8/8; President Jen Musa, Vice President Jo Whitney, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Joe Ciccarino, Nadine Herceg, Dr. Jeffrey Ribner, Dr. Chris Ryan

NO: 0/8

VII. Financial report: Reviewed the financial reports through February 2019. The revenues through February 2019 were \$1,041,727.00 and expenses were \$869,411.08. The library fund through February 2019 was \$1,528,845.51.

MOTION: Trustee C. Brown motioned to approve the financial reports through February 2019. Seconded by Trustee Dr. Ribner. Motion carried.

YES: 8/8; President Jen Musa, Vice President Jo Whitney, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Joe Ciccarino, Nadine Herceg, Dr. Jeffrey Ribner, Dr. Chris Ryan

NO: 0/8

VIII. Old Business

a. Roof – discuss: The board has incorporated the \$15,000 roof repair into the 2019-2020 budget. See below in new Business for more information on the 2019-2020 budget.

b. YHPL-GFJ Library Joint Meeting 2/25/19 – discuss: At the YHPL-GFJ Library joint meeting, there was a major discussion about the timeline of adding a petition to the ballot, as well as the size of the George F. Johnson library requested tax percentage increase for the petition. There was also the



Board of Trustees Meeting
Minutes of Meeting on March 21, 2019

discussion about the option of voting as one district or two separate districts. The next meeting is scheduled for Monday, March 25, 2019.

c. GFJ budgets(2019-2024): See below in New Business.

d. IMLS grant: The George F. Johnson Library did not receive the IMLS grant to enable wi-fi hotspots. Librarian Ken Roman is working on applying for other grants.

IX. New Business

- a. 2019-2020 Budget-approve: The board discussed different scenarios what would decrease the requested tax increase down to 12.9% from the preliminary values of 23%-25%. The proposed increase is currently \$128,712.98, increasing the annual allocation from \$997,775.00 to \$1,126,487.98.

MOTION: Trustee Dr. Ryan motioned to approve the current increase of \$128,712.98. Seconded by Trustee Dr. Ribner. Motion carried.

YES: 8/8; President Jen Musa, Vice President Jo Whitney, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Joe Ciccarino, Nadine Herceg, Dr. Jeffrey Ribner, Dr. Chris Ryan

NO: 0/8

- b. 2018 Annual Report – review & approve: Director Jacobus distributed a copy of the 2018 Annual Report for the board to review.
- c. Hours of Operation (8PM): Director Jacobus presented the option of closing the library at 8pm rather than 9pm on the days the library is open late for a savings about \$6,400.00 a year in the budget.



Board of Trustees Meeting
Minutes of Meeting on March 21, 2019

- d. Copier Lease: Discussed the option of leasing a new color copier/printer for patron use. Director Jacobus will ask the lessor additional questions before a decision is made.
- e. Early Voting Location: The George F. Johnson Library was asked to be an early voting location for Broome County for the 2019 elections. Director Jacobus will ask an elections representative to visit the library to review the facilities.
- f. YALSA Conference – The Young Adult librarian Ken Roman would like to attend the YALSA Conference in Tennessee, taking place November 1, 2019 to November 3, 2019. He is requesting that the library cover some of the expenses for the trip. The board has agreed that the library will cover the registration fee for the conference, up to approximately \$399.
- g. 4CLS Annual Dinner (June 3, 2019): Director Jacobus advised that the 4CLS Annual Dinner is June 3, 2019, in Oneonta, NY. The cost is \$28 per person.

MOTION: Trustee N. Herceg motioned to approve that the library cover the cost of the 4CLS Annual Dinner for up to four representatives of the George F. Johnson Library. Seconded by Trustee Dr. Ribner. Motion carried.

YES: 8/8; President Jen Musa, Vice President Jo Whitney, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Joe Ciccarino, Nadine Herceg, Dr. Jeffrey Ribner, Dr. Chris Ryan
NO: 0/8

- h. Hoodie Purchase: Director Jacobus presented the option of the board paying for the cost of George F. Johnson hoodies for the library staff as a token of appreciation for the staff. No decision was made.



Board of Trustees Meeting
Minutes of Meeting on March 21, 2019

X. Executive Session

MOTION: Trustee Dr. Ryan motioned to enter executive session. Seconded by Trustee Dr. Ribner. Motion carried.

YES: 8/8; President Jen Musa, Vice President Jo Whitney, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Joe Ciccarino, Nadine Herceg, Dr. Jeffrey Ribner, Dr. Chris Ryan
NO: 0/8

Executive Session entered.

MOTION: Trustee Dr. Ribner motioned to exit executive session. Seconded by Trustee J. Ciccarino. Motion carried.

YES: 8/8; President Jen Musa, Vice President Jo Whitney, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Joe Ciccarino, Nadine Herceg, Dr. Jeffrey Ribner, Dr. Chris Ryan
NO: 0/8

XI. Adjournment

MOTION: Trustee J. Whitney motioned for adjournment at 9:27pm. Seconded by Trustee Dr. Ribner. Motion carried.

YES: 8/8; President Jen Musa, Vice President Jo Whitney, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Joe Ciccarino, Nadine Herceg, Dr. Jeffrey Ribner, Dr. Chris Ryan
NO: 0/8



Board of Trustees Meeting
Minutes of Meeting on April 11, 2019

I. Call To Order: Meeting was called to order at 6:30 PM by President Jen Musa. Trustee Dr. Ryan arrived at 6:31pm.

II. Roll Call/Attendance

- a. Library Trustees Present: President Jen Musa, Vice President Jo Whitney, Secretary Emilie Chang-Jackson, and Trustees Paul Del Rosso, Nadine Herceg, Dr. Jeffrey Ribner, Dr. Chris Ryan
- b. Library Trustees Excused: Trustees J. Ciccarino and C. Brown
- c. Library Trustees Absent: N/A
- d. Library Staff Present: Library Director Seth Jacobus

III. Approval of meeting agenda for April 11, 2019

MOTION: Trustee Dr. Ribner motioned to approve the agenda of the April 11, 2019 meeting. Seconded by Trustee N. Herceg. Motion carried.

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

NO: 0/7

IV. Period of Public Expression: Village of Endicott Trustee Linda Jackson arrived at 7pm.

V. Approval of minutes from March 21, 2019 meeting

MOTION: Trustee N. Herceg motioned to approve the minutes from the March 21, 2019 meeting. Seconded by Trustee J. Whitney. Motion carried.

YES: 7/7; President Jen Musa, Vice President Jo Whitney, Secretary Emilie



Board of Trustees Meeting
Minutes of Meeting on April 11, 2019

Chang-Jackson, and Trustees Paul Del Rosso, Nadine Herceg, Dr. Jeffrey Ribner, Dr. Chris Ryan
NO: 0/7

VI. Manifest #11

MOTION: Trustee P. Del Rosso motioned to approve Manifest #11. Seconded by Trustee N. Herceg. Motion carried.

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

VII. Financial report: Reviewed the financial reports through March 2019. The revenues through March 2019 were \$1,046,446.10 and expenses were \$1,512,600.06. The library fund through March 2019 was \$1,467,322.57.

MOTION: Trustee J. Whitney motioned to approve the financial reports through March 2019. Seconded by Trustee Dr. Ribner. Motion carried.

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

VIII. Old Business

- a. Roof – discuss: The board discussed incorporating \$5,000 into the 2019-2020 budget to fix the roof using the less expensive method.

MOTION: Trustee Dr. Ryan motioned to approve a \$5,000 line item in the 2019-2020 budget. Seconded by Trustee J Whitney. Motion carried.

YES: 7/7; President Jen Musa, Vice President Jo Whitney, Secretary Emilie



Board of Trustees Meeting
Minutes of Meeting on April 11, 2019

Chang-Jackson, and Trustees Paul Del Rosso, Nadine Herceg, Dr. Jeffrey Ribner, Dr. Chris Ryan

NO: 0/7

b. YHPL-GFJ Library Joint Meeting 3/25/19 – discuss: The committees discussed how to communicate the petition to the town residents so that they understand why we are requesting an increase in taxes. They also discussed the awareness of local governments of the petition to add the vote to the ballot. The next meeting date will be scheduled once the George J. Johnson library attorney reviews all the information.

c. GFJ budgets(2020-2023) – Approve: The board discussed the proposed budgets created by various board members and Director Jacobus, and the assumptions used to create each budget proposal. All the proposed budgets assumed an increase of around \$124,722.00 in the tax levy.

MOTION: Trustee J. Whitney motioned to accept an increase of \$124,722.00 in the tax levy. Seconded by Trustee Dr. Ribner. Motion carried.

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

NO: 0/7

d. Early Voting Location: Director Jacobus provided a tour of the library facilities to a Broome County early election representative. The library will be notified if it is picked as an early voting location later in the year.

e. Copier Lease: The library will continue with the current lease for the copier, which expires in 2021.

f. Parking Lot: Visitor Trustee Linda Jackson will ask the Village of Endicott where they stand on the library parking lot. The board discussed



Board of Trustees Meeting
Minutes of Meeting on April 11, 2019

the option of scaling down the parking lot design to a less expensive design while still providing the essential functions of safety to patrons

IX. New Business

- a. Tax Cap filing-Review: Director Jacobus filed the Property Tax Form.

Whereas, the adoption of this 2019-2020 budget for the George F. Johnson Library requires a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and

Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it

Resolved, that the Board of Trustees of the George F. Johnson Library voted and approved to exceed the tax levy limit for 2019-2020 by at least the sixty percent of the board of trustees as required by state law on April 11, 2019.

The 2019-2020 budget is \$1,133,618.50.

MOTION: Trustee N. Herceg motioned to approve the 2019-2020 budget of \$1,133,618.50. Seconded by Trustee Dr. Ribner. Motion carried.

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

NO: 0/7

X. Other Business: N/A

XI. Executive Session: N/A



Board of Trustees Meeting
Minutes of Meeting on April 11, 2019

XII. Adjournment

MOTION: Trustee N. Herceg motioned for adjournment at 8:31 pm. Seconded by Trustee J. Whitney. Motion carried.

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

NO: 0/7

Emilie Chang-Jackson, Secretary

Date



Board of Trustees Meeting
Minutes of Meeting on May 16, 2019

- I. Call To Order: Meeting was called to order at 6:32 PM by President J Musa. Trustee Dr. Ryan arrived at 6:56pm. Trustee Dr. Ribner arrived at 6:58pm.
- II. Roll Call/Attendance
 - a. Library Trustees Present: President Jen Musa, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Joe Ciccarino, Nadine Herceg, Paul Del Rosso, Dr. Jeffrey Ribner, Dr. Chris Ryan
 - b. Library Trustees Excused: Trustee Jo Whitney
 - c. Library Trustees Absent: N/A
 - d. Library Staff Present: Library Director Seth Jacobus
- III. Approval of meeting agenda for May 16, 2019

MOTION: Trustee N. Herceg motioned to approve the agenda of the May 16, 2019 meeting. Seconded by Trustee J. Ciccarino. Motion carried.

YES: 8/8; President Jen Musa, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Dr. Jeffrey Ribner, Dr. Chris Ryan

NO: 0/8

- IV. Period of Public Expression: N/A

- V. Approval of minutes from April 11, 2019 meeting

MOTION: Trustee P. Del Rosso motioned to approve the minutes from the April 11, 2019 meeting. Seconded by Trustee C. Brown. Motion carried.

YES: 8/8; President Jen Musa, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Dr. Jeffrey



Board of Trustees Meeting
Minutes of Meeting on May 16, 2019

Ribner, Dr. Chris Ryan
NO: 0/8

VI. Manifest #12

MOTION: Trustee J. Ciccarino motioned to approve Manifest #12. Seconded by Trustee C. Brown. Motion carried.

YES: 8/8; President Jen Musa, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Dr. Jeffrey Ribner, Dr. Chris Ryan
NO: 0/8

VII. Financial report: Reviewed the financial reports through April 2019. The revenues through April 2019 were \$1,049,362.92 and expenses were \$1,444,949.57. The library fund through April 2019 was \$1,401,049.23.

MOTION: Trustee P. Del Rosso motioned to approve the financial reports through April 2019. Seconded by Trustee N. Herceg. Motion carried.

YES: 8/8; President Jen Musa, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Dr. Jeffrey Ribner, Dr. Chris Ryan
NO: 0/8

VIII. Old Business

- a. Roof – Discuss: Director Jacobus contacted the roof contractor and is waiting for an estimated schedule to patch the roof.
- b. Early Voting Location – Discuss: The library will be paid \$750 to be an early voting facility. Early voting will take place October 26, 2019 to November 3, 2019. The board discussed the logistics of voting and storing the voting machines.
- c. Parking Lot – Discuss: Director Jacobus is communicating with



Board of Trustees Meeting
Minutes of Meeting on May 16, 2019

Assemblywoman Lupardo's office regarding the possibility of alternative funding opportunities for the parking lot project.

IX. New Business

- a. Mobile Hotspot Lending Policy – Review & Approve: The library received a \$5,000 grant that allows mobile hot spots for 3 years.

MOTION: Trustee Dr. Ryan motioned to approve the Mobile Hotspot lending policy. Seconded by Trustee Dr. Ribner. Motion carried.

YES: 8/8; President Jen Musa, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Dr. Jeffrey Ribner, Dr. Chris Ryan

NO: 0/8

- b. GFJ Technology Lending Agreement-Review & Approve: The board reviewed the Lending Agreement for the mobile hot spots.

MOTION: Trustee Dr. Ryan motioned to approve the Technology Lending Agreement. Seconded by Trustee Dr. Ribner. Motion carried.

YES: 8/8; President Jen Musa, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Dr. Jeffrey Ribner, Dr. Chris Ryan

NO: 0/8

- c. GFJ 2019-2020 Staff Raises – Review & Approve: The board discussed the annual staff raises.

MOTION: Trustee C. Brown motioned to approve the staff raises of 2%. Seconded by Trustee Dr. Ribner. Motion carried.



Board of Trustees Meeting
Minutes of Meeting on May 16, 2019

YES: 8/8; President Jen Musa, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Dr. Jeffrey Ribner, Dr. Chris Ryan
NO: 0/8

- d. 4CLS Automation Fee – Review & Approve: The board reviewed the 4CLS automation fee.

MOTION: Trustee C. Brown motioned to approve the 4CLS automation fee. Seconded by Trustee Dr. Ribner. Motion carried.

YES: 8/8; President Jen Musa, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Dr. Jeffrey Ribner, Dr. Chris Ryan
NO: 0/8

X. Other Business: The board discussed the succession of officers. The board also discussed a regular library patron who has been causing disruptions.

XI. Executive Session:

MOTION: Trustee N. Herceg motioned to enter executive session. Seconded by Trustee Dr. Ribner. Motion carried.

YES: 8/8; President Jen Musa, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Dr. Jeffrey Ribner, Dr. Chris Ryan
NO: 0/8

Executive Session entered.

MOTION: Trustee N. Herceg motioned to exit executive session. Seconded by Trustee P. Del Rosso. Motion carried.



Board of Trustees Meeting
Minutes of Meeting on May 16, 2019

YES: 8/8; President Jen Musa, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Dr. Jeffrey Ribner, Dr. Chris Ryan
NO: 0/8

XII. Adjournment

MOTION: Trustee N. Herceg motioned for adjournment at 7:48 pm. Seconded by Trustee C. Brown. Motion carried.

YES: 8/8; President Jen Musa, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Dr. Jeffrey Ribner, Dr. Chris Ryan
NO: 0/8

Emilie Chang-Jackson, Secretary

Date



Board of Trustees Meeting
Minutes of Emergency Meeting on May 30, 2019

I. Call To Order: Meeting was called to order at 6:35 PM by Trustee J. Ciccarino.

II. Roll Call/Attendance

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

III. Approval of meeting agenda for May 30, 2019

MOTION: Trustee N. Herceg motioned to approve the agenda of the May 30, 2019 meeting. Seconded by Trustee C. Brown. Motion carried.

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

IV. Period of Public Expression: N/A

V. Old Business

- a. 2019 Funding Initiative: The libraries' legal representative reviewed the documentation and protocols for the petition and advised Director Jacobus on how the library should obtain signatures for the petition. In compliance with the rules and regulations, the petition needs to be submitted to the Town of Union clerk by July 22, 2019. Based on that timeline, the board discussed the logistics and strategy for obtaining enough signatures for the petition.



Board of Trustees Meeting
Minutes of Emergency Meeting on May 30, 2019

VI. Adjournment

MOTION: Trustee N. Herceg motioned for adjournment at 8:02 pm. Seconded by Trustee C. Brown. Motion carried.

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

Emilie Chang-Jackson, Secretary

Date



Board of Trustees Meeting
Minutes of Meeting on June 20, 2019

- I. Call To Order: Meeting was called to order at 6:35 PM by President J. Musa.
- II. Roll Call/Attendance
 - a. Library Trustees Present: Vice President J. Whitney, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Nadine Herceg, Jen Musa, Paul Del Rosso, Dr. Jeffrey Ribner, Dr. Chris Ryan
 - b. Library Trustees Excused: Trustee J. Ciccarino
 - c. Library Trustees Absent: N/A
 - d. Library Staff Present: Library Director Seth Jacobus
- III. Approval of meeting agenda for June 20, 2019

MOTION: Trustee Dr. Ribner motioned to approve the agenda of the June 20, 2019 meeting. Seconded by Trustee J. Whitney. Motion carried.

YES: 8/8; President J. Whitney, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Nadine Herceg, Jen Musa, Paul Del Rosso, Dr. Jeffrey Ribner, Dr. Chris Ryan

NO: 0/8

- IV. Period of Public Expression: N/A

- V. Election of Officers

- a. Election of Officers: Jo Whitney as President, Joe Ciccarino as Vice-President, and Emilie Chang-Jackson as Secretary.

MOTION: Trustee Dr. Ribner motioned to approve the officer nominations. Seconded by Trustee Dr. Ryan. Motion carried.

YES: 8/8; President J. Whitney, Secretary Emilie Chang-Jackson, and Trustees



Board of Trustees Meeting
Minutes of Meeting on June 20, 2019

**Christine Brown, Nadine Herceg, Jen Musa, Paul Del Rosso, Dr. Jeffrey Ribner,
Dr. Chris Ryan
NO: 0/8**

VI. Approval of minutes from May 16, 2019 meeting

MOTION: Trustee C. Brown motioned to approve the minutes from the May 16, 2019 meeting. Seconded by Trustee N. Herceg. Motion carried.

**YES: 8/8; President J. Whitney, Secretary Emilie Chang-Jackson, and Trustees
Christine Brown, Nadine Herceg, Jen Musa, Paul Del Rosso, Dr. Jeffrey Ribner,
Dr. Chris Ryan
NO: 0/8**

VII. Approval of minutes from May 30, 2019 meeting

MOTION: Trustee Dr. Ribner motioned to approve the minutes from the May 30, 2019 meeting. Seconded by Trustee C. Brown. Motion carried.

**YES: 8/8; President J. Whitney, Secretary Emilie Chang-Jackson, and Trustees
Christine Brown, Nadine Herceg, Jen Musa, Paul Del Rosso, Dr. Jeffrey Ribner,
Dr. Chris Ryan
NO: 0/8**

VIII. Manifest #12

MOTION: Trustee P. Del Rosso motioned to approve Manifest #12. Seconded by Trustee Dr. Ribner. Motion carried.

**YES: 8/8; President J. Whitney, Secretary Emilie Chang-Jackson, and Trustees
Christine Brown, Nadine Herceg, Jen Musa, Paul Del Rosso, Dr. Jeffrey Ribner,
Dr. Chris Ryan
NO: 0/8**



Board of Trustees Meeting
Minutes of Meeting on June 20, 2019

IX. Manifest #1

MOTION: Trustee J. Musa motioned to approve Manifest #1. Seconded by Trustee Dr. Ribner. Motion carried.

YES: 8/8; President J. Whitney, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Nadine Herceg, Jen Musa, Paul Del Rosso, Dr. Jeffrey Ribner, Dr. Chris Ryan

NO: 0/8

X. Financial report: Reviewed the financial reports through May 2019. The revenues through May 2019 were \$1,055,618.74 and expenses were \$1,356,240.03. The library fund through May 2019 was \$1,313,752.86

MOTION: Trustee Dr. Ribner motioned to approve Manifest #1. Seconded by Trustee P. Del Rosso. Motion carried.

YES: 8/8; President J. Whitney, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Nadine Herceg, Jen Musa, Paul Del Rosso, Dr. Jeffrey Ribner, Dr. Chris Ryan

NO: 0/8

XI. Old Business

- a. 2019 Funding Initiative – Discuss: The board discussed the most recent tally of signatures on the petition and strategies to reach the required amount
- b. Parking Lot – Discuss: Discussion on the parking lot was tabled until the next regularly scheduled board meeting.

XII. New Business

- a. Auto Renewal – Discuss: The board discussed implementing an auto renewal policy for materials. No action was taken at this time.



Board of Trustees Meeting
Minutes of Meeting on June 20, 2019

- b. Excellus Rates 2020 – Discuss: The board discussed the requested health insurance premium increase of 7%.
- c. Strategic Plan (Board Retreat) – Discuss: The board discussed Director Jacobus’ suggestion of a board retreat to focus on a strategic plan for the library, to take place around the fall season. No action was taken at this time.
- d. Security System – Discuss: The board discussed Director Jacobus’ suggestion of installing security cameras around the outside of the building. Director Jacobus’ will gather price quotes.
- e. June 4, 2019 Dept. Head Meeting Minutes – Review & Discuss: The board discussed the Department Head minutes.
- f. July 29, 2019 Special Meeting – Discuss: The board will have a special board meeting on July 29, 2019 at 10am to review all the signatures gathered prior to submitting them to the town clerk.

XIII. Other Business: N/A

XIV. Adjournment

MOTION: Trustee Dr. Ribner motioned for adjournment at 8:01 pm. Seconded by Trustee J. Musa. Motion carried.

YES: 8/8; President J. Whitney, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Nadine Herceg, Jen Musa, Paul Del Rosso, Dr. Jeffrey Ribner, Dr. Chris Ryan

NO: 0/8

Emilie Chang-Jackson, Secretary

Date



Board of Trustees Meeting
Minutes of Meeting on July 18, 2019

I. Call To Order: Meeting was called to order at 6:30 PM by President J. Whitney.

II. Roll Call/Attendance

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

III. Approval of meeting agenda for July 18, 2019

MOTION: Trustee Dr. Ribner motioned to approve the agenda of the July 18, 2019 meeting. Seconded by Trustee J. Musa. Motion carried.

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

NO: 0/9

IV. Period of Public Expression: N/A

V. Approval of minutes from June 20, 2019 meeting

MOTION: Trustee Dr. Ribner motioned to approve the minutes from the June 20, 2019 meeting. Seconded by Trustee N. Herceg. Motion carried.

YES: 9/9; President Jo Whitney, Vice President Joe Ciccarino, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Nadine Herceg, Jen Musa, Paul



Board of Trustees Meeting
Minutes of Meeting on July 18, 2019

Del Rosso, Dr. Jeffrey Ribner, Dr. Chris Ryan
NO: 0/9

VI. Manifest #2

MOTION: Trustee P. Del Rosso motioned to approve Manifest #2. Seconded by Trustee N. Herceg. Motion carried.

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

VII. Financial report: Reviewed the financial reports through June 2019. The revenues through June 2019 were \$2,221.67 and expenses were \$137,406.60. The library fund through June 2019 was \$1,178,436.37.

MOTION: Trustee N. Herceg motioned to approve the financial report through June 2019. Seconded by Trustee Dr. Ribner. Motion carried.

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

VIII. Old Business

- a. 2019 Funding Initiative – Discuss: The board discussed the most recent tally of signatures on the petition.
- b. Parking Lot – Discuss: The board discussed the probability of getting phase II funding of \$300,000 with the amended bill that is not yet signed by Governor Cuomo. Trustee J. Ciccarino received two quotes for doing minimal repair work on the parking lot. The quotes are \$47,000 and \$43,000. There was also discussion on the timing of the phase II grant



Board of Trustees Meeting
Minutes of Meeting on July 18, 2019

application.

c. July 29, 2019 Special Meeting – There will be a special board meeting on July 29, 2019, at 10am with the board from the Your Home Public Library to review the petition signatures before they are submitted on the same day.

d. L2 Studio Payment – Director Jacobus informed the board that the payment that the Village of Endicott is responsible for to the parking lot architects was deducted out of the bank account of the George F. Johnson Library. Director Jacobus has repeatedly tried to contact the Village of Endicott Clerk/Treasurer Anthony Bates and has left messages with the Assistant Clerk/Treasurer Janice Orlando for Mr. Bates to discuss the payment. He will try once more before taking formal written action.

IX. New Business

a. GFJ Friends – Director Jacobus informed the board that the GFJ Friends may close due to financial reasons. The board discussed the possibility of it being resurrected in the future.

b. Monitoring Well – The monitoring well has been removed from the parking lot. The board discussed the possibility of getting the blacktop striped.

c. Staff BBQ: There will be a staff appreciation BBQ on August 21, 2019. Board members will provide some refreshments.

X. Other Business: Some patrons have had trouble with the wheelchair lift. Director Jacobus will contact the lift service contractor for assessment.

XI. Adjournment

MOTION: Trustee Dr. Ribner motioned for adjournment at 8:04 pm. Seconded by Trustee J. Musa. Motion carried.

YES: 9/9; President Jo Whitney, Vice President Joe Ciccarino, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Nadine Herceg, Jen Musa, Paul



Board of Trustees Meeting
Minutes of Meeting on July 18, 2019

Del Rosso, Dr. Jeffrey Ribner, Dr. Chris Ryan
NO: 0/9

Emilie Chang-Jackson, Secretary

Date



Board of Trustees Meeting
Minutes of Meeting on July 29, 2019

- I. Call To Order: Meeting was called to order at 10:00 AM by President Jo Whitney.
- II. Roll Call/Attendance
 - a. Library Trustees Present: President Jo Whitney, Vice President Joe Ciccarino, and Trustees Christine Brown, Nadine Herceg, Paul Del Rosso, Dr. Jeffrey Ribner
 - b. Library Trustees Excused: Trustees Emilie Chang-Jackson, Jen Musa, and Dr. Ryan
 - c. Library Trustees Absent: N/A
 - d. Library Staff Present: Library Director Seth Jacobus

III. Approval of meeting agenda for July 29, 2019

MOTION: The agenda was approved by unanimous vote of the trustees present.

YES: 6/6; President Jo Whitney, Vice President Joe Ciccarino, and Trustees Christine Brown, Nadine Herceg, Paul Del Rosso, and Dr. Jeffrey Ribner
NO: 0/6

IV. Period of Public Expression: N/A

V. New Business

- a. 2019-2020 NYS Construction Grant Application

MOTION: Trustee N, Herceg motioned to accept and submit the grant. Seconded by Trustee Dr. Ribner. Motion carried.

YES: 6/6; President Jo Whitney, Vice President Joe Ciccarino, and Trustees Christine Brown, Nadine Herceg, Paul Del Rosso, and Dr. Jeffrey Ribner



Board of Trustees Meeting
Minutes of Meeting on July 29, 2019

NO: 0/6

b. 2019 Funding Initiative Petition Endorsement: 2,730 signatures were obtained and will be submitted.

MOTION: Trustee N. Herceg motioned to submit the signatures. Seconded by Trustee C. Brown. Motion carried.

YES: 6/6; President Jo Whitney, Vice President Joe Ciccarino, and Trustees Christine Brown, Nadine Herceg, Paul Del Rosso, and Dr. Jeffrey Ribner

NO: 0/6

VI. Other Business: N/A

VII. Adjournment

MOTION: Trustee N. Herceg motioned for adjournment at 10:30AM. Seconded by Trustee Dr. Ribner. Motion carried.

YES: 6/6; President Jo Whitney, Vice President Joe Ciccarino, and Trustees Christine Brown, Nadine Herceg, Paul Del Rosso, and Dr. Jeffrey Ribner

NO: 0/6

Emilie Chang-Jackson, Secretary

Date



Board of Trustees Meeting
Minutes of Meeting on September 21, 2019

- I. Call To Order: Meeting was called to order at 6:30 PM by Vice President J. Ciccarino.
- II. Roll Call/Attendance
 - a. Library Trustees Present: Vice President Joe Ciccarino, Secretary Emilie Chang-Jackson, and Trustees Paul Del Rosso, Jen Musa, Dr. Jeffrey Ribner, Dr. Chris Ryan (arrived at 6:45pm)
 - b. Library Trustees Excused: President J. Whitney, C. Brown, and N. Herceg
 - c. Library Trustees Absent: N/A
 - d. Library Staff Present: Library Director Seth Jacobus

III. Approval of meeting agenda for September 19, 2019

MOTION: Trustee J. Musa motioned to approve the agenda of the September 19, 2019 meeting. Seconded by Trustee Dr. Ribner. Motion carried.

YES: 5/5; Vice President Joe Ciccarino, Secretary Emilie Chang-Jackson, and Trustees Paul Del Rosso, Jen Musa, and Dr. Jeffrey Ribner

NO: 0/5

Trustee Dr. Ryan arrived after vote.

- IV. Period of Public Expression: Carol Meyers Letter – Vice President J. Ciccarino presented to the board a patron letter he received in regards to the patron's defacing of library property. The board will mail a written response to the letter.

V. Approval of minutes from July 18, 2019 meeting

MOTION: Trustee Dr. Ribner motioned to approve the minutes from the July 18, 2019 meeting. Seconded by Trustee J. Musa. Motion carried.



Board of Trustees Meeting
Minutes of Meeting on September 21, 2019

YES: 5/5; Vice President Joe Ciccarino, Secretary Emilie Chang-Jackson, and Trustees Paul Del Rosso, Jen Musa, and Dr. Jeffrey Ribner
NO: 0/5

Trustee Dr. Ryan arrived after vote.

VI. Approval of minutes from July 29, 2019 meeting

MOTION: Trustee Dr. Ribner motioned to approve the minutes from the July 29, 2019 meeting. Seconded by Trustee J. Musa. Motion carried.

YES: 5/5; Vice President Joe Ciccarino, Secretary Emilie Chang-Jackson, and Trustees Paul Del Rosso, Jen Musa, and Dr. Jeffrey Ribner
NO: 0/5

Trustee Dr. Ryan arrived after vote.

VII. Manifest #3

MOTION: Trustee P. Del Rosso motioned to approve Manifest #3. Seconded by Trustee Dr. Ribner. Motion carried.

YES: 5/5; Vice President Joe Ciccarino, Secretary Emilie Chang-Jackson, and Trustees Paul Del Rosso, Jen Musa, and Dr. Jeffrey Ribner
NO: 0/5

Trustee Dr. Ryan arrived after vote.

VIII. Manifest #4

MOTION: Trustee J. Musa motioned to approve Manifest #4. Seconded by Trustee Dr. Ribner. Motion carried.

YES: 5/5; Vice President Joe Ciccarino, Secretary Emilie Chang-Jackson, and



Board of Trustees Meeting
Minutes of Meeting on September 21, 2019

Trustees Paul Del Rosso, Jen Musa, and Dr. Jeffrey Ribner
NO: 0/5

Trustee Dr. Ryan arrived after vote.

IX. Financial report: Reviewed the financial reports through August 2019. The revenues through August 2019 were \$19,087.99 and expenses were \$259,289.43. The library fund through August 2019 was \$1,073,419.86.

MOTION: Trustee P. Del Rosso motioned to approve the financial report through August 2019. Seconded by Trustee J. Musa. Motion carried.

YES: 5/5; Vice President Joe Ciccarino, Secretary Emilie Chang-Jackson, and Trustees Paul Del Rosso, Jen Musa, and Dr. Jeffrey Ribner
NO: 0/5

Trustee Dr. Ryan arrived after vote.

X. Old Business

- a. 2019 Funding Initiative – Discuss: The board discussed advertising the 2019 funding initiative vote. Director Jacobus will contact local radio host Bob Joseph as well as place a segment into the library e-newsletter.
- b. Parking Lot Construction Grant – Discuss: The board discussed the current status of the parking lot project. The phase II construction grant application was approved for \$148,173.00. The total approved amount from phase I and phase II construction grants for the parking lot project is \$352,356.00.
- c. L2 Studio Payment – Discuss: Director Jacobus received confirmation from the Village of Endicott treasurer that the library funds used to pay for the Village's portion of the L2 Studio bill will be returned to the library.
- d. GFJ Friends – Discuss: Director Jacobus attended a GFJ Friends meeting to assess their situation.



Board of Trustees Meeting
Minutes of Meeting on September 21, 2019

XI. New Business

- a. 2020 4CLS Service Cost Sheet – Approve: The 2020 4CLS service cost will be \$47,775.

MOTION: Trustee J. Musa motioned to approve the 2020 4CLS service costs. Seconded by Trustee Dr. Ribner. Motion carried.

YES: 6/6; Vice President Joe Ciccarino, Secretary Emilie Chang-Jackson, and Trustees Paul Del Rosso, Jen Musa, Dr. Jeffrey Ribner, and Dr. Ryan
NO: 0/6

- b. Ed Dunscombe Insurance – Approve: The board discussed revising the policy regarding health insurance for retirees. The discussion has been tabled until the next meeting.
- c. Vacuum Cleaner Purchase – Approve: Director Jacobus informed the board of a vacuum he would like to purchase to replace the current one for around \$520.
- d. GFJ 2020 Holiday Schedule – Approve: Director Jacobus presented the 2020 holiday schedule.

MOTION: Trustee J. Musa motioned to approve the 2020 holiday schedule. Seconded by Trustee Dr. Ribner. Motion carried.

YES: 6/6; Vice President Joe Ciccarino, Secretary Emilie Chang-Jackson, and Trustees Paul Del Rosso, Jen Musa, Dr. Jeffrey Ribner, and Dr. Ryan
NO: 0/6

XII. Other Business:

- a. Guest Speakers – Trustee Dr. Ryan will resume inviting guest speakers to the monthly trustee meetings.
- b. Pilot Workshop for 2020 Census – Trustee Dr. Ryan attended a pilot workshop for the 2020 Census to learn how the library can facilitate the Census.



Board of Trustees Meeting
Minutes of Meeting on September 21, 2019

c. Strategic Plan – Director Jacobus will resume working on the library’s strategic plan.

XIII. Adjournment

MOTION: Trustee J. Musa motioned for adjournment at 8:46 pm. Seconded by Trustee Dr. Ryan. Motion carried.

YES: 6/6; Vice President Joe Ciccarino, Secretary Emilie Chang-Jackson, and Trustees Paul Del Rosso, Jen Musa, Dr. Jeffrey Ribner, and Dr. Chris Ryan

NO: 0/6

Emilie Chang-Jackson, Secretary

Date



Board of Trustees Meeting
Minutes of Meeting on October 17, 2019

- I. Call To Order: Meeting was called to order at 6:31 PM by President Jo Whitney.
- II. Roll Call/Attendance
 - a. Library Trustees Present: President Jo Whitney, Vice President Joe Ciccarino, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Paul Del Rosso, Nadine Herceg, Dr. Jeffrey Ribner, Dr. Chris Ryan (arrived at 7pm)
 - b. Library Trustees Excused: Jen Musa
 - c. Library Trustees Absent: N/A
 - d. Library Staff Present: Library Director Seth Jacobus
- III. Approval of meeting agenda for October 17, 2019

MOTION: Trustee Dr. Ribner motioned to approve the agenda of the October 17, 2019 meeting. Seconded by Trustee J. Ciccarino. Motion carried.

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

NO: 0/7

Trustee Dr. Ryan arrived after vote.
- IV. Period of Public Expression: Guest is Rob Warholc from The Smith Group. See New Business.
- V. Approval of minutes from September 19, 2019 meeting

MOTION: Trustee N. Herceg motioned to approve the minutes from the September 19, 2019 meeting. Seconded by Trustee Dr. Ribner. Motion carried.



Board of Trustees Meeting
Minutes of Meeting on October 17, 2019

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

Trustee Dr. Ryan arrived after vote.

VI. Manifest #5

MOTION: Trustee Dr. Ribner motioned to approve Manifest #5. Seconded by Trustee J. Ciccarino Motion carried.

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

Trustee Dr. Ryan arrived after vote.

VII. Financial report: Reviewed the financial reports through September 2019. The revenues through September 2019 were \$205,636.66 and expenses were \$350,441.89. The library fund through September 2019 was \$1,168,816.07.

MOTION: Trustee C. Brown motioned to approve the financial report through September 2019. Seconded by Trustee N. Herceg. Motion carried.

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

Trustee Dr. Ryan arrived after vote.

VIII. Old Business



Board of Trustees Meeting
Minutes of Meeting on October 17, 2019

- a. 2019 Funding Initiative – Discuss: The board discussed the current status of the 2019 funding initiative. Director Jacobus is expecting to make an appearance on local radio host Bob Joseph’s show in the near future.
- b. Parking Lot Construction Grant – Discuss: The board discussed engaging The Smith Group to provide an estimate for the parking lot.
- c. Insurance (Retirees) – Discuss: Trustee P. Del Rosso presented to the board a Medicare Plan Comparison Chart that he obtained from his contact. The board has invited his contact to a board meeting to make a presentation.

MOTION: Trustee Dr. Ribner motioned to continue the current policy that the library provide Medicare Advantage coverage to retirees at no cost. Seconded by Trustee N. Herceg. Motion carried.

YES: 8/8; President Jo Whitney, Vice President Joe Ciccarino, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Paul Del Rosso, Nadine Herceg, Dr. Jeffrey Ribner, and Dr. Chris Ryan

NO: 0/8

- d. Board Retreat – Discuss: The board retreat is scheduled for the evening of Wednesday, October 23, 2019.
- e. Early Voting – Discuss: Early voting at the library is set to start on Saturday, October 26, 2019.

IX. New Business

- a. Rob Warholic – The Smith Group: The Smith Group presented an option to repair the parking lot without using public bidding.

MOTION: Trustee President Jo Whitney motioned to engage The Smith Group to provide an estimate to repair the parking lot. Motion carried unanimously.

YES: 8/8; President Jo Whitney, Vice President Joe Ciccarino, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Paul Del Rosso, Nadine Herceg, Dr. Jeffrey Ribner, and Dr. Chris Ryan

NO: 0/8



Board of Trustees Meeting
Minutes of Meeting on October 17, 2019

- b. Patron Incident – Discuss: Director Jacobus and Vice President J. Ciccarino provided the board updates on the two patron incidents.
- c. Dept. Head Meeting Minutes – Discuss: The board discussed the meeting minutes from the most recent department head meeting.

X. Other Business: N/A

XI. Adjournment

MOTION: Trustee N. Herceg motioned for adjournment at 9:02pm. Seconded by Trustee C. Brown. Motion carried.

YES: 8/8; President Jo Whitney, Vice President Joe Ciccarino, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Paul Del Rosso, Nadine Herceg, Dr. Jeffrey Ribner, and Dr. Chris Ryan

NO: 0/8

Emilie Chang-Jackson, Secretary

Date



Board of Trustees Meeting
Minutes of Meeting on November 21, 2019

- I. Call To Order: Meeting was called to order at 6:30 PM by Vice President Joe Ciccarino.

- II. Roll Call/Attendance
 - a. Library Trustees Present: Vice President Joe Ciccarino, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Paul Del Rosso, Jen Musa, Dr. Jeffrey Ribner, Dr. Chris Ryan (arrived at 6:31pm)
 - b. Library Trustees Excused: Jo Whitney, Nadine Herceg
 - c. Library Trustees Absent: N/A
 - d. Library Staff Present: Library Director Seth Jacobus

III. Approval of meeting agenda for November 21, 2019

MOTION: Trustee J. Musa motioned to approve the agenda of the November 21, 2019 meeting. Seconded by Trustee Dr. Ribner. Motion carried.

YES: 6/6; Vice President Joe Ciccarino, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Paul Del Rosso, Jen Musa, Dr. Jeffrey Ribner
NO: 0/6

Trustee Dr. Ryan arrived after vote.

IV. Period of Public Expression: N/A

V. Approval of minutes from October 17, 2019 meeting

MOTION: Trustee Dr. Ribner motioned to approve the minutes from the October 17, 2019 meeting. Seconded by Trustee C. Brown. Motion carried.

YES: 7/7; Vice President Joe Ciccarino, Secretary Emilie Chang-Jackson, and



Board of Trustees Meeting
Minutes of Meeting on November 21, 2019

Trustees Christine Brown, Paul Del Rosso, Jen Musa, Dr. Jeffrey Ribner and Dr. Ryan

NO: 0/7

VI. Manifest #6

MOTION: Trustee P. Del Rosso motioned to approve Manifest #6. Seconded by Trustee C. Brown. Motion carried.

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

NO: 0/7

VII. Financial report: Reviewed the financial reports through October 2019. The revenues through October 2019 were \$1,248,208.00 and expenses were \$447,085.17. The library fund through October 2019 was \$1,074,679.47.

MOTION: Trustee Dr. Ribner motioned to approve the expenses report through October 2019. Seconded by Trustee C. Brown. Motion carried.

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

NO: 0/7

MOTION: Trustee Dr. Ribner motioned to approve the revenues report through October 2019. Seconded by Trustee J. Musa. Motion carried.

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

NO: 0/7



Board of Trustees Meeting
Minutes of Meeting on November 21, 2019

VIII. Old Business

- a. L2 Studio Payment – Discuss: Director Jacobus advised the board that the Village of Endicott will return the library funds that was used to pay the Village of Endicott's portion of the architect fees for the parking lot project in the next fiscal year, as per the Village of Endicott.
- b. Parking Lot Project – Discuss: The Village of Endicott temporarily patched portions of the library parking lot.
- c. Board Retreat Summary – Discuss: Director Jacobus received a summary of the retreat that the board participated in last month.
- d. Early Voting – Discuss: The board provided positive feedback about the 2019 early voting that occurred at the library.
- e. Vacuum Purchase – Discuss: Director Jacobus advised the board that a quorum was not obtained at the Friends of the Library meeting regarding the vacuum purchase.

IX. New Business

- a. Parking Lot Contract – Discuss: Director Jacobus asked the board whether they would like to sign the contract engaging Smith Site Development to repair the parking lot. Director Jacobus will ask Smith Site Development if they can attend a special board meeting on December 3, 2019 at 7pm to answer additional questions before the board agrees to the contract.
- b. Patron Incident – Discuss: Director Jacobus provided a summary of a patron incident that had occurred that resulted in the patron being banned from the library.
- c. 2020 Early Voting Dates – Discuss: The board discussed the request of holding 2020 early voting sessions on 4/18/20 - 4/26/20, 6/13/20 - 6/20/20, and 10/24/20 - 11/1/20.
- d. Roof – Discuss: Smith Site Development provided three estimates regarding the roof ranging from minimal repairs to completely replacing it with a new flat roof.
- e. Lyda Learning Contract – Approve: Director Jacobus informed the board



Board of Trustees Meeting
Minutes of Meeting on November 21, 2019

that he renewed the Lyda Learning contract for about \$2500.

f. GFJ Christmas Party – Discuss: The staff Christmas party is scheduled for December 18, 2019. The board will provide food and refreshments.

g. Trustee Vacancy – Discuss: Trustee C. Brown has decided not to serve another term, ending her tenure on December 31, 2019. The trustee vacancy will be advertised on the library Facebook page, the library website, and in the local newspaper.

X. Other Business: N/A

XI. Motion for Executive Session

MOTION: Trustee Dr. Ribner motioned to enter executive session. Approved unanimously. Motion carried.

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

NO: 0/7

Enter Executive Session

MOTION: Trustee J. Musa motioned to exit executive session. Seconded by Trustee Dr. Ribner. Motion carried.

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

NO: 0/7

XII. Adjournment



Board of Trustees Meeting
Minutes of Meeting on November 21, 2019

MOTION: Trustee Dr. Ribner motioned for adjournment at 8:31pm. Seconded by Trustee C. Brown. Motion carried.

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

NO: 0/7

Emilie Chang-Jackson, Secretary

Date



Board of Trustees Meeting
Minutes of Meeting on December 19, 2019

I. Call To Order: Meeting was called to order at 6:36 PM by President Jo Whitney.

II. Roll Call/Attendance

- a. Library Trustees Present: President Jo Whitney, Vice President Joe Ciccarino, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Paul Del Rosso, Nadine Herceg, Jen Musa, Dr. Jeffrey Ribner, Dr. Chris Ryan (arrived at 6:42pm)
- b. Library Trustees Excused: N/A
- c. Library Trustees Absent: N/A
- d. Library Staff Present: Library Director Seth Jacobus

III. Approval of meeting agenda for December 19, 2019

MOTION: Trustee Dr. Ribner motioned to approve the agenda of the December 19, 2019 meeting. Seconded by Trustee P. Del Rosso. Motion carried.

YES: 8/8; President Jo Whitney, Vice President Joe Ciccarino, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Paul Del Rosso, Nadine Herceg, Jen Musa, and Dr. Jeffrey Ribner

NO: 0/8

Trustee Dr. Ryan arrived after vote.

IV. Period of Public Expression: N/A

V. Approval of minutes from November 21, 2019 meeting

MOTION: Trustee J. Musa motioned to approve the minutes from the November 21, 2019 meeting. Seconded by Trustee Dr. Ribner. Motion carried.

YES: 8/8; President Jo Whitney, Vice President Joe Ciccarino, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Paul Del Rosso, Nadine Herceg, Jen Musa, and Dr. Jeffrey Ribner



Board of Trustees Meeting
Minutes of Meeting on December 19, 2019

NO: 0/8

Trustee Dr. Ryan arrived after vote.

VI. Manifest #7

MOTION: Trustee P. Del Rosso motioned to approve Manifest #7. Seconded by Trustee C. Brown. Motion carried.

YES: 8/8; President Jo Whitney, Vice President Joe Ciccarino, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Paul Del Rosso, Nadine Herceg, Jen Musa, and Dr. Jeffrey Ribner

NO: 0/8

Trustee Dr. Ryan arrived after vote.

VII. Financial report: Reviewed the financial reports through November 2019. The revenues through November 2019 were \$210,963.99 and expenses were \$523,168.52. The library fund through November 2019 was \$1,002,116.88.

MOTION: Trustee J. Ciccarino motioned to approve the expenses report through November 2019. Seconded by Trustee Dr. Ribner. Motion carried.

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

NO: 0/9

VIII. Old Business

- a. Parking Lot Project – Discuss: Smith Site Development will come to the January 2020 meeting to address any questions that the board has about their proposal.
- b. Early Voting – Discuss: Director Jacobus is coordinating the logistics of the 2020 early voting sessions with the repairs to the parking lot.
- c. Board Member Vacancy – Discuss: There were two applicants for the board member vacancy. The board will review the applicants to schedule



Board of Trustees Meeting
Minutes of Meeting on December 19, 2019

interviews.

IX. New Business

- a. Census 2020 – Discuss: The board discussed how the library can facilitate the 2020 U.S. Census. A member of the board will contact the local head of the Census board.
- b. Dept. Head Meeting Minutes – Review: The board appreciates the availability of the meeting minutes of the department head meeting.
- c. Strategic Plan – Discuss: Director Jacobus will help coordinate focus groups to facilitate the strategic plan.
- d. Summer Newsletter – Discuss: The board discussed the feasibility of the summer newsletter. Director Jacobus will get price quotes.
- e. Meeting Room Usage – Discuss: Director Jacobus advised the board of the current scheduling conflict that has formed due to the closing of the Boys and Girls Club of Western Broome. Director Jacobus and his staff will look at creating a policy that subjects any non-library function that goes beyond 6 hours a week to possible schedule changes.
- f. Copy Prices – Discuss: Director Jacobus advised the board that the costs of providing printing services is significantly greater than the revenue from the printing services. After discussion, the board has agreed to eliminate the daily free printing of the first three pages of any document to prevent the current necessity of raising printing prices.

MOTION: Trustee C. Brown motioned to eliminate the daily free printing of the first three pages. Seconded by Trustee Dr. Ribner. Motion carried.

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

NO: 0/9

X. Other Business: N/A

XI. Adjournment



Board of Trustees Meeting
Minutes of Meeting on December 19, 2019

MOTION: Trustee C. Brown motioned for adjournment at 8:04pm. Seconded by Trustee Dr. Ribner. Motion carried.

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

NO: 0/9

Emilie Chang-Jackson, Secretary

Date