



Please see the links below for videos of the recorded, virtual meetings.

Minutes of the meetings can be found on the following pages of this pdf.

Playlist of all 2020 meeting videos -

https://www.youtube.com/playlist?list=PLuHmRfzWt8qqRS7sGs6jIf_X92G6pPRle

April 16, 2020 - <https://youtu.be/FtqP4fl5iU8>

May 21, 2020 - <https://youtu.be/z3VDyK38WJY>

June 18, 2020 - <https://youtu.be/n3mmK5J3nII>

July 17, 2020 - <https://youtu.be/xwueJ4R5faA>

September 17, 2020 - <https://youtu.be/UTbJoWRgSXM>

October 15, 2020 - https://youtu.be/0XZoiu_i-Y

November 19, 2020 - <https://youtu.be/6XHoa5Wddh0>

December 17, 2020 - <https://youtu.be/xcb5HrLvT4>



Board of Trustees Meeting
Minutes of Meeting on January 16, 2020

- 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 Paul Del Rosso, Nadine Herceg, Jen Musa, and Dr. Chris Ryan (arrived at 6:35pm)
 - b. Library Trustees Excused: President Jo Whitney, Trustee Dr. Ribner
 - c. Library Trustees Absent: N/A
 - d. Library Staff Present: Library Director Seth Jacobus
- III. Approval of meeting agenda for January 16, 2020

MOTION: Trustee J. Musa motioned to approve the agenda of the January 16, 2020 meeting. Seconded by Trustee P. Del Rosso. Motion carried.

YES: 5/5; Vice President Joe Ciccarino, Secretary Emilie Chang-Jackson, and Trustees Paul Del Rosso, Nadine Herceg, and Jen Musa

NO: 0/5

Trustee Dr. Ryan arrived after vote.
- IV. Period of Public Expression: N/A
- V. Approval of minutes from December 19, 2019 meeting

MOTION: Trustee P. Del Rosso motioned to approve the minutes from the December 19, 2019 meeting. Seconded by Trustee N. Herceg. Motion carried.

YES: 5/5; Vice President Joe Ciccarino, Secretary Emilie Chang-Jackson, and Trustees Paul Del Rosso, Nadine Herceg, and Jen Musa

NO: 0/5



Board of Trustees Meeting
Minutes of Meeting on January 16, 2020

Trustee Dr. Ryan arrived after vote.

VI. Manifest #8

MOTION: Trustee J. Musa motioned to approve Manifest #8. Seconded by Trustee P. Del Rosso. Motion carried.

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

NO: 0/6

VII. Financial report: Reviewed the financial reports through December 2019. The revenues through December 2019 were \$215,607.37 and expenses were \$668,101.80. The library fund through December 2019 was \$861,126.87.

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

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

NO: 0/6

VIII. Old Business

- a. **Parking Lot Project – Smith Site Group:** Smith Site Group was not able to attend the board meeting. There will be a special board meeting on January 29, 2020 at 6pm to meet with Smith Site Group and view the contract.
- b. **Board Member Vacancy – Discuss:** Vice President J. Ciccarino will contact the two applicants and set up an interview for January 29, 2020 prior to the meeting with Smith Site Group.
- c. **Strategic Plan (Focus Group Participants) – Discuss:** Director Jacobus updated the board on the progress of creating focus groups to work on the strategic plan of the library. A focus group is scheduled for February 20, 2020.
- d. **Meeting Room Policy – Discuss:** The board discussed the current



Board of Trustees Meeting
Minutes of Meeting on January 16, 2020

meeting room policy. Director Jacobus will revise the policy to reflect that the library will provide 30 days advance notice of any cancellation of a room reservation for any non-library function.

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

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

NO: 0/6

e. Copy Prices – Discuss: Director Jacobus advised the board on the complaints that have been received regarding the change in the copying prices that eliminates the daily three free copies. The board will take the complaints into consideration.

IX. New Business

- a. 2020-2021 Budget – Discuss: Director Jacobus will start working on the budget and present it to the board.
- b. Security System Upgrade – Discuss: Director Jacobus received a quote of \$18,000 to install new surveillance cameras inside the building and on the premises. The security system upgrade has been tabled until after the Smith Site Group meeting.
- c. New York State Construction Grant Intent to Apply Form: Director Jacobus advised the board of the potential change in the timeline for the Construction Grant Intent to Apply form. If approved, the due date of the form moves up to May from August.

X. Other Business: N/A

XI. Motion for Executive Session

- a. Director Jacobus advised the board that a library page resigned which has left an open library page position of 19 hours per week. He has requested to fill a library assistant position of 14 hours per week, which has no financial



Board of Trustees Meeting
Minutes of Meeting on January 16, 2020

affect on the current budget, to fill the reference needs of the library.

MOTION: Trustee Dr. Ryan motioned to approve filling the library assistant position of 14 hours per week. Seconded by Trustee J. Musa. Motion carried.

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

NO: 0/6

XII. Adjournment

MOTION: Trustee J. Musa motioned for adjournment at 8:39pm. Seconded by Trustee N. Herceg. Motion carried.

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

NO: 0/6

Emilie Chang-Jackson, Secretary

Date



Board of Trustees Meeting
Minutes of Meeting on January 29, 2020

- I. Call To Order: Meeting was called to order at 6:00 PM by Vice President Joe Ciccarino.
- II. Roll Call/Attendance
 - a. Library Trustees Present: President Jo Whitney, Vice President Joe Ciccarino, Secretary Emilie Chang-Jackson, and Paul Del Rosso, Nadine Herceg, Jen Musa, Dr. Ribner, and Dr. 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 January 29, 2020

MOTION: Trustee Dr. Ryan motioned to approve the agenda of the January 29, 2020 meeting. Seconded by Trustee J. Musa. Motion carried.

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

NO: 0/8

IV. Period of Public Expression: N/A

V. New Business

- a. Interview Board Candidates: The board interviewed Kevin Kreiner and Melissa Lawson for the vacant board seat.

MOTION: Trustee Dr. Ryan motioned to recommend Melissa Lawson for the vacant board seat. Seconded by Trustee Dr. Ryan. Motion carried.

YES: 8/8; President Jo Whitney, Vice President Joe Ciccarino, Secretary Emilie



Board of Trustees Meeting
Minutes of Meeting on January 29, 2020

Chang-Jackson, and Trustees Paul Del Rosso, Nadine Herceg, Jen Musa, Dr. Ribner, and Dr. Ryan
NO: 0/8

VI. Adjournment

MOTION: Trustee Vice President J. Ciccarino motioned for adjournment at 7:08pm. Seconded by Trustee Dr. Ribner. Motion carried.

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

Emilie Chang-Jackson, Secretary

Date



Board of Trustees Meeting
Minutes of Meeting on February 20, 2020

I. Call To Order: Meeting was called to order at 6:32 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 Trustee Paul Del Rosso, Trustee Melissa Lawson, Jen Musa, Dr. Jeff Ribner, and Dr. Chris Ryan
- b. Library Trustees Excused: Trustee Nadine Herceg
- c. Library Trustees Absent: N/A
- d. Library Staff Present: Library Director Seth Jacobus

III. Approval of meeting agenda for February 20, 2020

MOTION: Trustee J. Musa motioned to approve the agenda of the February 20, 2020 meeting. Seconded by Trustee Dr. Ribner. Motion carried.

YES: 8/8; President Jo Whitney, Vice President Joe Ciccarino, Secretary Emilie Chang-Jackson, and Trustees Paul Del Rosso, Melissa Lawson, Jen Musa, Dr. Jeff Ribner, and Dr. Chris Ryan

NO: 0/8

IV. Period of Public Expression: Carmela Pirich of the Addiction Center of Broome County (see VII)

V. Approval of minutes from January 16, 2020 meeting

MOTION: Trustee Dr. Ribner motioned to approve the minutes from the January 16, 2019 meeting. Seconded by Trustee J. Ciccarino. Motion carried.

YES: 8/8; President Jo Whitney, Vice President Joe Ciccarino, Secretary Emilie Chang-Jackson, and Trustees Paul Del Rosso, Melissa Lawson, Jen Musa, Dr. Jeff Ribner, and Dr. Chris Ryan

NO: 0/8



Board of Trustees Meeting
Minutes of Meeting on February 20, 2020

VI. Approval of minutes from January 29, 2020 meeting

MOTION: Trustee Dr. Ribner motioned to approve the minutes from the January 26, 2020 meeting. Seconded by Trustee J. Musa. Motion carried.

YES: 8/8; President Jo Whitney, Vice President Joe Ciccarino, Secretary Emilie Chang-Jackson, and Trustees Paul Del Rosso, Melissa Lawson, Jen Musa, Dr. Jeff Ribner, and Dr. Chris Ryan

NO: 0/8

VII. Carmela Pirich – Addiction Center of Broome County: Carmela Pirich, Executive Director of the Addiction Center of Broome County (ACBC), introduced herself to the board and the services the ACBC provides to the Endicott community and how the library and ACBC can help each other and the community.

VIII. Manifest #9

MOTION: Trustee P. Del Rosso motioned to approve Manifest #9. Seconded by Trustee J. Musa. Motion carried.

YES: 8/8; President Jo Whitney, Vice President Joe Ciccarino, Secretary Emilie Chang-Jackson, and Trustees Paul Del Rosso, Melissa Lawson, Jen Musa, Dr. Jeff Ribner, and Dr. Chris Ryan

NO: 0/8

IX. Financial report: Reviewed the financial reports through January 2020. The revenues through January 2020 were \$222,212.89 and expenses were \$744,310.26. The library fund through January 2020 was \$791,523.93.

MOTION: Trustee Dr. Ribner motioned to approve the financial report through January 2020. Seconded by Trustee J. Ciccarino. Motion carried.

YES: 8/8; President Jo Whitney, Vice President Joe Ciccarino, Secretary Emilie Chang-Jackson, and Trustees Paul Del Rosso, Melissa Lawson, Jen Musa, Dr. Jeff



Board of Trustees Meeting
Minutes of Meeting on February 20, 2020

Ribner, and Dr. Chris Ryan
NO: 0/8

X. Old Business

- a. Parking Lot Project (Lighting)– Discuss: The board discussed the lighting aspect of the parking lot repair project. Director Jacobus will ask the contractor about the possibility of using solar powered or energy saving lights.
- b. Elevator Upgrade – Discuss: During the regular inspection of the elevator, the inspector noticed a safety issue regarding the auxiliary power and light battery. The quote to repair the safety issue is \$3,195.00.

MOTION: Trustee J. Musa motioned to approve the elevator repair. Seconded by Trustee Dr. Ribner. Motion carried.

YES: 8/8; President Jo Whitney, Vice President Joe Ciccarino, Secretary Emilie Chang-Jackson, and Trustees Paul Del Rosso, Melissa Lawson, Jen Musa, Dr. Jeff Ribner, and Dr. Chris Ryan
NO: 0/8

- c. Summer Newsletter Estimates – Discuss: Director Jacobus received a quote of \$6,500 to print the yearly summer newsletter. As the quote does not include designing the newsletter, members of the staff will design the newsletter.
- d. Library Roof Construction Grant: Trustee Dr. Ryan has a contact at Binghamton University who has graciously agreed to fly a drone to provide pictures of the current condition of the roof. Dr. Ryan will also contact the parking lot contractor to determine if the pictures will be useful in determining the next step in fixing the roof.

XI. New Business

- a. 2020-2021 Budget – Discuss & Approve: Director Jacobus presented the 2020-2021 budget to the board.

MOTION: Trustee J. Ciccarino motioned to approve the 2020-2021 budget.



Board of Trustees Meeting
Minutes of Meeting on February 20, 2020

Seconded by Trustee P. Del Rosso. Motion carried.

YES: 8/8; President Jo Whitney, Vice President Joe Ciccarino, Secretary Emilie Chang-Jackson, and Trustees Paul Del Rosso, Melissa Lawson, Jen Musa, Dr. Jeff Ribner, and Dr. Chris Ryan

NO: 0/8

- b. 2019 Annual Report – Discuss & Approve: Director Jacobus presented the 2019 Annual Report that was filed with the state.

MOTION: Trustee Dr. Ribner motioned to approve the 2019 Annual Report.

Seconded by Trustee P. Del Rosso. Motion carried.

YES: 8/8; President Jo Whitney, Vice President Joe Ciccarino, Secretary Emilie Chang-Jackson, and Trustees Paul Del Rosso, Melissa Lawson, Jen Musa, Dr. Jeff Ribner, and Dr. Chris Ryan

NO: 0/8

- c. Copier & Copy Prices: Director Jacobus received a quote of \$197.34 per month to replace the current black and white copier with a color copier. Director Jacobus will ask the supplier the additional questions the board had about the printer's networking capabilities.
- d. February Dept. Head Meeting Minutes – Discuss: The board discussed the department meeting minutes and appreciates the suggestion of the staff to transform the adjoining cafe room to another meeting room. Director Jacobus will also get quotes for DVD shelves to rearrange the media room.

XII. Other Business: N/A

XIII. Motion for Executive Session

XIV. Adjournment

MOTION: Trustee Dr. Ribner motioned for adjournment at 8:43pm. Seconded by Trustee J. Musa. Motion carried.



Board of Trustees Meeting
Minutes of Meeting on February 20, 2020

YES: 8/8; President Jo Whitney, Vice President Joe Ciccarino, Secretary Emilie Chang-Jackson, and Trustees Paul Del Rosso, Melissa Lawson, Jen Musa, Dr. Jeff Ribner, and Dr. Chris Ryan
NO: 0/8

Emilie Chang-Jackson, Secretary

Date



Board of Trustees Meeting
Minutes of Meeting on March 26, 2020

- I. Call To Order: Meeting was called to order via video conferencing at 7:05 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 Paul Del Rosso, Melissa Lawson, and Jen Musa. Trustee P. Del Rosso connected at 7:23pm due to technical difficulties.
 - b. Library Trustees Excused: Trustees Nadine Herceg and Dr. Ribner
 - c. Library Trustees Absent: Trustee Dr. Ryan
 - d. Library Staff Present: Library Director Seth Jacobus
- III. Approval of meeting agenda for March 26, 2020

MOTION: Trustee J. Musa motioned to approve the agenda of the March 26, 2020 meeting. Seconded by Trustee M. Lawson. Motion carried.

YES: 5/5; President Jo Whitney, Vice President Joe Ciccarino, Secretary Emilie Chang-Jackson, and Trustees Melissa Lawson, and Jen Musa

NO: 0/5

Trustee P. Del Rosso connected to the conference call after the vote.



Board of Trustees Meeting
Minutes of Meeting on March 26, 2020

IV. Period of Public Expression: N/A

V. Approval of minutes from February 20, 2020 meeting

MOTION: Trustee J. Musa motioned to approve the minutes from the February 20, 2020 meeting. Seconded by Trustee M. Lawson. Motion carried.

YES: 5/5; President Jo Whitney, Vice President Joe Ciccarino, Secretary Emilie Chang-Jackson, and Trustees Melissa Lawson, and Jen Musa
NO: 0/5

Trustee P. Del Rosso connected to the conference call after the vote.

VI. Approval of minutes from March 15, 2020 meeting

MOTION: Trustee J. Musa motioned to approve the minutes from the March 15, 2020 meeting. Seconded by Trustee M. Lawson. Motion carried.

YES: 5/5; President Jo Whitney, Vice President Joe Ciccarino, Secretary Emilie Chang-Jackson, and Trustees Melissa Lawson, and Jen Musa
NO: 0/5

Trustee P. Del Rosso connected to the conference call after the vote.



Board of Trustees Meeting
Minutes of Meeting on March 26, 2020

VII. Manifest #10

MOTION: Vice President J. Ciccarino motioned to approve Manifest #10. Seconded by Trustee J. Musa. Motion carried.

YES: 5/5; President Jo Whitney, Vice President Joe Ciccarino, Secretary Emilie Chang-Jackson, and Trustees Melissa Lawson, and Jen Musa
NO: 0/5

Trustee P. Del Rosso connected to the conference call after the vote.

VIII. Financial report: Reviewed the financial reports through February 2020. The revenues through February 2020 were \$225,986.28 and expenses were \$812,446.73. The library fund through February 2020 was \$727,160.85.

MOTION: Trustee Vice President J. Ciccarino motioned to approve the financial report through February 2020. Seconded by Trustee J. Musa. Motion carried.

YES: 5/5; President Jo Whitney, Vice President Joe Ciccarino, Secretary Emilie Chang-Jackson, and Trustees Melissa Lawson, and Jen Musa
NO: 0/5

Trustee P. Del Rosso connected to the conference call after the vote.



Board of Trustees Meeting
Minutes of Meeting on March 26, 2020

IX. Old Business

- a. Parking Lot Project (Contract)– Discuss & Approve: The board discussed the contract of about \$408,000.00 to hire Smith Site Development to repair the parking.

MOTION: Motion to approve the contract to hire Smith Site Development as the parking lot contractor.

YES: 5/5; President Jo Whitney, Vice President Joe Ciccarino, Secretary Emilie Chang-Jackson, and Trustees Melissa Lawson, and Jen Musa

NO: 0/5

Trustee P. Del Rosso abstained from voting as he connected to the conference call after the discussion but before the vote.

- b. Closure Date Extension: The board discussed extending the continued closure of the library to April 16, 2020.

MOTION: Trustee P. Del Rosso motioned to approve extending the closure to April 16, 2020. Seconded by Trustee J. Musa. Motion carried.

YES: 6/6; President Jo Whitney, Vice President Joe Ciccarino, Secretary Emilie Chang-Jackson, and Trustees Paul Del Rosso, Melissa Lawson, and Jen Musa

NO: 0/6



Board of Trustees Meeting
Minutes of Meeting on March 26, 2020

c. Copier: Director Jacobus informed the board that the new copier that he is interested in leasing is substantially better than the current black and white copier and has networking capabilities. It is the same price as the current one.

MOTION: Trustee J. Musa motioned to approve the leasing of the new copier. Seconded by Trustee J. Ciccarino. Motion carried.

YES: 6/6; President Jo Whitney, Vice President Joe Ciccarino, Secretary Emilie Chang-Jackson, and Trustees Paul Del Rosso, Melissa Lawson, and Jen Musa
NO: 0/6

d. Meeting Room Doors: Director Jacobus received a \$3,845.00 quote for doors to turn the room adjacent to the cafe into an additional meeting room. A vote is not needed because the quote for the doors is below the required threshold.

e. DVD Shelving: Director Jacobus received received a quote of 8,980.85 for the purchase and installation of additional DVD shelves to increase the DVD collection. The decision has been tabled to find out if an additional quote is needed due to the amount of the initial quote and so the board can do a walk-through of the media room.

f. Security System Camera: Director Jacobus received a quote of about \$18,000.00 for additional cameras to be installed into the current network. The board has requested a second quote due to the size of the initial quote.



Board of Trustees Meeting
Minutes of Meeting on March 26, 2020

X. New Business

- a. Paid Leave During Emergency Closure Policy - Discuss & Approve: The board discussed the Paid Leave During Emergency Closure policy.
- b. Quarantine Leave Policy - Discuss & Approve: The board discussed the Quarantine Leave policy.
- c. Quarantine Leave and Paid Leave During Emergency Closure Resolution - Discuss & Approve: The board discussed and has agreed to pay the library staff while the library is closed until April 16, 2020.

MOTION: Motion to pay the library staff while the library is closed until April 16, 2020.

YES: 6/6; President Jo Whitney, Vice President Joe Ciccarino, Secretary Emilie Chang-Jackson, and Trustees Paul Del Rosso, Melissa Lawson, and Jen Musa
NO: 0/6

XI. Other Business: N/A

XII. Motion for Executive Session



Board of Trustees Meeting
Minutes of Meeting on March 26, 2020

MOTION: Trustee J. Musa 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. Motion carried.

YES: 6/6; President Jo Whitney, Vice President Joe Ciccarino, Secretary Emilie Chang-Jackson, and Trustees Paul Del Rosso, Melissa Lawson, and Jen Musa

NO: 0/6

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

Director Jacobus requests that internal candidate James Ingram fill the open library assistant position when the library reopens.

MOTION: Trustee J. Musa motioned for internal candidate James Ingram to fill the open library assistant position. Seconded by Trustee P. Del Rosso. Motion carried.

YES: 6/6; President Jo Whitney, Vice President Joe Ciccarino, Secretary Emilie Chang-Jackson, and Trustees Paul Del Rosso, Melissa Lawson, and Jen Musa

NO: 0/6

Leave Executive Session



Board of Trustees Meeting
Minutes of Meeting on March 26, 2020

MOTION: Trustee J. Musa motioned to leave Executive Session. Seconded by Trustee P. Del Rosso. Motion carried.

YES: 6/6; President Jo Whitney, Vice President Joe Ciccarino, Secretary Emilie Chang-Jackson, and Trustees Paul Del Rosso, Melissa Lawson, and Jen Musa
NO: 0/6

XIII. Adjournment

MOTION: Trustee P. Del Rosso motioned for adjournment at 826pm. Seconded by Trustee Vice President J. Ciccarino. Motion carried.

YES: 6/6; President Jo Whitney, Vice President Joe Ciccarino, Secretary Emilie Chang-Jackson, and Trustees Paul Del Rosso, Melissa Lawson, and Jen Musa
NO: 0/6

Emilie Chang-Jackson, Secretary

Date



Board of Trustees Meeting
Minutes of Meeting on April 9, 2020

- I. Call To Order: Meeting was called to order via video conferencing at 7:04 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 Paul Del Rosso, Melissa Lawson, Jen Musa, and Dr. Ribner.
 - b. Library Trustees Excused: Trustees Nadine Herceg
 - c. Library Trustees Absent: Trustee Dr. Ryan
 - d. Library Staff Present: Library Director Seth Jacobus
 - e. Visitors Present: Mike of Smith Site Development, LLC
- III. Old Business
 - a. Parking Lot Project (Contract)– Discuss: Director Jacobus informed the board that the previously agreed upon contract of approximately \$408,000.00 may not be in compliance with the terms of the construction grant to repair the parking and needed to be adjusted to include additional work. The board requested Smith Site Development to provide estimates to include additional drainage and security system upgrades into the contract to remain compliant with the construction grant.



Board of Trustees Meeting
Minutes of Meeting on April 9, 2020

XIII. Adjournment

MOTION: Trustee J. Musa motioned for adjournment at 742pm. Seconded by Trustee Vice President P. Del Rosso. Motion carried.

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

NO: 0/7

Emilie Chang-Jackson, Secretary

Date



Board of Trustees Meeting
Minutes of Meeting on April 16, 2020

- I. Call To Order: Meeting was called to order via video conferencing at 7:05 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 Paul Del Rosso, Nadine Herceg, Melissa Lawson, Jen Musa, Dr. Jeff Ribner.
 - b. Library Trustees Excused: N/A
 - c. Library Trustees Absent: Trustee Dr. Ryan
 - d. Library Staff Present: Library Director Seth Jacobus, Vickie Festa, James Ingram, Pat Matoushek, Kathy Mills, Nancy Seitz, Kenneth Roman, Cathy Seary, Erin Singleton, Sara-Jo Sites, and unidentified callers Caller 02, Caller 04, and Caller 06
- III. Approval of meeting agenda for April 16, 2020

MOTION: Trustee J. Musa motioned to approve the agenda of the April 16, 2020 meeting. Seconded by Vice President J. Ciccarino. Motion carried.



Board of Trustees Meeting
Minutes of Meeting on April 16, 2020

YES: 8/8; President Jo Whitney, Vice President Joe Ciccarino, Secretary Emilie Chang-Jackson, and Trustees Paul Del Rosso, Nadine Herceg, Melissa Lawson, Jen Musa, Dr. Jeff Ribner
NO: 0/8

IV. Period of Public Expression

- a. Mike Nielson of Smith Site Development, LLC: Contractor for repairing parking lot
- b. Cindy Jones: Inquired about the heavy equipment in the parking lot

V. Approval of minutes from March 26, 2020 meeting

MOTION: Trustee Dr. Ribner motioned to approve the minutes from the March 26, 2020 meeting. Seconded by Vice President J. Ciccarino. Motion carried.

YES: 8/8; President Jo Whitney, Vice President Joe Ciccarino, Secretary Emilie Chang-Jackson, and Trustees Paul Del Rosso, Nadine Herceg, Melissa Lawson, Jen Musa, Dr. Jeff Ribner
NO: 0/8

VI. Approval of minutes from April 9, 2020 meeting



Board of Trustees Meeting
Minutes of Meeting on April 16, 2020

MOTION: Trustee Dr. Ribner motioned to approve the minutes from the April 9, 2020 meeting. Seconded by Trustee J. Musa. Motion carried.

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

NO: 0/8

VII. Manifest #11

MOTION: Trustee Dr. Ribner motioned to approve Manifest #11. Seconded by Vice President J Ciccarino. Motion carried.

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

NO: 0/8

VIII. Financial report: Reviewed the financial reports through March 2020. The revenues through March 2020 were \$1,350,265.62 and expenses were \$881,502.24. The library fund through March 2020 was \$1,782,384.68.

MOTION: Trustee J. Musa motioned to approve the financial report through March 2020. Seconded by Vice President J Ciccarino. Motion carried.



Board of Trustees Meeting
Minutes of Meeting on April 16, 2020

YES: 8/8; President Jo Whitney, Vice President Joe Ciccarino, Secretary Emilie Chang-Jackson, and Trustees Paul Del Rosso, Nadine Herceg, Melissa Lawson, Jen Musa, Dr. Jeff Ribner
NO: 0/8

IX. Old Business

a. Parking Lot Renovation Project (Mike Nielson): The board discussed the additional repairs that Mike Nielson of Smith Site Development presented in accordance with the construction grant to repair the parking lot. It was decided to include in the parking lot repairs additional storm drainage, granite curb, and repairing the concrete retaining wall for an additional \$85,559.60 bringing the new contract amount to \$494,285.76.

MOTION: Trustee Dr. Ribner motioned to approve the change in contract amount to \$494,285.76. Seconded by Trustee M. Lawson. Motion approved.

YES: 8/8; President Jo Whitney, Vice President Joe Ciccarino, Secretary Emilie Chang-Jackson, and Trustees Paul Del Rosso, Nadine Herceg, Melissa Lawson, Jen Musa, Dr. Jeff Ribner
NO: 0/8

b. Closure Extension Date: The board discussed keeping the library closed until May 15, 2020, in line with New York Governor Cuomo's "New York State on PAUSE" Executive Order.



Board of Trustees Meeting
Minutes of Meeting on April 16, 2020

MOTION: Trustee Dr. Ribner motioned to approve keeping the library closed until May 15, 2020. Seconded by Vice President J. Ciccarino. Motion carried.

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

NO: 0/8

- c. Summer Newsletter: The board discussed skipping the summer 2020 newsletter due to the current Corona Virus pandemic.

MOTION: Trustee P. Del Rosso motioned to table the summer newsletter until 2021. Seconded by Vice President J. Ciccarino. Motion carried.

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

NO: 0/8

X. New Business

- a. Library Programming: Several members of the library staff provided the board with an update on the library programming they have been working to provide to the community while the library building has been closed as well as once the building reopens. This includes social media marketing, online and virtual programming, summer programs, and book ordering, amongst others.



Board of Trustees Meeting
Minutes of Meeting on April 16, 2020

- b. Schedule Next Board Meeting: The next regularly scheduled board meeting is May 21, 2020.
- c. Tax Cap Form: The board reviewed the Property Tax Cap Form for fiscal year ending May 31, 2021.

MOTION: Trustee Dr. Ribner motioned to approve the Tax Cap Form. Vice President J. Ciccarino. Motion carried.

YES: 8/8; President Jo Whitney, Vice President Joe Ciccarino, Secretary Emilie Chang-Jackson, and Trustees Paul Del Rosso, Nadine Herceg, Melissa Lawson, Jen Musa, Dr. Jeff Ribner
NO: 0/8

XI. Other Business: N/A

XII. Adjournment

MOTION: Trustee Dr. Ribner motioned for adjournment at 7:45pm. Seconded by Trustee Vice President J. Ciccarino. Motion carried.

YES: 8/8; President Jo Whitney, Vice President Joe Ciccarino, Secretary Emilie Chang-Jackson, and Trustees Paul Del Rosso, Nadine Herceg, Melissa Lawson, Jen Musa, Dr. Jeff Ribner
NO: 0/8



Board of Trustees Meeting
Minutes of Meeting on April 16, 2020

Emilie Chang-Jackson, Secretary

Date



Board of Trustees Meeting
Minutes of Meeting on May 4, 2020

- I. Call To Order: Meeting was called to order via video conferencing at 7:00 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 Paul Del Rosso, Nadine Herceg, Melissa Lawson, Jen Musa, Dr. Ribner, and Dr. Ryan.
 - b. Library Trustees Excused: NA
 - c. Library Trustees Absent: NA
 - d. Library Staff Present: Library Director Seth Jacobus, Pat Matoushek, Kathy Mills joined at 7:16pm.
 - e. Visitors Present: Linda Wasko
- III. Old Business
 - a. Reopening The Library– Discuss: The board discussed the logistics of reopening the library after May 15, 2020 as per Governor Cuomo’s NYS on Pause. The discussion included the types of services that can be provided while maintaining social distancing, how the community will be notified of the reopening date, obtaining PPE, staffing issues, and the usability of the parking lot while it is being repaired. The board also asked Director Jacobus to provide a written plan on re-opening the library.



Board of Trustees Meeting
Minutes of Meeting on May 4, 2020

IV. Motion for Executive Session

MOTION: Trustee J. Musa 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 Dr. Ryan. Motion carried.

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

NO: 0/9

Executive Session entered.

Leave Executive Session

MOTION: Trustee J. Musa motioned to leave Executive Session. Seconded by Trustee Dr. Ryan. Motion carried.



Board of Trustees Meeting
Minutes of Meeting on May 4, 2020

YES: 8/8; President Jo Whitney, Vice President Joe Ciccarino, Secretary Emilie Chang-Jackson, and Trustees Paul Del Rosso, Melissa Lawson, Jen Musa, Dr. Ribner, and Dr. Ryan

NO: 0/8

Trustee Nadine Herceg was muted during executive session by the video conferencing software due to exceeding capacity and did not vote.

V. Adjournment

MOTION: Trustee J. Musa motioned for adjournment at 8:41pm. Motion carried.

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

NO: 0/9

Emilie Chang-Jackson, Secretary

Date



Board of Trustees Meeting
Minutes of Meeting on May 21, 2020

I. Call To Order: Meeting was called to order via video conferencing at 7:05 PM by President Jo Whitney.

II. Roll Call/Attendance

- a. Library Trustees Present: President Jo Whitney, Secretary Emilie Chang-Jackson, and Trustees Paul Del Rosso, Nadine Herceg, Melissa Lawson, Dr. Jeff Ribner.
- b. Library Trustees Excused: Trustee J. Musa
- c. Library Trustees Absent: Trustees Vice President J. Ciccarino and Dr. Ryan
- d. Library Staff Present: Library Director Seth Jacobus

III. Approval of meeting agenda for May 21, 2020

MOTION: Trustee Dr. Ribner motioned to approve the agenda of the May 21, 2020 meeting. Seconded by Trustee N Herceg. Motion carried.

YES: 6/6; President Jo Whitney, Secretary Emilie Chang-Jackson, and Trustees Paul Del Rosso, Nadine Herceg, Melissa Lawson, Dr. Jeff Ribner

NO: 0/6

IV. Period of Public Expression



Board of Trustees Meeting
Minutes of Meeting on May 21, 2020

- a. Mike Nielson of Smith Site Development, LLC: Contractor for repairing parking lot joined at 827pm at Director Jacobus' request and left at 838pm.

V. Approval of minutes from April 16, 2020 meeting

MOTION: Trustee Dr. Ribner motioned to approve the minutes from the April 16, 2020 meeting. Seconded by Trustee M. Lawson. Motion carried.

YES: 6/6; President Jo Whitney, Secretary Emilie Chang-Jackson, and Trustees Paul Del Rosso, Nadine Herceg, Melissa Lawson, Dr. Jeff Ribner
NO: 0/6

VI. Approval of minutes from May 4, 2020 meeting

MOTION: Trustee P. Del Rosso motioned to approve the minutes from the May 4, 2020 meeting. Seconded by Trustee Dr. Ribner. Motion carried.

YES: 6/6; President Jo Whitney, Secretary Emilie Chang-Jackson, and Trustees Paul Del Rosso, Nadine Herceg, Melissa Lawson, Dr. Jeff Ribner
NO: 0/6

VII. Manifest #12



Board of Trustees Meeting
Minutes of Meeting on May 21, 2020

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

YES: 6/6; President Jo Whitney, Secretary Emilie Chang-Jackson, and Trustees Paul Del Rosso, Nadine Herceg, Melissa Lawson, Dr. Jeff Ribner
NO: 0/6

VIII. Financial report: Reviewed the financial reports through April 2020. The revenues through April 2020 were \$1,350,346.78, and expenses were \$970,138.28. The library fund through April 2020 was \$1,693,878.20.

MOTION: Trustee Dr. Ribner motioned to approve the financial report through April 2020. Seconded by Trustee P. Del Rosso. Motion carried.

YES: 6/6; President Jo Whitney, Secretary Emilie Chang-Jackson, and Trustees Paul Del Rosso, Nadine Herceg, Melissa Lawson, Dr. Jeff Ribner
NO: 0/6

IX. Old Business



Board of Trustees Meeting
Minutes of Meeting on May 21, 2020

a. Parking Lot Renovation Project: The board discussed the current status of the parking lot repairs. The parking lot is 99% done, stripes are painted, and most of the signs are installed. \$20,782.02 still needs to be spent to remain compliant with the construction grant. At the board's request, Smith Site Development will determine if the crumbling retaining wall located on the Jefferson Ave side of the property can be removed and how much it will cost. In addition, Director Jacobus will provide Smith Site Development with the Sentry Alarm quote for additional security cameras as an additional use of the available funds.

b. Reopening Plan - Timeline, PPE, Hours of Operation: The board discussed the logistics for reopening the library. Based on the most recent 4CLS Directors' meeting that Director Jacobus attended, curbside service may be available as early as June. It will be discussed in further detail at the next 4CLS Directors meeting scheduled for Thursday, May 28, 2020. Based on Governor Cuomo's plan, the estimated date that patrons will be able to enter the library is late June. Logistics include using thermometers to take temperatures, operating at 50% staff using rotating schedules, and hours of operations of 9a-5p for curbside and 9a-6p once the building reopens to the public.

c. Staff Raises & Medical Insurance: The board discussed the annual staff raises and medical insurance premiums.



Board of Trustees Meeting
Minutes of Meeting on May 21, 2020

MOTION: Trustee Dr. Ribner motioned to approve a 3% staff raise and keeping medical insurance the same at 16%. Seconded by Trustee P. Del Rosso. Motion carried.

YES: 6/6; President Jo Whitney, Secretary Emilie Chang-Jackson, and Trustees Paul Del Rosso, Nadine Herceg, Melissa Lawson, Dr. Jeff Ribner

NO: 0/6

d. Construction Grant Application 2020-2021: The board discussed the construction grant application to repair the roof that is due in the coming months. Director Jacobus will try to find out the current status of Dr. Ryan's request to use an infrared drone to take pictures of the roof which is needed to submit the application.

e. Curbside Pickup Contract: The board discussed the contract from Unique Management Services to facilitate providing curbside service. The cost is a \$295 one time set up fee and \$50 a month.

MOTION: Trustee M. Lawson motioned to approve the Unique Management Services contract. Seconded by Trustee Dr. Ribner. Motion carried.

YES: 6/6; President Jo Whitney, Secretary Emilie Chang-Jackson, and Trustees Paul Del Rosso, Nadine Herceg, Melissa Lawson, Dr. Jeff Ribner

NO: 0/6



Board of Trustees Meeting
Minutes of Meeting on May 21, 2020

- f. L2 Studio Payment: Director Jacobus informed the board that the Village of Endicott has not returned the library funds they used to pay their portion of the L2 Studio bill from October 2018. Director Jacobus has been in contact with Joyce Larnerd, who said she would forward the email to the Mayor. Director Jacobus will try to contact the Village of Endicott one more time before requesting members of the board to assist in contacting the Village of Endicott.
- g. Color Copy Pricing: Director Jacobus updated the board on the pricing of the color copying services, \$0.25 per page for the first seven pages and \$0.50 for each additional page after the first seven pages.

X. New Business

- a. Staff Rollover Time: Director Jacobus informed the board of a staff member's request to extend the deadline of Memorial Day to use any rollover vacation time that is still available due to COVID.

MOTION: Trustee N. Herceg motioned to approve extending the deadline to use any rollover vacation time to Labor Day. Seconded by Trustee M. Lawson. Motion carried.

YES: 5/6; President Jo Whitney, Secretary Emilie Chang-Jackson, and Trustees Nadine Herceg, Melissa Lawson, Dr. Jeff Ribner



Board of Trustees Meeting
Minutes of Meeting on May 21, 2020

NO: 0/6

ABSTAIN: 1/6; Trustee P. Del Rosso

- b. 19-20 Budget Rollover Items (Books, A-V, Computers): Director Jacobus advised the board of the possibility that some of the line item expenses in the budget that currently appear underspent may seem overspent in the first few months of the next fiscal year due to the inability for orders to be processed because of COVID.
- c. Focus Group Report/Strategic Plan: The board suggested to Director Jacobus that he and the staff continue working on the strategic plan for the library and to incorporate the changing practices of society that have resulted from COVID.
- d. PPE Policy: Director Jacobus will work on creating a PPE policy for the library in response to COVID.
- e. NY Forward Business Safety Reopening Plan: Director Jacobus has been working on the template for a safety reopening plan that the state has provided. He will contact Trustee Dr. Ryan for his expertise in regards to some of the questions on the template.



Board of Trustees Meeting
Minutes of Meeting on May 21, 2020

f. Board Officers: The board discussed the succession of the officers for the 2020-2021 fiscal year. Current President J. Whitney will contact Vice President J. Ciccarino about becoming President for the next fiscal year. Trustee Dr. Ribner volunteered to be Vice President. The motion has been tabled until the next meeting.

XI. Other Business: N/A

XII. Adjournment

MOTION: Trustee Dr. Ribner motioned to adjourn at 857pm. Seconded by Trustee P. Del Rosso. Motion carried.

YES: 6/6; President Jo Whitney, Secretary Emilie Chang-Jackson, and Trustees Paul Del Rosso, Nadine Herceg, Melissa Lawson, Dr. Jeff Ribner

Emilie Chang-Jackson, Secretary

Date



Board of Trustees Meeting
Minutes of Meeting on June 18, 2020

- I. Call To Order: Meeting was called to order via video conferencing at 7:03 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 Paul Del Rosso, Melissa Lawson, Dr. Jen Musa, Dr. Jeff Ribner.
 - b. Library Trustees Excused: Trustee Nadine Herceg
 - c. Library Trustees Absent: Trustees Dr. Chris Ryan
 - d. Library Staff Present: Library Director Seth Jacobus
- III. Approval of meeting agenda for June 18, 2020

MOTION: Trustee Dr. Ribner motioned to approve the agenda of the June 18, 2020 meeting. Seconded by Trustee P. Del Rosso. Motion carried.

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

NO: 0/7



Board of Trustees Meeting
Minutes of Meeting on June 18, 2020

IV. Period of Public Expression: N.A

V. Approval of minutes from May 21, 2020 meeting

MOTION: Trustee P. Del Rosso motioned to approve the minutes from the May 21, 2020 meeting. Seconded by Trustee J. Ciccarino. Motion carried.

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

NO: 0/7

VI. Manifest #1

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

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

NO: 0/7



Board of Trustees Meeting
Minutes of Meeting on June 18, 2020

- VII. Financial report: Reviewed the financial reports through May 2020. The revenues through May 2020 were \$1,350,355.08 and expenses were \$1,036,142.51. The library fund through May 2020 was \$1,617,833.87.

MOTION: Trustee Dr. Ribner motioned to approve the financial report through May 2020. Seconded by Trustee P. Del Rosso. Motion carried.

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

NO: 0/7

VIII. Old Business

a. Parking Lot Renovation Project - Retaining Wall: Director Jacobus received the quote of \$8,510 to repair the existing retaining wall that was not repaired as part of the parking lot. Now that the library has received all the bills for repairing the parking lot, the project has come to \$984.31 over budget. As such, the retaining wall will remain as is and no action will be taken.

b. Board Officers Vote: The board nominates current Vice President J. Ciccarino as President, Trustee Dr. Ribner as Vice President, and current Secretary E. Chang-Jackson to remain as Secretary.



Board of Trustees Meeting
Minutes of Meeting on June 18, 2020

MOTION: Trustee J. Musa motioned to approve the nominations for President, Vice President, and Secretary. Seconded by Trustee M. Lawson. Motion carried.

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

NO: 0/7

- c. Construction Grant 2020 - 2021: The board discussed submitting the application for the 2020 - 2021 construction grant, which is due Friday, June 19, 2020. The grant, if awarded, will be used to fund the repairs to the roof, estimated at approximately \$110,000.

MOTION: Trustee Dr. Ribner motioned to approve submitting the application for the construction grant. Seconded by Trustee M. Lawson. Motion carried.

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

NO: 0/7

IX. New Business



Board of Trustees Meeting
Minutes of Meeting on June 18, 2020

- a. Construction Grant Intent to Apply Form 2020 - 2021: The board discussed the paperwork needed to submit the application for the 2020 - 2021 construction grant.
- b. Parking Lot Invoices: The board discussed the invoices from Smith Site Development for the work they performed to repair the parking lot, totaling \$496,295.31. The library will write a check in the amount of \$446,986.15, which includes the monies to be received from the previously awarded construction grant and the library's out of pocket cost.

MOTION: President J. Ciccarino motioned to approve paying Smith Site Development \$446,986.15. Seconded by Vice President Dr. Ribner. Motion carried.

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

- c. Excellus Rate Increase: Director Jacobus informed the board that the Excellus premium rate increase for 2021 for medical insurance is 4.2%.



Board of Trustees Meeting
Minutes of Meeting on June 18, 2020

d. Reopening Date: The board discussed the logistics of reopening the library building to the public. Based on Governor Cuomo's executive order of a Friday, June 26, 2020 Phase 3 reopening date, Director Jacobus recommended reopening the library building to the public on Monday, June 29, 2020, with restrictions. The restrictions include a temporary patron maximum occupancy of 50 people and a daily time limit of 30 minutes. In addition, the hours of business will be 9am to 6pm on Monday to Thursday and 9am - 5pm on Friday.

MOTION: Trustee J. Musa motioned to approve reopening the library building to patron on Monday, June 29, 2020 with restrictions. Seconded by Trustee J. Whitney. Motion carried.

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

NO: 0/7

X. Other Business

Director Jacobus informed the board of Susan Schiff's retirement, effective June 25, 2020. As previously agreed upon, a portion of the available hours will distributed to a current employee and the vacant position will not be filled.



Board of Trustees Meeting
Minutes of Meeting on June 18, 2020

XI. Motion for Executive Session: N/A

XII. Adjournment

MOTION: Trustee J. Whitney motioned to adjourn at 804pm. Seconded by Trustee Dr. Ribner. Motion carried.

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

NO: 0/7

Emilie Chang-Jackson, Secretary

Date



Board of Trustees Meeting
Minutes of Meeting on July 16, 2020

I. Call To Order: Meeting was called to order via video conferencing at 7:00 PM by President Joe Ciccarino.

II. Roll Call/Attendance

- a. Library Trustees Present: President Joe Ciccarino, Vice President Dr. Ribner, Secretary Emilie Chang-Jackson, and Trustees Paul Del Rosso, Melissa Lawson, and Dr. Jen Musa.
- b. Library Trustees Excused: Trustee J. Whitney
- c. Library Trustees Absent: Trustees Dr. Ryan
- d. Library Staff Present: Library Director Seth Jacobus

III. Approval of meeting agenda for July 16, 2020

MOTION: Trustee J. Musa motioned to approve the agenda of the July 16, 2020 meeting. Seconded by Vice President Dr. Ribner. Motion carried.

YES: 6/6; President Joe Ciccarino, Vice President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa

NO: 0/6

IV. Period of Public Expression: N/A



Board of Trustees Meeting
Minutes of Meeting on July 16, 2020

V. Approval of minutes from June 18, 2020 meeting

MOTION: Trustee Dr. Musa motioned to approve the minutes from the June 18, 2020 meeting. Seconded by Vice President Dr. Ribner. Motion carried.

YES: 6/6; President Joe Ciccarino, Vice President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa

NO: 0/6

VI. Manifest #2

MOTION: Trustee Dr. Musa motioned to approve Manifest #2. Seconded by Vice President Dr. Ribner. Motion carried.

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

NO: 0/6

VII. Financial report: Reviewed the financial reports through June 2020. The revenues through June 2020 were \$4,294.34, and expenses were \$117,380.04. The library fund through June 2020 was \$1,510,498.31.



Board of Trustees Meeting
Minutes of Meeting on July 16, 2020

MOTION: Trustee P. Del Rosso motioned to approve the financial report through June 2020. Seconded by Vice President Dr. Ribner. Motion carried.

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

VIII. Old Business

- a. Construction grant 20-21: The board discussed the three roof repair quotes that Director Jacobus solicited from Weathermaster Roofing Company, Inc. and the possibility of applying for construction grant funds for repairing the roof across two years, similar to the parking lot construction grant. The board decided to go with the Option No. 2 estimate, which includes removing the existing membrane and replacing the wet insulation for approximately \$250,000.00 - \$310,000.00.

MOTION: Vice President Dr. Ribner motioned to approve the Option No. 2 roof repair estimate. Seconded by Trustee M. Lawson. Motion carried.

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

- b. Strategic plan: The board discussed the strategic plan that Director Jacobus prepared.



Board of Trustees Meeting
Minutes of Meeting on July 16, 2020

IX. New Business

- a. Budgeting library projects: The board discussed the possibility of incorporating additional library projects into the upcoming budgets.
- b. Security system repair or replacement: The board discussed Sentry's estimates of \$350.00 - \$650.00 to repair the existing security system and \$2126.75 to replace the existing system.

MOTION: Trustee Dr. Ribner motioned to repair the existing system. Seconded by Trustee Dr. Musa. Motion carried.

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

- c. Trustee vacancy: The board discussed the logistics of filling the board of trustee position during the current COVID pandemic, that was vacated by former Trustee N. Herceg.

MOTION: Trustee Dr. Musa motioned to table the vacancy until the next scheduled board meeting in September. Seconded by Trustee Dr. Ribner. Motion carried.



Board of Trustees Meeting
Minutes of Meeting on July 16, 2020

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

X. Other Business: N/A

XI. Adjournment

MOTION: Trustee Dr. Musa motioned to adjourn at 750pm. Seconded by Trustee Dr. Ribner. Motion carried.

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

Emilie Chang-Jackson, Secretary

Date



Board of Trustees Meeting
Minutes of Meeting on September 17, 2020

- I. Call To Order: Meeting was called to order via video conferencing at 7:00 PM by President Joe Ciccarino.
- II. Roll Call/Attendance
 - a. Library Trustees Present: President Joe Ciccarino, Vice President Dr. Ribner, Secretary Emilie Chang-Jackson, and Trustees Paul Del Rosso, Melissa Lawson, Dr. Jen Musa, Dr. Chris Ryan, and Jo Whitney.
 - 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 September 17, 2020

MOTION: Trustee J. Whitney motioned to approve the agenda of the September 17, 2020 meeting. Seconded by Trustee M. Lawson. Motion carried.

YES: 8/8; President Joe Ciccarino, Vice President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Dr. Ryan, J. Whitney
NO: 0/8



Board of Trustees Meeting
Minutes of Meeting on September 17, 2020

IV. Period of Public Expression: Rob Warholic of Smith Site Development (See IX. Old Business)

V. Approval of minutes from July 16, 2020 meeting

MOTION: Trustee J. Whitney motioned to approve the minutes from the July 16, 2020 meeting. Seconded by P. Del Rosso. Motion carried.

YES: 8/8; President Joe Ciccarino, Vice President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Dr. Ryan, J. Whitney
NO: 0/8

VI. Manifest #3

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

YES: 8/8; President Joe Ciccarino, Vice President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Dr. Ryan, J. Whitney
NO: 0/8

VII. Manifest #4



Board of Trustees Meeting
Minutes of Meeting on September 17, 2020

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

YES: 8/8; President Joe Ciccarino, Vice President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Dr. Ryan, J. Whitney
NO: 0/8

VIII. Financial report: Reviewed the financial reports through July and August 2020. The revenues through July 2020 were \$8,345,53 and expenses were \$624,623.91. The library fund through July 2020 was \$998,509.59. The revenues through August 2020 were \$11,369.13 and expenses were \$701,007.62. The library fund through August 2020 was \$1,113,845.94.

MOTION: Vice President Dr. Ribner motioned to approve the financial report through July 2020. Seconded by Trustee J. Whitney. Motion carried.

YES: 8/8; President Joe Ciccarino, Vice President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Dr. Ryan, J. Whitney
NO: 0/8

MOTION: Vice President Dr. Ribner motioned to approve the financial report through August 2020. Seconded by Trustee Dr. Musa. Motion carried.



Board of Trustees Meeting
Minutes of Meeting on September 17, 2020

YES: 8/8; President Joe Ciccarino, Vice President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Dr. Ryan, J. Whitney
NO: 0/8

IX. Old Business

a. Construction grant 20-21 (roof): Rob Warholc of Smith Site Development knows roofing suppliers in the roof contractors co-op that can assist in repairing the roof without directly involving the library in the public bid process. Repairing the roof will take approximately 2 to 3 weeks, once started. After Mr. Warholc departed the meeting at 7:15pm, the board discussed repairing the roof this coming fall before the weather precludes it or pushing it out to the spring.

MOTION: Vice President Dr. Ribner motioned to approve repairing the roof in spring 2021. Seconded by Secretary E. Chang-Jackson. Motion carried.

YES: 8/8; President Joe Ciccarino, Vice President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Dr. Ryan, J. Whitney
NO: 0/8

b. Strategic plan: The board discussed the finalized 2019-2023 strategic plan that Director Jacobus prepared.



Board of Trustees Meeting
Minutes of Meeting on September 17, 2020

MOTION: Vice President Dr. Ribner motioned to approve the 2019-2023 strategic plan. Seconded by Trustee Dr. Musa. Motion carried.

YES: 8/8; President Joe Ciccarino, Vice President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Dr. Ryan, J. Whitney
NO: 0/8

- c. Security system DVR replacement: Director Jacobus informed the board that the security system cannot be repaired and will need to be replaced at the original previous estimate of \$2126.75.

MOTION: Vice President Dr. Ribner motioned to approve replacing the security system. Seconded by Trustee J. Whitney. Motion carried.

YES: 8/8; President Joe Ciccarino, Vice President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Dr. Ryan, J. Whitney
NO: 0/8

- d. Trustee vacancy: The board discussed filling the two trustee vacancies before the coming holiday season.

X. New Business



Board of Trustees Meeting
Minutes of Meeting on September 17, 2020

- a. Health Insurance Plan Renewal: The health insurance premiums will increase by 6%, as expected.
- b. Library Hours of Operation: The board discussed re-opening the library on Saturdays in the afternoons, 1pm - 5pm after election day starting Saturday, November 7, 2020.

MOTION: Trustee Dr. Ribner motioned to approve re-opening on Saturdays. Seconded by Trustee Dr. Ryan. Motion carried.

YES: 8/8; President Joe Ciccarino, Vice President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Dr. Ryan, J. Whitney
NO: 0/8

- c. Early Voting: Director Jacobus informed the board that the library was picked as an early voting location for the November 2020 elections
- d. Department Head Meeting Minutes: The board discussed the department head minutes from the September 2020 meeting.
- e. Laptops to Haiti: The board discussed the possibility of donating the old laptops to Trustee Dr. Musa's next mission to Haiti.



Board of Trustees Meeting
Minutes of Meeting on September 17, 2020

MOTION: Trustee P. Del Rosso motion to donate the laptops. Seconded by Vice President Dr. Ribner. Motion carried.

YES: 8/8; President Joe Ciccarino, Vice President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Dr. Ryan, J. Whitney
NO: 0/8

X. Other Business: N/A

XI. Adjournment

MOTION: Vice President Dr. Ribner motioned to adjourn at 8:20pm. Seconded by Trustee Dr. Musa. Motion carried.

YES: 8/8; President Joe Ciccarino, Vice President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Dr. Ryan, J. Whitney
NO: 0/8



Board of Trustees Meeting
Minutes of Meeting on October 15, 2020

- I. Call To Order: Meeting was called to order via video conferencing at 7:00 PM by President Joe Ciccarino.
- II. Roll Call/Attendance
 - a. Library Trustees Present: President Joe Ciccarino, Vice President Dr. Ribner, Secretary Emilie Chang-Jackson, and Trustees Paul Del Rosso, Melissa Lawson, Dr. Jen Musa, Dr. Chris Ryan, and Jo Whitney.
 - 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 October 15, 2020

MOTION: Trustee Dr. Ribner motioned to approve the agenda of the October 15, 2020 meeting. Seconded by Trustee M. Lawson. Motion carried.

YES: 8/8; President Joe Ciccarino, Vice President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Dr. Ryan, Jo Whitney

NO: 0/8



Board of Trustees Meeting
Minutes of Meeting on October 15, 2020

IV. Period of Public Expression: N/A

V. Approval of minutes from September 17, 2020 meeting

MOTION: Trustee Dr. Musa motioned to approve the minutes from the September 17, 2020 meeting. Seconded by P. Del Rosso. Motion carried.

YES: 8/8; President Joe Ciccarino, Vice President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Dr. Ryan, Jo Whitney
NO: 0/8

VI. Manifest #5

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

YES: 8/8; President Joe Ciccarino, Vice President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Dr. Ryan, Jo Whitney
NO: 0/8



Board of Trustees Meeting
Minutes of Meeting on October 15, 2020

VII. Financial report: Reviewed the financial reports through September 2020. The revenues through September 2020 were \$13,663.01 and expenses were \$803,065.30. The library fund through September 2020 was \$824,367.99.

MOTION: Vice President Dr. Ribner motioned to approve the financial report through September 2020. Seconded by Trustee Dr. Musa. Motion carried.

YES: 8/8; President Joe Ciccarino, Vice President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Dr. Ryan, Jo Whitney
NO: 0/8

VIII. Old Business

- a. Construction grant 20-21: Director Jacobus informed the board that the library was awarded the construction grant to repair the roof at the full 75% match. The current out of pocket cost to repair the roof is \$35,895.00.
- b. Trustee vacancies: There haven't been any applicants for the trustee vacancies at this time.



Board of Trustees Meeting
Minutes of Meeting on October 15, 2020

- c. Library Hours of Operation - Saturdays: The board discussed the previous decision of increasing the hours of operations to include Saturday afternoon given the recent rise in COVID cases. The library will continue to offer the same services on Saturday afternoon that are currently offered Monday - Friday.

IX. New Business

- a. Return to In-Person Services: Director Jacobus and President J. Ciccarino will review the tentative reopening date of November 2, 2020 every two weeks.
- b. GFJ 2021 Holiday Schedule: The board reviewed the holiday schedule for 2021.
- c. Department Head Meeting Minutes: The department head meeting minutes will be reviewed by the board once they have been distributed after the board meeting.



Board of Trustees Meeting
Minutes of Meeting on October 15, 2020

- X. Other Business: Director Jacobus will ask our insurance broker whether there will be any adversary effects of a library employee that is over 65 years of age participating in the retiree health insurance program rather than the current employee insurance program. Under the condition that there are no adversary effects, the board discussed changing the policy to allow current employees over the age of 65 to enroll in the retiree health insurance program.

MOTION: A motion was made pending no adversary effects to change the policy to allow current employees over the age of 65 to enroll in the retiree health insurance program. Motion carried.

YES: 8/8; President Joe Ciccarino, Vice President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Dr. Ryan, Jo Whitney
NO: 0/8

- XI. Motion for Executive Session

MOTION: Vice President Dr. Ribner motioned to enter executive session at 7:56pm. Seconded by Trustee Dr. Musa. Motion carried.

YES: 8/8; President Joe Ciccarino, Vice President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Dr. Ryan, Jo Whitney
NO: 0/8



Board of Trustees Meeting
Minutes of Meeting on October 15, 2020

Entered Executive Session

**MOTION: Trustee Dr. Ryan motioned to exit executive session at 9:03pm.
Seconded by Trustee P. Del Rosso. Motion carried.**

**YES: 8/8; President Joe Ciccarino, Vice President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Dr. Ryan, Jo Whitney
NO: 0/8**

XII. Adjournment

MOTION: Trustee M. Lawson motioned to adjourn at 9:14pm. Seconded by Trustee Dr. Musa. Motion carried.

**YES: 8/8; President Joe Ciccarino, Vice President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Dr. Ryan, Jo Whitney
NO: 0/8**



Board of Trustees Meeting
Minutes of Meeting on November 19, 2020

- I. Call To Order: Meeting was called to order via video conferencing at 7:00 PM by President Joe Ciccarino.
- II. Roll Call/Attendance
 - a. Library Trustees Present: President Joe Ciccarino, Vice President Dr. Ribner, Secretary Emilie Chang-Jackson, and Trustees Paul Del Rosso, Melissa Lawson, Dr. Jen Musa, and Jo Whitney. Trustee Dr. Ryan joined at 7:12pm.
 - 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 November 19, 2020

MOTION: Vice President Dr. Ribner motioned to approve the agenda of the November 19, 2020 meeting. Seconded by Trustee Dr. Musa. Motion carried.

YES: 7/7; President Joe Ciccarino, Vice President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Jo Whitney
NO: 0/7



Board of Trustees Meeting
Minutes of Meeting on November 19, 2020

IV. Period of Public Expression: N/A

V. Approval of minutes from October 17, 2020 meeting

MOTION: Trustee Dr. Musa motioned to approve the minutes from the October 17, 2020 meeting. Seconded by J. Whitney. Motion carried.

YES: 7/7; President Joe Ciccarino, Vice President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Jo Whitney
NO: 0/7

VI. Manifest #6

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

YES: 7/7; President Joe Ciccarino, Vice President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Jo Whitney
NO: 0/7

VII. Financial report: Reviewed the financial reports through October 2020. The revenues through October 2020 were \$17,804.22 and expenses were \$870,811.08. The library fund through October 2020 was \$764,827.01.



Board of Trustees Meeting
Minutes of Meeting on November 19, 2020

MOTION: Vice President Dr. Ribner motioned to approve the financial report through October 2020. Seconded by Trustee M. Lawson. Motion carried.

**YES: 7/7; President Joe Ciccarino, Vice President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Jo Whitney
NO: 0/7**

Trustee Dr. Ryan joined the meeting during the vote.

VIII. Old Business

- a. Return to In-Person Services - Date: The building will open to the public again on Monday, November 23, 2020. There will be a 30 minute time limit on visitation.
- b. Employee Health Insurance Policy: Director Jacobus and President J. Ciccarino are working on clarifying the policy regarding the employee health insurance to ensure that there aren't any unintended consequences.

IX. New Business

- a. 4CLS Cost of Services Sheet: Director Jacobus presented the 2021 4CLS Cost of Services sheet totaling \$49,770.



Board of Trustees Meeting
Minutes of Meeting on November 19, 2020

MOTION: Vice President Dr. Ribner motioned to approve the 2021 4CLS cost of services of \$49,770 . Seconded by Trustee Dr. Musa. Motion carried.

YES: 8/8; President Joe Ciccarino, Vice President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Dr. Ryan, Jo Whitney

NO: 0/8

b. Budget Projections FY 20-21: Director Jacobus presented his budget projections to the board.

c. Non-resident Fee: The director of another library suggested lowering the non-resident fee from \$50 to \$25. After discussing it, the board has decided to leave the non-resident fee as is.

X. Other Business:

a. President J. Ciccarino set up 3 virtual interviews for the 2 board vacancies for Thursday, December 3, 2020 at 7:00pm, 7:30pm, and 8:00pm.

b. Trustee J. Musa commented on the great job the library staff is doing during the COVID pandemic and using social media to communicate with the community.



Board of Trustees Meeting
Minutes of Meeting on November 19, 2020

XI. Motion for Executive Session: N/A

XII. Adjournment

MOTION: Vice President Dr. Ribner motioned to adjourn at 8:15pm. Seconded by Trustee J. Whitney. Motion carried.

YES: 8/8; President Joe Ciccarino, Vice President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Dr. Ryan, Jo Whitney

NO: 0/8

Emilie Chang-Jackson, Secretary

Date



Board of Trustees Meeting
Minutes of Meeting on December 3, 2020

- I. Call To Order: Meeting was called to order via video conferencing at 7:00 PM by President Joe Ciccarino.
- II. Roll Call/Attendance
 - a. Library Trustees Present: President Joe Ciccarino, Vice President Dr. Ribner, Secretary Emilie Chang-Jackson, and Trustees Paul Del Rosso, Melissa Lawson, and Dr. Jen Musa.
 - b. Library Trustees Excused: Trustees Dr. Ryan and Jo Whitney
 - c. Library Trustees Absent: NA
 - d. Library Staff Present: NA
- III. Video conference interview with Elizabeth Rivera at 7:00pm: The board interviewed Elizabeth Rivera for one of two open trustee positions.
- IV. Video conference interview with Eric Schafer at 7:30pm: The board interviewed Eric Schafer for one of two open trustee positions.
- V. Video conference interview with George Snyder at 8:00pm: The board interviewed George Snyder for one of two open trustee positions.



Board of Trustees Meeting
Minutes of Meeting on December 3, 2020

- XI. Adjournment: The board adjourned after discussing the three candidates for two open trustee positions.

Emilie Chang-Jackson, Secretary

Date



Board of Trustees Meeting
Minutes of Meeting on December 17, 2020

- I. Call To Order: Meeting was called to order via video conferencing at 7:00 PM by President Joe Ciccarino.
- II. Roll Call/Attendance
 - a. Library Trustees Present: President Joe Ciccarino, Vice President Dr. Ribner, Secretary Emilie Chang-Jackson, and Trustees Paul Del Rosso, Melissa Lawson, Dr. Jen Musa, and Trustee Dr. Ryan.
 - b. Library Trustees Excused: Trustee Jo Whitney
 - c. Library Trustees Absent: Trustee Elizabeth Rivera
 - d. Library Staff Present: Library Director Seth Jacobus
- III. Approval of meeting agenda for December 17, 2020 with addition of following items:
 - a. Closing Library Due To Weather to Other Business
 - b. Health Insurance Policy Clarification to Old Business

MOTION: Trustee Dr. Musa motioned to approve the revised agenda of the December 17, 2020 meeting. Seconded by Trustee Dr. Ribner. Motion carried.



Board of Trustees Meeting
Minutes of Meeting on December 17, 2020

YES: 7/7; President Joe Ciccarino, Vice President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa and Dr. Ryan
NO: 0/7

IV. Period of Public Expression: N/A

V. Approval of minutes from November 19, 2020 meeting

MOTION: Trustee Dr. Musa motioned to approve the minutes from the November 19, 2020 meeting. Seconded by Trustee Dr. Ribner. Motion carried.

YES: 7/7; President Joe Ciccarino, Vice President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa and Dr. Ryan
NO: 0/7

VI. Manifest #7

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

YES: 7/7; President Joe Ciccarino, Vice President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa and Dr. Ryan
NO: 0/7



Board of Trustees Meeting
Minutes of Meeting on December 17, 2020

VII. Financial report: Reviewed the financial reports through November 2020. The revenues through November 2020 were \$19,813.92 and expenses were \$948,766.25. The library fund through November 2020 was \$717,169.78.

MOTION: Vice President Dr. Ribner motioned to approve the revenues through November 2020. Seconded by Trustee P. Del Rosso. Motion carried.

YES: 7/7; President Joe Ciccarino, Vice President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa and Dr. Ryan
NO: 0/7

MOTION: Vice President Dr. Ribner motioned to approve the expenses through November 2020. Seconded by Trustee Dr. Musa. Motion carried.

YES: 7/7; President Joe Ciccarino, Vice President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa and Dr. Ryan
NO: 0/7

VIII. Old Business

- a. Non-resident Fee: Director Jacobus informed other directors of the 4CLS system that the Endicott library will not be changing the non-resident fee.



Board of Trustees Meeting
Minutes of Meeting on December 17, 2020

- b. Health Insurance Policy Clarification: President J. Ciccarino will revise the health insurance policy reflecting that any employee turning 65 can choose the active plan or the medicare plan.

IX. New Business

- a. Construction Grants Email: Director Jacobus advised the board of an email regarding the library's compliance with the construction grant. He will review the repair and maintenance expenses of the library for the past 3 years for those that can be included in the construction grant to remain compliant with the requirements.
- b. 4CLS Fee Increase Notice: The Endcott library received a notice that 4CLS will be raising prices to offset the state budget cuts.
- c. Direct Ordering of Books: To keep Endicott library costs low, Director Jacobus will start ordering materials through Ingram rather than 4CLS.
- d. Dept. Head Meeting Minutes Nov: The board discussed the minutes from the November department heads meeting.

X. Other Business:



Board of Trustees Meeting
Minutes of Meeting on December 17, 2020

- a. Closing Library Due To Weather: Director Jacobus advised closing the library Friday, December 18, 2020 due to bad weather.

MOTION: Trustee M. Lawson motioned to approve closing the library due to weather. Seconded by Trustee Dr. Ribner. Motion carried.

YES: 7/7; President Joe Ciccarino, Vice President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa and Dr. Ryan
NO: 0/7

XI. Adjournment

MOTION: Trustee Dr. Musa motioned to adjourn at 7:54pm. Seconded by Vice President Dr. Ribner. Motion carried.

YES: 7/7; President Joe Ciccarino, Vice President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa and Dr. Ryan
NO: 0/7