



Board of Trustees Meeting
Minutes of Meeting on January 21, 2021

- I. Call To Order: Meeting was called to order via video conferencing at 7:00 PM by President Dr. Ribner.
- II. Roll Call/Attendance
 - a. Library Trustees Present: President Dr. Ribner, Secretary Emilie Chang-Jackson, and Trustees Paul Del Rosso, Melissa Lawson, Dr. Jen Musa, Elizabeth Rivera, George Snyder, Jr., and Jo Whitney
 - b. Library Trustees Excused: NA
 - c. Library Trustees Absent: NA
 - d. Library Staff Present: Library Director Seth Jacobus
- III. Approval of meeting agenda for January 21, 2021 meeting

MOTION: Trustee Dr. Musa motioned to approve the agenda for the January 21, 2021 meeting. Seconded by Trustee J. Whitney. Motion carried.

YES: 8/8; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, George Snyder, Jr., and Jo Whitney

NO: 0/8



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IV. Period of Public Expression: N/A

V. Approval of minutes from December 3, 2020 meeting

MOTION: Trustee Dr. Musa motioned to approve the minutes from the December 3, 2020 meeting. Seconded by Trustee P. Del Rosso. Motion carried.

YES: 8/8; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, George Snyder, Jr., and Jo Whitney

NO: 0/8

VI. Approval of minutes from December 17, 2020 meeting

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

YES: 8/8; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, George Snyder, Jr., and Jo Whitney

NO: 0/8

VII. Manifest #8



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MOTION: Trustee J. Whitney motioned to approve Manifest #8. Seconded by Trustee E. Rivera. Motion carried.

YES: 8/8; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, George Snyder, Jr., and Jo Whitney

NO: 0/8

VIII. Financial report: Reviewed the financial reports through December 2020. The revenues through December 2020 were \$196,527.93 and expenses were \$1,094,443.34. The library fund through December 2020 was \$732,575.51.

MOTION: Trustee Dr. Musa motioned to approve the revenues through December 2020. Seconded by Trustee J. Whitney. Motion carried.

YES: 8/8; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, George Snyder, Jr., and Jo Whitney

NO: 0/8

IX. Old Business

- a. Construction Grants Email: \$2935 of the Phase I grant application and \$31,867 of the phase II grant application are left to spend to remain in compliance with the parking lot grants.



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MOTION: Trustee Dr. Musa motioned to approve spending the \$2935 on additional outdoor cameras. Seconded by Trustee J. Whitney. Motion carried.

YES: 8/8; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, George Snyder, Jr., and Jo Whitney

NO: 0/8

MOTION: Trustee P. Del Rosso motioned to approve spending the \$31,867 on making the building doors more accessible. Seconded by Trustee Dr. Musa. Motion carried.

YES: 8/8; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, George Snyder, Jr., and Jo Whitney

NO: 0/8

- b. Health Insurance Policy: The employee handbook health insurance policy will be updated to reflect that any library employee over 65 has the option of choosing between the current employee health insurance plan and the retiree health insurance plan.

MOTION: Trustee Dr. Musa motioned to approve updating the employee handbook to reflect the updated health insurance policy. Seconded by Trustee E. Rivera. Motion carried.



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YES: 8/8; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, George Snyder, Jr., and Jo Whitney
NO: 0/8

X. New Business

- a. NY Sick Leave Policy: The board discussed adopting a policy that entitles current part time employees 40 hours of sick pay effective 1/1/2021 to be in compliance with the 2021 NY Sick Leave Policy, pending approval of the updated sick leave policy at the February board meeting. Trustee J. Musa will draft a letter to the Village of Endicott informing them of the new policy.

MOTION: Trustee P. Del Rosso motioned to approve granting 40 hours of sick pay effective 1/1/21 to part time employees. Seconded by Trustee M. Lawson. Motion carried.

YES: 8/8; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, George Snyder, Jr., and Jo Whitney
NO: 0/8

- b. Records Retention Policy: The board discussed the state provided Library System Records Retention Policy model.



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MOTION: Trustee Dr. Musa motioned to approve state provided records retention model. Seconded by Trustee J. Whitney. Motion carried.

YES: 8/8; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, George Snyder, Jr., and Jo Whitney

NO: 0/8

c. Parking Lot Curb Damage: Director Jacobus filed an insurance claim for the parking lot curb damage incurred while the Village of Endicott was plowing after the December snow storm.

d. Board Member Vacancy: The board has tabled this item until the February board meeting.

e. Department Head Meeting Minutes - January: The board discussed the January department head meeting minutes.

f. AARP Tax: AARP will have tax representatives working on tax returns for those that wish to use the services in the tech center.

XI. Other Business:

a. Board Member Resignation - J. Ciccarino: The board discussed the immediate resignation of the former board president Joe Ciccarino.



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XII. Motion for Executive Session

The board entered executive session at 7:48pm.

The board exited executive session at 8:26pm.

XI. Adjournment

MOTION: Trustee J. Whitney motioned to adjourn at 8:30pm. Seconded by Trustee Dr. Musa. Motion carried.

YES: 8/8; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, George Snyder, Jr., and Jo Whitney

NO: 0/8

Emilie Chang-Jackson, Secretary

Date



Board of Trustees Meeting
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- I. Call To Order: Meeting was called to order via video conferencing at 7:00 PM by President Dr. Ribner.
- II. Roll Call/Attendance
 - a. Library Trustees Present: President Dr. Ribner, Secretary Emilie Chang-Jackson, and Trustees Paul Del Rosso, Melissa Lawson, Dr. Jen Musa, Elizabeth Rivera, and George Snyder, Jr.
 - b. Library Trustees Excused: Trustee Jo Whitney
 - c. Library Trustees Absent: NA
 - d. Library Staff Present: Library Director Seth Jacobus
- III. Approval of meeting agenda for February 18, 2021 meeting

MOTION: Trustee Dr. Musa motioned to approve the agenda for the February 18, 2021 meeting. Seconded by Trustee G. Snyder, Jr. Motion carried.

YES: 7/7; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, and George Snyder, Jr.
NO: 0/7



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IV. Period of Public Expression: Guest Rob Warholic of Smith Site Development, LLC attended (see section IX. New Business)

V. Approval of minutes from January 21, 2021 meeting

MOTION: Trustee M. Lawson motioned to approve the minutes from the January 21, 2020 meeting. Seconded by Dr. Musa. Motion carried.

YES: 7/7; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, and George Snyder, Jr.
NO: 0/7

VI. Manifest #9

MOTION: Trustee Dr. Musa motioned to approve Manifest #9. Seconded by Trustee E. Rivera. Motion carried.

YES: 7/7; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, and George Snyder, Jr.
NO: 0/7



Board of Trustees Meeting
Minutes of Meeting on February 18, 2021

VII. Financial report: Reviewed the financial reports through January 2021. The revenues through January 2021 were \$200,566.87 and expenses were \$1,162,143.77. The library fund through January 2021 was \$656,156.97.

MOTION: Trustee Dr. Musa motioned to approve the financial reports through January 2021. Seconded by Trustee P. Del Rosso. Motion carried.

YES: 7/7; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, and George Snyder, Jr.
NO: 0/7

VIII. Old Business

- a. NY Sick Leave Policy: The board discussed the proposed NY Sick Leave Policy to comply with the 2021 NYS Sick Leave Law.

MOTION: Trustee G. Snyder, Jr. motioned to approve the proposed NY Sick Leave Policy. Seconded by Trustee E. Rivera. Motion carried.

YES: 7/7; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, and George Snyder, Jr.
NO: 0/7

- b. Board Member Vacancy: The board has tabled the vacancy until the regularly scheduled April 2021 meeting.



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- c. AARP Tax Aide Use of Tech Center: Director Jacobus informed the board that AARP has decided not to use the library to prepare taxes out of precaution due to the COVID pandemic.

IX. New Business

- a. Construction Grant Proposals: Rob Warholc of Smith Site Development, LLC attended the meeting to discuss the proposals for replacing some of the library doors. There is a more expensive option of including a man door in the new overhanging garage door, \$ 39,514.33 for including a man door versus \$34,298.47 for not including a man door.

MOTION: Trustee P. Del Rosso motioned to approve replacing the garage door with a new garage door that does not include a man door. Seconded by Trustee G. Snyder, Jr. Motion carried.

YES: 7/7; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, and George Snyder, Jr.
NO: 0/7

- b. 2021-2022 Budget: Director Jacobus prepared the 2021-2022 budget for the board's review. The board will make a decision on the 2021-2022 budget at the next regularly scheduled meeting in March.



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c. 2021-2022 Staff Raises: The board discussed the 2021-2022 staff raises. Since the budget is directly related to the staff raises, the board will make a decision on the staff raises at the next regularly scheduled board meeting in March.

d. 2021-2022 Staff Health Insurance Contribution Rate: The 2021-2022 budget incorporates a health insurance employee contribution rate of 16%. Since the budget is directly related to the staff health insurance employee contribution rate, the board will make a decision on the staff health insurance contributions at the next regularly scheduled board meeting in March.

X. Other Business: None

XI. Adjournment

MOTION: Trustee Dr. Musa motioned to adjourn at 7:45pm. Seconded by Trustee P. Del Rosso. Motion carried.

YES: 7/7; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, and George Snyder, Jr.
NO: 0/7



Board of Trustees Meeting
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Emilie Chang-Jackson, Secretary

Date



Board of Trustees Meeting
Minutes of Meeting on March 18, 2021

- I. Call To Order: Meeting was called to order via video conferencing at 7:00 PM by President Dr. Ribner.
- II. Roll Call/Attendance
 - a. Library Trustees Present: President Dr. Ribner, Secretary Emilie Chang-Jackson, and Trustees Paul Del Rosso, Melissa Lawson, Dr. Jen Musa, Elizabeth Rivera, George Snyder, Jr., and Jo Whitney
 - b. Library Trustees Excused: NA
 - c. Library Trustees Absent: NA
 - d. Library Staff Present: Library Director Seth Jacobus
- III. Approval of meeting agenda for March 18, 2021 meeting

MOTION: The board unanimously approved the agenda for the March 18, 2021 meeting. Motion carried.

YES: 8/8; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, George Snyder, Jr., and Jo Whitney

NO: 0/8



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IV. Period of Public Expression: Director Jacobus informed the board that a patron complained to the library staff about the library policy that prevented the patron's daughter from picking up materials that the patron had reserved for herself. The patron's daughter did not have the patron's library card which is required to pick up materials for someone else.

V. Approval of minutes from February 18, 2021 meeting

MOTION: Trustee Dr. Musa motioned to approve the minutes from the February 18, 2021 meeting. Seconded by Trustee E. Rivera. Motion carried.

YES: 8/8; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, George Snyder, Jr., and Jo Whitney

NO: 0/8

VI. Manifest #10

MOTION: Trustee M. Lawson motioned to approve Manifest #10. Seconded by Trustee E. Rivera. Motion carried.

YES: 8/8; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, George Snyder, Jr., and Jo Whitney

NO: 0/8



Board of Trustees Meeting
Minutes of Meeting on March 18, 2021

VII. Financial report: Reviewed the financial reports through February 2021. The revenues through February 2021 were \$200,678.24 and expenses were \$1,225,935.07. The library fund through February 2021 was \$607,744.46.

MOTION: Trustee P. Del Rosso motioned to approve the financial reports through February 2021. Seconded by Trustee J. Whitney. Motion carried.

YES: 8/8; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, George Snyder, Jr., and Jo Whitney

NO: 0/8

VIII. Old Business

- a. 2021-2022 Budget: Director Jacobus will revise the presented budget to include the agreed upon staff raises and medical contribution as noted below and present the revised budget at the next regularly scheduled April board meeting
- b. 2021-2022 Staff Raises: The board discussed staff wage raises of 3%.

MOTION: Trustee P. Del Rosso motioned to approve the staff wage raises of 3%. Seconded by Trustee Dr. Musa. Motion carried.



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YES: 8/8; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, George Snyder, Jr., and Jo Whitney
NO: 0/8

- c. 2021-2022 Staff Health Insurance Contribution Rate: The board discussed raising the health insurance employee contribution rate to 17%.

MOTION: Trustee P. Del Rosso motioned to approve raising the health insurance employee contribution rate to 17%. Seconded by Trustee Dr. Musa. Motion carried.

YES: 8/8; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, George Snyder, Jr., and Jo Whitney
NO: 0/8

IX. New Business

- a. Annual Report: Director Jacobus presented the annual report to the board.



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MOTION: Trustee Dr. Musa motioned to approve the annual report. Seconded by Trustee J. Whitney. Motion carried.

YES: 8/8; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, George Snyder, Jr., and Jo Whitney

NO: 0/8

b. Construction Grant 2022: The board discussed applying for the 2022 NY Construction grant or forgoing it. Director Jacobus will present at the next regularly scheduled April board meeting a list of ideal interior renovations to see if any of them qualify for the NY Construction grant.

c. Pandemic Response Plan: Director Jacobus presented the Pandemic Response Plan he drafted. He will revise the wording about the director providing PPE training resources.

MOTION: Trustee Dr. Musa motioned to approve the Pandemic Response Plan contingent on the revised wording. Seconded by Trustee P. Del Rosso. Motion carried.

YES: 8/8; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, George Snyder, Jr., and Jo Whitney

NO: 0/8



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- d. Summer Newsletter: Director Jacobus is looking into an abridged version of the summer newsletter.
- e. Proposed Tech Purchases: Director Jacobus presented his proposed tech purchases, which includes replacing the outdated SmartBoard, 3 staff computers and 2 monitors. The quotes are \$7,484.44 and \$8,225.10.

MOTION: Trustee Dr. Musa motioned to approve the proposed tech purchases for \$7,484.44. Seconded by Trustee G. Snyder, Jr. Motion carried.

YES: 8/8; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, George Snyder, Jr., and Jo Whitney

NO: 0/8

- f. Page Vacancies: Director Jacobus has requested to fill two page vacancies in 2021.

MOTION: Trustee G. Snyder, Jr. motioned to approve filling the two page vacancies. Seconded by Trustee M. Lawson. Motion carried.

YES: 8/8; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, George Snyder, Jr., and Jo Whitney

NO: 0/8



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X. Other Business: The board discussed the options to expand the library hours back to pre-pandemic operations.

XI. Motion to Enter Executive Session: NA

XII. Adjournment

MOTION: Trustee J. Whitney motioned to adjourn at 8:03pm. Seconded by Trustee E. Rivera. Motion carried.

YES: 8/8; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, George Snyder, Jr., and Jo Whitney

NO: 0/8

Emilie Chang-Jackson, Secretary

Date



Board of Trustees Meeting
Minutes of Meeting on April 15, 2021

I. Call To Order: Meeting was called to order via video conferencing at 7:01 PM by President Dr. Ribner.

II. Roll Call/Attendance

- a. Library Trustees Present: President Dr. Jeff Ribner, Secretary Emilie Chang-Jackson, and Trustees Paul Del Rosso, Melissa Lawson, Dr. Jen Musa, and George Snyder, Jr. Trustee Elizabeth Rivera joined at 7:04pm.
- b. Library Trustees Excused: Trustee Jo Whitney
- c. Library Trustees Absent: NA
- d. Library Staff Present: Library Director Seth Jacobus

III. Approval of meeting agenda for April 15, 2021 meeting

MOTION: Dr. Musa motioned to approve the agenda for the April 15, 2021 meeting. Seconded by Trustee P. Del Rosso. Motion carried.

YES: 6/6; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, and George Snyder, Jr.

NO: 0/6

IV. Period of Public Expression: NA



Board of Trustees Meeting
Minutes of Meeting on April 15, 2021

V. Approval of minutes from March 18, 2021 meeting

MOTION: Trustee Dr. Musa motioned to approve the minutes from the March 18, 2021 meeting. Seconded by Trustee M. Lawson. Motion carried.

YES: 6/6; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, and George Snyder, Jr.

NO: 0/6

VI. Manifest #11

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

YES: 6/6; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, and George Snyder, Jr.

NO: 0/6

VII. Financial report: Reviewed the financial reports through March 2021. The revenues through March 2021 were \$1,327,120.30 and expenses were \$1,332,453.49. The library fund through March 2021 was \$1,633,424.56.



Board of Trustees Meeting
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MOTION: Trustee M. Lawson motioned to approve the financial reports through March 2021. Seconded by Trustee P. Del Rosso. Motion carried.

YES: 7/7; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, and George Snyder, Jr.
NO: 0/7

VIII. Old Business

- a. Board Member Vacancy: The board has tabled this until May.
- b. Construction Grant 2022: The board discussed applying for the 2022 construction grant and using the funds to renovate the Scott Room and the associated bathroom.

MOTION: Trustee Dr. Musa motioned to approve applying for the 2022 construction grant to renovate the Scott Room and the associated bathroom. Seconded by Trustee E. Chang-Jackson. Motion carried.

YES: 7/7; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, and George Snyder, Jr.
NO: 0/7



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- c. Summer Newsletter - Review: The staff at both the George F. Johnson Library and Your Home Public Library are working on designing a smaller version of the summer newsletter. More information regarding the postage expense will be available at the next regularly scheduled board meeting in May.
- d. Progress of Construction Grant Projects: Director Jacobus provided an update on the status of the roof repair, the handicap accessible door operator, and the security system cameras.
- e. Page Vacancies: Director Jacobus requested permission to interview and hire up to two candidates for the page position without waiting for board approval at the May meeting to encourage timeliness of the process.

MOTION: Trustee G. Snyder, Jr. motioned to approve Director Jacobus' request to hire up to two pages without waiting for board approval. Seconded by Trustee M. Lawson. Motion carried.

YES: 7/7; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, and George Snyder, Jr.
NO: 0/7

IX. New Business



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- a. Tax Cap Document-Review: Director Jacobus distributed the tax cap form that was filed with the state for the board's review. No vote is needed.
- b. National Library Week Responses-Review: Director Jacobus informed the board about the community responses to National Library Week. Trustee Dr. Musa was delighted about the library's interaction with the public and the good responses the library received, saying "it was well done, cohesive, and very professional."

X. Other Business: NA

XI. Motion to Enter Executive Session:

MOTION: Trustee P. Del Rosso motioned to enter executive session at 7:31pm. Seconded by Trustee Dr. Musa. Motion carried.

YES: 7/7; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, and George Snyder, Jr.
NO: 0/7

Executive session entered.



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MOTION: Trustee Dr. Musa motioned to exit executive session at 8:57pm.
Seconded by Trustee M. Lawson. Motion carried.

YES: 7/7; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, and George Snyder, Jr.
NO: 0/7

Executive session exited.

XII. Adjournment

MOTION: Trustee Dr. Musa motioned to adjourn at 8:58pm. Seconded by Trustee M. Lawson. Motion carried.

YES: 7/7; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, and George Snyder, Jr.
NO: 0/7



Board of Trustees Meeting
Minutes of Meeting on May 20, 2021

- I. Call To Order: Meeting was called to order via video conferencing at 7:05 PM by President Dr. Ribner.
- II. Roll Call/Attendance
 - a. Library Trustees Present: President Dr. Jeff Ribner, Secretary Emilie Chang-Jackson, and Trustees Paul Del Rosso, Melissa Lawson, Dr. Jen Musa, and Elizabeth Rivera. Trustee George Snyder, Jr. joined at 7:07pm due to technical difficulties.
 - b. Library Trustees Excused: Trustee J. Whitney
 - c. Library Trustees Absent: NA
 - d. Library Staff Present: Library Director Seth Jacobus
- III. Approval of meeting agenda for May 20, 2021 meeting

MOTION: Motion to approve the agenda for the May 20, 2021 meeting unanimously approved. Motion carried.

YES: 6/6; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, and Elizabeth Rivera

NO: 0/6



Board of Trustees Meeting
Minutes of Meeting on May 20, 2021

IV. Period of Public Expression: Rob Warholic of Smith Site Development. See *VIII. Old Business*

V. Approval of minutes from April 15, 2021 meeting

MOTION: Motion to approve the minutes for the April 15, 2021 meeting unanimously approved. Motion carried.

YES: 6/6; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, and Elizabeth Rivera
NO: 0/6

VI. Manifest #12

MOTION: Motion to approve Manifest #12 approved unanimously. Motion carried.

YES: 7/7; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, and George Snyder, Jr.
NO: 0/7



Board of Trustees Meeting
Minutes of Meeting on May 20, 2021

VII. Financial report: Reviewed the financial reports through April 2021. The revenues through April 2021 were \$1,331,388.58 and expenses were \$1,397,459.32. The library fund through April 2021 was \$1,551,763.13.

MOTION: Motion to approve the financial reports through April 2021 unanimously approved. Motion carried.

YES: 7/7; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, and George Snyder, Jr.
NO: 0/7

VIII. Old Business

- a. Board Vacancies: Trustee J. Whitney has submitted her resignation from the board for personal reasons effective 6/1/21.

MOTION: Motion to accept Trustee J. Whitney's resignation unanimously approved. Motion carried.

YES: 7/7; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, and George Snyder, Jr.
NO: 0/7



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- b. Construction Grant 21-22 (Scott Room & Bathroom) - Rob Warholc of Smith Site Development: Rob Warholc provided an update on the Scott room and bathroom renovation timeline. He recommended doing the work in the winter time to minimally impact the library's activities.
- c. Summer Newsletter/Quotes: The board discussed the 2 quotes Director Jacobus received to print the abridged 2021 summer newsletter, \$14,087.47 from Curcio and \$9,280.50 from Carr 2.0. The Endicott library would bear 60% of the total cost of printing and mailing the newsletter, less \$1000 due to a grant for the newsletter (\$8,452.48 from Curcio and \$5,568.30 from Carr 2.0).

MOTION: Motion to approve the Carr 2.0 quote for \$9,280.50 with the Endicott library paying \$5,568.30 approved unanimously. Motion carried.

YES: 7/7; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, and George Snyder, Jr.
NO: 0/7

- d. Page Vacancies: Director Jacobus filled the 2 page vacancies per prior board approval. No vote is needed.

IX. New Business



Board of Trustees Meeting
Minutes of Meeting on May 20, 2021

- a. Removal of Trees: The board discussed the 2 quotes that Director Jacobus received to remove 2 large trees from the property, \$12,400.00 from Cook's Tree Service and \$5,500.00 from CNY Tree Service.

MOTION: Trustee Dr. Musa motioned to approve the CNY Tree Service quote of \$5,500.00. Seconded by Trustee P. Del Rosso. Motion carried.

YES: 7/7; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, and George Snyder, Jr.
NO: 0/7

- b. Architect Design Work Construction Grant 21-22: The board discussed the Griffiths Engineering, LLC quote of \$6,000.00 to provide architectural engineering plans for the Scott room and bathroom renovations.

MOTION: Trustee Dr. Musa motioned to approve the Griffiths Engineering quote of \$6,000.00. Seconded by Trustee E. Rivera. Motion carried.

YES: 7/7; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, and George Snyder, Jr.
NO: 0/7

- c. Intent to Apply Form-Construction Grant 21-22: Director Jacobus completed the paperwork for the 2021-2022 construction grant.



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MOTION: Motion to approve the 2021-2022 construction grant paperwork approved unanimously. Motion carried.

YES: 7/7; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, and George Snyder, Jr.
NO: 0/7

d. Approval of Payment to Evans Roofing Co. for Roof Renovation:
Director Jacobus received the bill of \$142,082.00 for repairing the roof.

MOTION: Trustee E. Rivera motioned to approve payment of the Evans Roofing Co. bill of \$142,082.00. Seconded by Trustee P. Del Rosso. Motion carried.

YES: 7/7; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, and George Snyder, Jr.
NO: 0/7

e. Approval of Payment to Smith Site Development for Construction:
Director Jacobus received the bill of \$25,839.47 for repairs to the overhead garage door and basement doors.

MOTION: Trustee E. Rivera motioned to approve payment of the Smith Site Development bill of \$25,839.47. Seconded by Trustee P. Del Rosso. Motion carried.



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YES: 7/7; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, and George Snyder, Jr.
NO: 0/7

f. Library Mask Policy: The board discussed the most recent mask regulations that Governor Cuomo enacted allowing those vaccinated against COVID to abstain from wearing a mask. Director Jacobus will draft signage requesting patrons to continue wearing masks for the benefit of those not vaccinated against COVID. The board will reassess this policy at the next regularly scheduled board meeting.

g. Slate of Officers: The board discussed nominations for the 2021-2022 President and Secretary. A nomination for Vice President has been tabled until the next regularly scheduled meeting in June.

MOTION: Trustee Dr. Musa motions to nominate Trustee E. Chang-Jackson as the 2021-2022 board President. Seconded by Trustee P. Del Rosso. Motion carried.

YES: 7/7; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, and George Snyder, Jr.
NO: 0/7

MOTION: Trustee E. Chang-Jackson motions to nominate Trustee M. Lawson as the 2021-2022 board Secretary. Seconded by Trustee Dr. Musa. Motion carried.



Board of Trustees Meeting
Minutes of Meeting on May 20, 2021

YES: 7/7; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, and George Snyder, Jr.
NO: 0/7

h. N. Seitz Resignation: Director Jacobus advised the board of the principal library clerk's resignation.

MOTION: Motion to accept the resignation of Nancy Seitz unanimously accepted. Motion carried.

YES: 7/7; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, and George Snyder, Jr.
NO: 0/7

i. Principal Library Clerk Position: Director Jacobus requested to fill the vacated Principal Library Clerk position with an hourly pay range of \$17-\$19 an hour.

MOTION: Trustee P Del Rosso motioned to approve an hourly pay range of \$17-\$19 an hour. Seconded by Trustee G. Snyder, Jr. Motion carried.

YES: 7/7; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, and George Snyder, Jr.
NO: 0/7



Board of Trustees Meeting
Minutes of Meeting on May 20, 2021

j. Circulation Desk: Trustee Dr. Musa reached out to a local community grant program to fund a new ADA compliant circulation desk and would like to apply for a grant. Trustee E. Rivera has offered to help with the paperwork.

X. Other Business: Director Jacobus advised the board that patrons have been asking when the 30 minute limit on visitations will be lifted.

MOTION: Trustee G. Snyder, Jr. motioned to extend the time limit to 1 hour. Motion unanimously approved. Motion carried.

YES: 7/7; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, and George Snyder, Jr. NO: 0/7

XI. Motion to Enter Executive Session

MOTION: Trustee Dr. Musa motioned to enter executive session at 8:04pm. Motion unanimously approved. Motion carried.

YES: 7/7; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, and George Snyder, Jr. NO: 0/7

Executive session entered.



Board of Trustees Meeting
Minutes of Meeting on May 20, 2021

MOTION: Motion to exit executive session at 9:09pm. Motion unanimously approved. Motion carried.

YES: 7/7; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, and George Snyder, Jr.
NO: 0/7

Executive session exited.

XII. Adjournment

MOTION: Trustee E. Rivera motioned to adjourn at 9:11pm. Seconded by Trustee M. Lawson. Motion carried.

YES: 7/7; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, and George Snyder, Jr.
NO: 0/7

Emilie Chang-Jackson, Secretary

Date



Board of Trustees Meeting
Minutes of Meeting on June 17, 2021

- I. Call To Order: Meeting was called to order via video conferencing at 7:00 PM by President Dr. Ribner.
- II. Roll Call/Attendance
 - a. Library Trustees Present: President Dr. Jeff Ribner, Secretary Emilie Chang-Jackson, and Trustees Paul Del Rosso, Melissa Lawson, Dr. Jen Musa, Elizabeth Rivera and George Snyder, Jr.
 - b. Library Trustees Excused: NA
 - c. Library Trustees Absent: NA
 - d. Library Staff Present: Library Director Seth Jacobus
- III. Approval of meeting agenda for June 17, 2021 meeting

MOTION: Motion to approve the agenda for the June 17, 2021 meeting unanimously approved. Motion carried.

YES: 7/7; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, and George Snyder, Jr.

NO: 0/7
- IV. Period of Public Expression: NA
- V. Approval of minutes from May 20, 2021 meeting

MOTION: Motion to approve the minutes for the May 20, 2021 meeting unanimously approved. Motion carried.

YES: 7/7; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, and George Snyder, Jr.

NO: 0/7



Board of Trustees Meeting
Minutes of Meeting on June 17, 2021

VI. Manifest #1

MOTION: Motion to approve Manifest #1 approved unanimously. Motion carried.

**YES: 7/7; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, and George Snyder, Jr.
NO: 0/7**

VII. Financial report: Reviewed the financial reports through May 2021. The revenues through May 2021 were \$1,332,889.42 and expenses were \$1,652,066.02. The library fund through May 2021 was \$1,327,134.56.

MOTION: Motion to approve the financial reports through May 2021 unanimously approved. Motion carried.

**YES: 7/7; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, and George Snyder, Jr.
NO: 0/7**

VIII. Old Business

- a. Board Vacancies: The board discussed filling two board vacancies.

MOTION: Motion to advertise to fill two board vacancies was unanimously approved. Motion carried.

**YES: 7/7; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, and George Snyder, Jr.
NO: 0/7**

- b. Library Mask Policy: The board discussed the continuation of requesting patrons to wear masks for the benefit of those not vaccinated against



Board of Trustees Meeting
Minutes of Meeting on June 17, 2021

COVID. No changes were made to the mask policy. The board will reassess this policy at the next scheduled board meeting.

- c. Removal of trees: Director Jacobus informed the board that the planned removal of two large trees from the property is estimated to take place in 1-2 months.
- d. Slate of officers: The board discussed nominations for the 2021-2022 President, Vice President, and Secretary. Last month Secretary Emilie Chang-Jackson was nominated for President and Trustee Melissa Lawson was nominated for Secretary.

MOTION: Trustee E. Chang-Jackson motioned to nominate Trustee E. Rivera as the 2021-2022 board Vice President. Seconded by Trustee M. Lawson. Motion carried.

**Yes: 7/7; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, and George Snyder, Jr.
NO: 0/7**

MOTION: Motion to approve the 2021-2022 Slate of Officers: Secretary E. Chang-Jackson as President, Trustee E. Rivera as Vice President, and Trustee M. Lawson as Secretary were approved unanimously. Motion carried.

**YES: 7/7; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, and George Snyder, Jr.
NO: 0/7**

- e. Circulation desk quotes: The board discussed circulation desk quotes obtained by Director Jacobus. The quotes are intended to be used for Trustee R. Musa and Vice President E. Rivera to apply for a grant through a local community grant program to fund a new ADA compliant, modern



Board of Trustees Meeting
Minutes of Meeting on June 17, 2021

circulation desk. Director Jacobus recommended the application include that the Friends of the Library will contribute to the project.

- f. Principal Library Clerk position update: Director Jacobus informed the board regarding filling the vacant Principal Library Clerk position.

IX. New Business

- a. Excellus Premium rate change letter: The board discussed the change to the Excellus group premium rates by an increase of 8.28%. The rates take effect in October 2021.
- b. Patron access to meeting rooms: The board discussed opening meeting rooms for small gatherings with some COVID precautions including limiting groups to ten or less; requiring groups to social distance; requiring masks; and providing cleaning supplies.

MOTION: Motion to approve the opening of meeting rooms with groups of ten or less with required masks and social distancing approved unanimously. Motion carried.

YES: 7/7; President Emilie Chang-Jackson, Vice President Elizabeth Rivera, Secretary Melissa Lawson, Trustees Paul Del Rosso, Dr. Musa, Dr. Ribner, and George Snyder, Jr.

NO: 0/7

X. Other Business: NA

XI. Adjournment



Board of Trustees Meeting
Minutes of Meeting on June 17, 2021

MOTION: Trustee P. Del Rosso motioned to adjourn at 7:32 PM. Seconded by Trustee Dr. Ribner. Motion carried.

YES: 7/7; President Emilie Chang-Jackson, Vice President Elizabeth Rivera, Secretary Melissa Lawson, Trustees Paul Del Rosso, Dr. Musa, Dr. Ribner, and George Snyder, Jr.

NO: 0/7

Melissa Lawson, Secretary

Date



Board of Trustees Meeting
Minutes of Meeting on July 15, 2021

I. Call to order: Meeting was called to order at 7:02 PM by President Emilie Chang-Jackson.

II. Roll call/attendance

- a. Library Trustees Present: President Emilie Chang-Jackson, Secretary Melissa Lawson and Trustees Dr. Jeff Ribner, Paul Del Rosso, Jen Musa, and George Snyder, Jr.
- b. Library Trustees Excused: Vice President Elizabeth Rivera
- c. Library Trustees Absent: NA
- d. Library Staff Present: Library Director Seth Jacobus, Young Adult Services Librarian Kenneth Roman, and Youth Services Librarian Erin Singleton

III. Approval of meeting agenda for July 15, 2021 meeting

MOTION: Motion to approve the agenda for the July 15, 2021 meeting unanimously approved. Motion carried.

YES: 6/6; President Emilie Chang-Jackson, Secretary Melissa Lawson, Trustees Dr. Ribner, Paul Del Rosso, Jen Musa, and George Snyder, Jr.

NO: 0/6

IV. Period of Public Expression: NA

V. Approval of minutes from June 17, 2021 meeting

MOTION: Motion to approve the minutes for the June 17, 2021 meeting unanimously approved. Motion carried.

YES: 6/6; President Emilie Chang-Jackson, Secretary Melissa Lawson, Trustees Dr. Ribner, Paul Del Rosso, Jen Musa, and George Snyder, Jr.



Board of Trustees Meeting
Minutes of Meeting on July 15, 2021

NO: 0/6

VI. Manifest #2

MOTION: Motion to approve Manifest #2 approved unanimously. Motion carried.

YES: 6/6; President Emilie Chang-Jackson, Secretary Melissa Lawson, Trustees Dr. Ribner, Paul Del Rosso, Jen Musa, and George Snyder, Jr.

NO: 0/6

VII. Financial report: Reviewed the financial reports through June 2021. The revenues through June 2021 were \$1,395.41 and expenses were \$123,168.47. The library fund through June 2021 was \$1,178,168.12.

MOTION: Motion to approve the financial reports through June 2021 unanimously approved. Motion carried.

YES: 6/6; President Emilie Chang-Jackson, Secretary Melissa Lawson, Trustees Dr. Ribner, Paul Del Rosso, Jen Musa, and George Snyder, Jr.

NO: 0/6

VIII. Old Business

- a. **Board Vacancies:** The board discussed waiting until the September board meeting to review any applications that come in to fill two board vacancies.
- b. **Library Mask Policy:** The board discussed the continuation of requesting patrons to wear masks for the benefit of those not vaccinated against COVID. No changes were made to the mask policy. The board will reassess this policy at the next scheduled board meeting.



Board of Trustees Meeting
Minutes of Meeting on July 15, 2021

MOTION: Trustee J. Musa motioned to maintain the current mask policy up to the September board meeting and reassess at that time. Seconded by Trustee Dr. Ribner. Motion carried.

YES: 6/6; President Emilie Chang-Jackson, Secretary Melissa Lawson, Trustees Dr. Ribner, Paul Del Rosso, Jen Musa, and George Snyder, Jr.

NO: 0/6

- c. Removal of trees/roof damage: Director Jacobus informed the board that the planned removal of two large trees from the property is still estimated to take place in approximately 1 month and that a fallen limb caused roof damage. Director Jacobus confirmed that the damage was repaired.
- d. Principal Library Clerk position update: Director Jacobus informed the board that K. Mills was hired for the Principal Library Clerk position.
- e. 21-22 budget changes: Director Jacobus informed the board that updates were made to the financial report to reflect the following changes, as previously approved: 3% increase to the budget for employee salaries; and 1% decrease to the budget to account for the change of the employee health insurance contribution rate from 16% to 17%.

IX. New Business

- a. Library Clerk position: Director Jacobus requested to fill the vacant Library Clerk position.

MOTION: Trustee P. Del Rosso motioned to approve filling the Library Clerk position. Seconded by Trustee Dr. Ribner. Motion carried.

YES: 6/6; President Emilie Chang-Jackson, Secretary Melissa Lawson, Trustees Dr. Ribner, Paul Del Rosso, Jen Musa, and George Snyder, Jr.

NO: 0/6



Board of Trustees Meeting
Minutes of Meeting on July 15, 2021

- b. June department head meeting minutes: The board discussed the June department head meeting minutes.
- c. Excellus health insurance cancelation issue: Director Jacobus informed the board of a cancelation issue with Excellus health insurance for active employees. The board discussed the issue.
- d. Preliminary construction grant award: The board discussed the preliminary construction grant award and the completed proposed Griffiths Engineering, LLC architectural engineering plan for the Scott room and bathroom renovations.

X. Other Business: N/A

XI. Adjournment

MOTION: Trustee J. Musa motioned to adjourn at 7:52 PM. Seconded by Trustee Dr. Ribner. Motion carried.

YES: 6/6; President Emilie Chang-Jackson, Secretary Melissa Lawson, Trustees Dr. Ribner, Paul Del Rosso, Jen Musa, and George Snyder, Jr.

NO: 0/6

Melissa Lawson, Secretary

Date



Board of Trustees Meeting
Minutes of Meeting on September 2, 2021

I. Call to order: Meeting was called to order at 7:01 PM by President Emilie-Chang Jackson.

II. Roll call/Attendance

- a. Library Trustees Present: President Emilie Chang-Jackson, Secretary Melissa Lawson and Trustees Dr. Jeff Ribner, and George Snyder, Jr.
- b. Library Trustees Excused: Vice President Elizabeth Rivera and Trustees Paul Del Rosso and Jen Musa
- c. Library Trustees Absent: N/A
- d. Library Staff Present: Library Director Seth Jacobus

III. Approval of meeting agenda for September 2, 2021 meeting

MOTION: Motion to approve the agenda for the September 2, 2021 meeting unanimously approved. Motion carried.

YES: 4/4; President Emilie Chang-Jackson, Secretary Melissa Lawson, Trustees Dr. Ribner, and George Snyder, Jr.

NO: 0/4

IV. Period of Public Expression: N/A

V. Old Business

- a. 21/22 NYS Construction Grant Application – Scott Room Renovation & Bathroom Installation: Director Jacobus provided an update regarding the State Historic Preservation Office (SHPO) requirements as well as an update regarding the grant funds available for the Scott Room renovation and bathroom installation (\$119,557). Rob Warholc of Smith Site Development provided information to explain that the project will meet



Board of Trustees Meeting
Minutes of Meeting on September 2, 2021
SHPO requirements. The board discussed the decision of moving forward
with the renovation/installation project.

MOTION: Trustee Dr. Ribner motioned to approve the Scott Room renovation and bathroom installation project for a total of \$159,410, which includes \$119,557 from the Construction Grant Award, leaving a local match of \$39,852. Seconded by Trustee George Snyder, Jr. Motion carried

**YES: 4/4; President Emilie Chang-Jackson, Secretary Melissa Lawson, Trustees Dr. Ribner and George Snyder, Jr.
NO: 0/4**

VI. Adjournment

MOTION: Motioned to adjourn at 7:45 PM unanimously approved. Motion carried.

**YES: 4/4; President Emilie Chang-Jackson, Secretary Melissa Lawson, Trustees Dr. Ribner and George Snyder, Jr.
NO: 0/4**

Melissa Lawson, Secretary

Date



Board of Trustees Meeting
Minutes of Meeting on September 16, 2021

- I. Call to order: Meeting was called to order at 6:31 PM by President Emilie-Chang Jackson.
- II. Roll call/Attendance
 - a. Library Trustees Present: President Emilie Chang-Jackson, Vice President Elizabeth Rivera, Secretary Melissa Lawson and Trustees Dr. Jeff Ribner, Paul Del Rosso, Jen Musa, and George Snyder, Jr.
 - b. Library Trustees Excused: N/A
 - c. Library Trustees Absent: N/A
 - d. Library Staff Present: Library Director Seth Jacobus, Youth Services Librarian Sara-Jo Sites, and Principal Library Clerk Kathy Mills.
- III. Approval of meeting agenda for September 16, 2021 meeting

MOTION: Motion to approve the agenda for the September 16, 2021 meeting unanimously approved. Motion carried.

YES: 7/7; President Emilie Chang-Jackson, Vice President Elizabeth Rivera, Secretary Melissa Lawson, Trustees Dr. Ribner, Paul Del Rosso, Jen Musa, and George Snyder, Jr.
NO: 0/7

- IV. Period of Public Expression: N/A
- V. Approval of minutes from the July 15, 2021 meeting

MOTION: Motion to approve the minutes for the July 15, 2021 meeting unanimously approved.



Board of Trustees Meeting
Minutes of Meeting on September 16, 2021

YES: 7/7; President Emilie Chang-Jackson, Vice President Elizabeth Rivera, Secretary Melissa Lawson, Trustees Dr. Ribner, Paul Del Rosso, Jen Musa, and George Snyder, Jr.
NO: 0/7

VI. Approval of minutes from the September 2, 2021 meeting

MOTION: Motion to approve the minutes for the September 2, 2021 meeting unanimously approved.

YES: 7/7; President Emilie Chang-Jackson, Vice President Elizabeth Rivera, Secretary Melissa Lawson, Trustees Dr. Ribner, Paul Del Rosso, Jen Musa, and George Snyder, Jr.
NO: 0/7

VII. Manifest #3

MOTION: Motion to approve Manifest #3 approved unanimously. Motion carried.

YES: 7/7; President Emilie Chang-Jackson, Vice President Elizabeth Rivera, Secretary Melissa Lawson, Trustees Dr. Ribner, Paul Del Rosso, Jen Musa, and George Snyder, Jr.
NO: 0/7

VIII. Manifest #4

MOTION: Motion to approve Manifest #4 approved unanimously. Motion carried.

YES: 7/7; President Emilie Chang-Jackson, Vice President Elizabeth Rivera, Secretary Melissa Lawson, Trustees Dr. Ribner, Paul Del Rosso, Jen Musa, and George Snyder, Jr.
NO: 0/7



Board of Trustees Meeting
Minutes of Meeting on September 16, 2021

- IX. August Financial report: Reviewed the financial reports through August 2021. The revenues through August 2021 were \$3,325.38 and expenses were \$231,238.79. The library fund through August 2021 was \$1,078,225.11.

MOTION: Motion to approve the financial reports through August 2021 unanimously approved. Motion carried.

YES: 7/7; President Emilie Chang-Jackson, Vice President Elizabeth Rivera, Secretary Melissa Lawson, Trustees Dr. Ribner, Paul Del Rosso, Jen Musa, and George Snyder, Jr.

NO: 0/7

- X. September Financial report: Reviewed the financial reports through September 2021. The revenues through September 2021 were \$4,888.40 and expenses were \$286,077.40. The library fund through September 2021 was \$1,018,949.52.

MOTION: Motion to approve the financial reports through September 2021 unanimously approved. Motion carried.

YES: 7/7; President Emilie Chang-Jackson, Vice President Elizabeth Rivera, Secretary Melissa Lawson, Trustees Dr. Ribner, Paul Del Rosso, Jen Musa, and George Snyder, Jr.

NO: 0/7

- XI. Old Business

- a. Board candidate Mo Gillette: The board interviewed candidate Mo Gillette for one of the board vacancies.

MOTION: Trustee Jen Musa made a motion to accept Mo Gillette on the board. Seconded by Trustee Dr. Ribner. Motion carried.



Board of Trustees Meeting
Minutes of Meeting on September 16, 2021

YES: 7/7; President Emilie Chang-Jackson, Vice President Elizabeth Rivera, Secretary Melissa Lawson, Trustees Dr. Ribner, Paul Del Rosso, Jen Musa, and George Snyder, Jr.
NO: 0/7

- b. Library Clerk vacancy: Director Jacobus informed the board that Matthew Moon was hired to fill the Library Clerk position.

XII. New Business

- a. Health insurance renewal: The board reviewed the change to the Excellus group premium rates (increase of 8.28%) to take effect October 2021, as previously discussed in the June 17, 2021 meeting and discussed renewing.

MOTION: Trustee Dr. Ribner made a motion to accept the Excellus renewal. Seconded by Trustee George Snyder, Jr. Motion carried.

YES: 7/7; President Emilie Chang-Jackson, Vice President Elizabeth Rivera, Secretary Melissa Lawson, Trustees Dr. Ribner, Paul Del Rosso, Jen Musa, and George Snyder, Jr.
NO: 0/7

- b. August Department Head meeting minutes: Director Jacobus shared the minutes from the August Department Head meeting.
- c. Rear entrance coping painting: Director Jacobus informed the board that Mark Tipton of Mark's Painting offered to pain the rear entrance coping free of charge.

MOTION: Motion to accept the services of Mark's Painting to paint the rear entrance coping for free unanimously approved. Motion carried.



Board of Trustees Meeting
Minutes of Meeting on September 16, 2021

YES: 7/7; President Emilie Chang-Jackson, Vice President Elizabeth Rivera, Secretary Melissa Lawson, Trustees Dr. Ribner, Paul Del Rosso, Jen Musa, and George Snyder, Jr.
NO: 0/7

- d. Community Foundation grant application: Trustee Jen Musa shared the progress of the Community Foundation grant application for the ADA-compliant, modern circulation desk: based on the letter of intent, the library was invited to submit a full application. The board discussed the possibility of needing to spend additional funds for the installation.

MOTION: Trustee Dr. Ribner made a motion to support spending up to \$1,000 for the installation of the circulation desk. Seconded by Trustee George Snyder, Jr. Motion carried.

YES: 6/7; President Emilie Chang-Jackson, Vice President Elizabeth Rivera, Secretary Melissa Lawson, Trustees Dr. Ribner, Paul Del Rosso, and George Snyder, Jr.
NO: 0/7

ABSTAINED: 1/7; Trustee Jen Musa

- e. Diversity, Equity, and Inclusion language for library documents (mission statement, bylaws, etc.): The board discussed updating library documents to make clear that the library is an inclusive and welcoming space for all.
- f. Merit-based raise system: The board discussed forming a committee of board members and library staff to draft a tool or system to allow for the objective awarding of raises and/or other types of awards to library staff.
- g. NYS Construction Grant contract – Scott Room & bathroom installation: Director Jacobus shared the contract for the Scott Room renovation and bathroom installation project.



Board of Trustees Meeting
Minutes of Meeting on September 16, 2021

MOTION: Trustee George Snyder, Jr. made a motion to approve the contract for \$148,935.32 for the Scott Room renovation and bathroom installation project. Seconded by Trustee Dr. Ribner. Motion carried.

YES: 7/7; President Emilie Chang-Jackson, Vice President Elizabeth Rivera, Secretary Melissa Lawson, Trustees Dr. Ribner, Paul Del Rosso, Jen Musa and George Snyder, Jr.

NO: 0/7

- h. NY Hero Act Prevention Plan for Airborne Infectious Disease: Director Jacobus shared that the library needs to have on file the NY Hero Act Prevention Plan for Airborne Infections Disease.

MOTION: Motion to approve the NY Hero Act Prevention Plan for Airborne Infectious Disease unanimously approved. Motion carried.

YES: 6/6; President Emilie Chang-Jackson, Secretary Melissa Lawson, Trustees Dr. Ribner, Paul Del Rosso, Jen Musa and George Snyder, Jr.

NO: 0/6

Vice President Elizabeth Rivera missed the vote due to technical difficulties.

- i. Covid-19 policies and procedures: The board reviewed and discussed policies and procedures related to Covid-19, including hours of operations, mask requirements, and patron time limits.

MOTION: Motion to approve Saturday hours of 10 a.m. to 2 p.m. unanimously approved. Motion carried.

YES: 7/7; President Emilie Chang-Jackson, Vice President Elizabeth Rivera, Secretary Melissa Lawson, Trustees Dr. Ribner, Paul Del Rosso, Jen Musa and George Snyder, Jr.

NO: 0/7



Board of Trustees Meeting
Minutes of Meeting on September 16, 2021

MOTION: Motion to approve Monday through Thursday hours of 9 a.m. to 7 p.m. unanimously approved. Motion carried.

YES: 7/7; President Emilie Chang-Jackson, Vice President Elizabeth Rivera, Secretary Melissa Lawson, Trustees Dr. Ribner, Paul Del Rosso, Jen Musa and George Snyder, Jr.

NO: 0/7

MOTION: Motion unanimously approved to continue mask mandates and review the policy again at the October board meeting. Motion carried.

YES: 7/7; President Emilie Chang-Jackson, Vice President Elizabeth Rivera, Secretary Melissa Lawson, Trustees Dr. Ribner, Paul Del Rosso, Jen Musa and George Snyder, Jr.

NO: 0/7

MOTION: Motion unanimously approved to keep the 1-hour patron time limit. Motion carried.

YES: 7/7; President Emilie Chang-Jackson, Vice President Elizabeth Rivera, Secretary Melissa Lawson, Trustees Dr. Ribner, Paul Del Rosso, Jen Musa and George Snyder, Jr.

NO: 0/7

- j. Arbor Day Event: Director Jacobus shared that the library is working with the Endicott Tree Committee to plant three new trees at the library during the committee's Arbor Day event on October 8 at 5:30 p.m., held at the library.

XIII. Other Business: N/A



Board of Trustees Meeting
Minutes of Meeting on September 16, 2021

XIV. Adjournment

**MOTION: Vice President Elizabeth Rivera motioned to adjourn at 8:48 p.m.
Seconded by Trustee Dr. Ribner. Motion carried.**

**YES: 7/7; President Emilie Chang-Jackson, Secretary Melissa Lawson, Trustees Dr. Ribner, Paul Del Rosso, Jen Musa, and George Snyder, Jr.
NO: 0/7**

Melissa Lawson, Secretary

Date



Board of Trustees Meeting
Minutes of Meeting on October 21, 2021

- I. Call to order: Meeting was called to order at 7:02 PM by President Emilie-Chang Jackson.
- II. Roll call/Attendance
 - a. Library Trustees Present: President Emilie Chang-Jackson, Vice President Elizabeth Rivera, Secretary Melissa Lawson and Trustees Dr. Jeff Ribner, Paul Del Rosso, Mo Gillette, Jen Musa, and George Snyder, Jr.
 - b. Library Trustees Excused: N/A
 - c. Library Trustees Absent: N/A
 - d. Library Staff Present: Library Director Seth Jacobus, Library Clerks Vickie Festa and Matthew Moon.
- III. Adoption of October 21, 2021 agenda

MOTION: Motion to approve the agenda for the October 21, 2021 agenda unanimously approved. Motion carried.

YES: 8/8; President Emilie Chang-Jackson, Vice President Elizabeth Rivera, Secretary Melissa Lawson, Trustees Paul Del Rosso, Mo Gillette, Jen Musa, Dr. Ribner and George Snyder, Jr.
NO: 0/8

- IV. Period of Public Expression: Director Jacobus shared that some patrons had made comments wondering why the library is not fine free.
- V. Approval of minutes from the September 16, 2021 meeting

MOTION: Motion to approve the minutes from the September 16, 2021 agenda unanimously approved. Motion carried.



Board of Trustees Meeting
Minutes of Meeting on October 21, 2021

YES: 8/8; President Emilie Chang-Jackson, Vice President Elizabeth Rivera, Secretary Melissa Lawson, Trustees Paul Del Rosso, Mo Gillette, Jen Musa, Dr. Ribner and George Snyder, Jr.
NO: 0/8

VI. Manifest #5

MOTION: Motion to approve Manifest #5 approved unanimously. Motion carried.

YES: 8/8; President Emilie Chang-Jackson, Vice President Elizabeth Rivera, Secretary Melissa Lawson, Trustees Paul Del Rosso, Mo Gillette, Jen Musa, Dr. Ribner and George Snyder, Jr.
NO: 0/8

VII. October Financial report: Reviewed the financial reports through October 2021. The revenues through October 2021 were \$16,085.51 and expenses were \$397,079.11. The library fund through October 2021 was \$918,947.58.

MOTION: Motion to approve the financial report through October 2021 unanimously approved. Motion carried.

YES: 8/8; President Emilie Chang-Jackson, Vice President Elizabeth Rivera, Secretary Melissa Lawson, Trustees Paul Del Rosso, Mo Gillette, Jen Musa, Dr. Ribner and George Snyder, Jr.
NO: 0/8

VIII. Old Business

- a. Diversity, Equity, and Inclusion language for library documents: The board reviewed proposed language regarding diversity, equity, and inclusion to be added to the mission statement, bylaws, and other library docs.



Board of Trustees Meeting
Minutes of Meeting on October 21, 2021

- b. Personnel Committee: The board discussed forming a Personnel Committee with the goal of developing a proposed tool or system to allow for the objective facilitation of merit raises and/or related awards to library staff. The director, two staff members, and two board members will serve on the committee.

MOTION: Trustee Dr. Ribner motioned to approve the development of a Personnel Committee comprised of two staff members, Director Jacobus, and Trustees Mo Gillette and George Snyder, Jr. Motion seconded by President Chang-Jackson and unanimously approved. Motion carried.

YES: 8/8; President Emilie Chang-Jackson, Vice President Elizabeth Rivera, Secretary Melissa Lawson, Trustees Paul Del Rosso, Mo Gillette, Jen Musa, Dr. Ribner and George Snyder, Jr.

NO: 0/8

- c. Excellus Invoice Payment email: Director Jacobus updated the board regarding Excellus receiving payments. The email confirmed that the group was paid through the end of September.
- d. Circulation Desk Grant: Trustee Musa shared with the board that the grant for the circulation desk will be fully funded and more details about payment procedure are forthcoming.
- e. COVID-19 Policies & Procedures: The board discussed hours of operation, mask requirements, and patron time limits. No changes were made to the existing hours of operations or mask requirements.

MOTION: Trustee Musa motioned to extend the patron time limit from 1 hour to 2 hours. Motion seconded by Vice President Rivera and unanimously approved. Motion carried.



Board of Trustees Meeting
Minutes of Meeting on October 21, 2021

YES: 8/8; President Emilie Chang-Jackson, Vice President Elizabeth Rivera, Secretary Melissa Lawson, Trustees Paul Del Rosso, Mo Gillette, Jen Musa, Dr. Ribner and George Snyder, Jr.
NO: 0/8

IX. New Business

- a. 4CLS Cost of Services Sheet: The board reviewed the Four County Library System Cost of Services sheet.

MOTION: Trustee Musa motioned to approve the Four County Library System Cost of Services sheet. Motion seconded by Vice President Rivera and unanimously approved. Motion carried.

YES: 8/8; President Emilie Chang-Jackson, Vice President Elizabeth Rivera, Secretary Melissa Lawson, Trustees Paul Del Rosso, Mo Gillette, Jen Musa, Dr. Ribner and George Snyder, Jr.
NO: 0/8

- b. ANC Maintenance Contract: The board reviewed the current ANC maintenance contract and services provided.
- c. September Department Head minutes: The board reviewed the September department head minutes.
- d. October Department Head minutes: The board reviewed the October department head minutes.
- e. 2022 Holiday Closing Schedule: The board discussed the 2022 holiday closing schedule.

MOTION: Trustee Snyder motioned to accept the 2022 holiday closing schedule with the addition of June 20 for Juneteenth. Motion seconded by Trustee Gillette and unanimously approved. Motion carried.



Board of Trustees Meeting
Minutes of Meeting on October 21, 2021

YES: 8/8; President Emilie Chang-Jackson, Vice President Elizabeth Rivera, Secretary Melissa Lawson, Trustees Paul Del Rosso, Mo Gillette, Jen Musa, Dr. Ribner and George Snyder, Jr.

NO: 0/8

- f. Sharp Aquos & Wall Mount for Scott Room: Director Jacobus informed the board of the lead time needed for the Sharp Aquos & Wall Mount being purchased as part of the approved Scott Room renovation project.
- g. Board Roster: The Board Roster was reviewed. Trustees will provide updates to Director Jacobus.
- h. Patron Incident: The board discussed a specific patron incident, which led to discussion of developing a policy for procedure and protocol to guide decision points regarding patron incidents at the library.

X. Other Business: N/A

XI. Adjournment

MOTION: Vice President Elizabeth Rivera motioned to adjourn at 8:53 p.m. Seconded by Trustee Dr. Ribner. Motion carried.

YES: 8/8; President Emilie Chang-Jackson, Vice President Elizabeth Rivera, Secretary Melissa Lawson, Trustees Paul Del Rosso, Mo Gillette, Jen Musa, Dr. Ribner and George Snyder, Jr.

NO: 0/8



Board of Trustees Meeting
Minutes of Meeting on November 18, 2021

- I. Call to order: Meeting was called to order at 7:01 PM by President Emilie-Chang Jackson.
- II. Roll call/Attendance
 - a. Library Trustees Present: President Emilie Chang-Jackson, Secretary Melissa Lawson and Trustees Paul Del Rosso, Mo Gillette, Jen Musa, and Dr. Jeff Ribner
 - b. Library Trustees Excused: Vice President Elizabeth Rivera and Trustee George Snyder, Jr.
 - c. Library Trustees Absent: N/A
 - d. Library Staff Present: Library Director Seth Jacobus, Librarians Cathy Seary and Erin Singleton, and Library Clerks Vickie Festa and Matthew Moon
- III. Approval of meeting agenda for November 18, 2021 meeting

MOTION: Motion to approve the agenda for the November 18, 2021 meeting unanimously approved. Motion carried.

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

- IV. Period of Public Expression: N/A

- V. Approval of minutes from October 21, 2021 meeting

MOTION: Motion to approve the minutes for the October 21, 2021 meeting unanimously approved.



Board of Trustees Meeting
Minutes of Meeting on November 18, 2021

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

VI. Manifest #6

MOTION: Motion to approve Manifest #6 approved unanimously. Motion carried.

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

VII. Financial report: Reviewed the financial reports through November 2021. The revenues through November 2021 were \$114,204.28 and expenses were \$469,791.69. The library fund through November 2021 was \$962,278.46.

MOTION: Motion to approve the financial reports through November 2021 unanimously approved. Motion carried.

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

VIII. Old Business

- a. Diversity, Equity, and Inclusion language for library documents: The board reviewed and finalized updated diversity, equity, and inclusion language to include in the bylaws, mission statement, and employee handbook.

MOTION: Trustee Musa motioned to accept changes in the bylaws, which contains the mission statement, and the employee handbook to include language to address diversity, equity, and inclusion. Motion seconded by Trustee Dr. Ribner. Motion carried.



Board of Trustees Meeting
Minutes of Meeting on November 18, 2021

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

- b. Personnel Committee update: Trustee Mo Gillette updated the board about the November 3, 2021 meeting held by the Personnel Committee discussing the development of a system/tool to objectively facilitate merit raises and/or related awards for library staff.
- c. Circulation desk grant: The board reviewed the purchase of the circulation desk, as part of the circulation desk project, for which a fully-funded grant has been awarded.

MOTION: Trustee Dr. Ribner motioned to approve the purchase of the circulation desk at \$13,884,78. Motion seconded by Trustee Del Rosso. Motion carried.

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

- d. COVID-19 policies and procedures: The board discussed hours of operation, mask requirements, and patron time limits. No changes were made to the existing mask requirements or patron time limits.

MOTION: President Chang-Jackson motioned to change the hours of operation Monday through Thursday to 9AM – 8 PM. Motion seconded by Trustee Dr. Ribner. Motion carried.

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

- e. Behavior/code of conduct policy: The board discussed updating the guidelines for appropriate behavior.



Board of Trustees Meeting
Minutes of Meeting on November 18, 2021

- f. Maintenance contract: Director Jacobus informed the board of a change of date for a scheduled appointment regarding maintenance.

IX. New Business

- a. Activity Report: The board discussed the Activity Report shared by Librarian Erin Singleton containing statistics, programming, and services from January 2018 through October 2021.

X. Other Business: N/A

XI. Adjournment

MOTION: Trustee Dr. Ribner motioned to adjourn at 8:15 PM. Seconded by Trustee Mo Gillette. Motion carried.

YES: 6/6; President Emilie Chang-Jackson, Secretary Melissa Lawson, Trustees Paul Del Rosso, Mo Gillette, Jen Musa, and Dr. Ribner

NO: 0/6

Melissa Lawson, Secretary

Date



Board of Trustees Meeting
Minutes of Meeting on December 16, 2021

- I. Call to order: Meeting was called to order at 7:02 PM by President Emilie-Chang Jackson.
- II. Roll call/Attendance
 - a. Library Trustees Present: President Emilie Chang-Jackson, Vice President Elizabeth Rivera, Secretary Melissa Lawson and Trustees Paul Del Rosso, Mo Gillette, Jen Musa, and Dr. Jeff Ribner
 - b. Library Trustees Excused: George Snyder, Jr.
 - c. Library Trustees Absent: N/A
 - d. Library Staff Present: Library Director Seth Jacobus, Librarian Erin Singleton, and Library Clerks Vickie Festa and Matthew Moon
- III. Adoption of December 16, 2021 meeting agenda

MOTION: Motion to adopt the agenda for the December 16, 2021 meeting unanimously approved. Motion carried.

YES: 7/7; President Emilie Chang-Jackson, Vice President Elizabeth Rivera, Secretary Melissa Lawson, Trustees Paul Del Rosso, Mo Gillette, Jen Musa, and Dr. Ribner
NO: 0/7

- IV. Period of Public Expression: N/A

- V. Approval of minutes from November 18, 2021 meeting

MOTION: Motion to approve the minutes for the November 18, 2021 meeting unanimously approved.



Board of Trustees Meeting
Minutes of Meeting on December 16, 2021

YES: 7/7; President Emilie Chang-Jackson, Vice President Elizabeth Rivera, Secretary Melissa Lawson, Trustees Paul Del Rosso, Mo Gillette, Jen Musa, and Dr. Ribner
NO: 0/7

VI. Manifest #7

MOTION: Motion made by Trustee J. Musa to approve Manifest #7 for a total of \$26,231.34, amended to include a change to the retiree health plan bill. Seconded by Trustee Dr. Ribner. Motion carried.

YES: 7/7; President Emilie Chang-Jackson, Vice President Elizabeth Rivera, Secretary Melissa Lawson, Trustees Paul Del Rosso, Mo Gillette, Jen Musa, and Dr. Ribner.
NO: 0/7

VII. Financial report: Reviewed the financial reports through December 2021. The revenues through December 2021 were \$127,910.16 and expenses were \$556,993.19. The library fund through December 2021 was \$871,523.14.

MOTION: Motion to approve the financial reports through December 2021 unanimously approved. Motion carried.

YES: 7/7; President Emilie Chang-Jackson, Vice President Elizabeth Rivera, Secretary Melissa Lawson, Trustees Paul Del Rosso, Mo Gillette, Jen Musa, and Dr. Ribner
NO: 0/7

VIII. Old Business

- a. Personnel Committee update: Trustee Mo Gillette provided an update from the December 15 Personnel Committee meeting.



Board of Trustees Meeting
Minutes of Meeting on December 16, 2021

- b. Circulation Desk: Director Jacobus informed the board that the new circulation desk has been ordered and will take 6-8 weeks to arrive to the Parlor City warehouse, and additionally that the electrical work is being reviewed.
- c. COVID-19 policies & procedures: The board discussed hours of operation, mask requirements, and patron time limits. No changes were made to the existing mask requirements or patron time limits.

MOTION: Vice President E. Rivera motioned to change the hours of operation Monday through Thursday to 9AM – 9 PM and Saturday to 9 AM – 5 PM effective January 3, 2022. Motion seconded by Trustee Dr. Ribner. Motion carried.

YES: 7/7; President Emilie Chang-Jackson, Vice President Elizabeth Rivera, Secretary Melissa Lawson, Trustees Paul Del Rosso, Mo Gillette, Jen Musa, and Dr. Ribner

NO: 0/7

- d. GFJML Behavior Policy/Code of Conduct Policy: Director Jacobus informed the board that the policy is continuing to be updated.
- e. Maintenance contract: The board discussed maintenance costs.

IX. New Business

- a. Staff suggestions document: The board discussed the list of ideas that the staff compiled to bring more people into the library. Ideas that impact budget will be further discussed at future board meetings.
- b. Unique price change: Director Jacobus informed the board of a price increase for the services of Unique from \$8.95 per account to \$11.65, effective January 1, 2022.
- c. Department head meeting minutes: The board discussed the November department head meeting minutes.



Board of Trustees Meeting
Minutes of Meeting on December 16, 2021

X. Other Business: N/A

XI. Adjournment

MOTION: Trustee P. Del Rosso motioned to adjourn at 8:24 PM. Seconded by Trustee Dr. Ribner. Motion carried.

YES: 7/7; President Emilie Chang-Jackson, Vice President Elizabeth Rivera, Secretary Melissa Lawson, Trustees Paul Del Rosso, Mo Gillette, Jen Musa, and Dr. Ribner

NO: 0/7

Melissa Lawson, Secretary

Date