



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.**



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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.**



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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.**



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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**



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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.



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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



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**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



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**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**

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Emilie Chang-Jackson, Secretary

Date