



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.



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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



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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.



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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.



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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.



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- 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



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Emilie Chang-Jackson, Secretary

Date