



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

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

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

- III. Approval of meeting agenda for November 21, 2019

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

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

NO: 0/6

Trustee Dr. Ryan arrived after vote.

- IV. Period of Public Expression: N/A

- V. Approval of minutes from October 17, 2019 meeting

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

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



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

NO: 0/7

VI. Manifest #6

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

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

NO: 0/7

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

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

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

NO: 0/7

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

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

NO: 0/7



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VIII. Old Business

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

IX. New Business

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



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

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

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

X. Other Business: N/A

XI. Motion for Executive Session

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

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

NO: 0/7

Enter Executive Session

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

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

NO: 0/7

XII. Adjournment



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

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

NO: 0/7

Emilie Chang-Jackson, Secretary

Date