



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

- I. Call To Order: Meeting was called to order at 6:30 PM by Vice President Joe Ciccarino.
  
- II. Roll Call/Attendance
  - a. Library Trustees Present: Vice President Joe Ciccarino, Secretary Emilie Chang-Jackson, and Paul Del Rosso, Nadine Herceg, Jen Musa, and Dr. Chris Ryan (arrived at 6:35pm)
  - b. Library Trustees Excused: President Jo Whitney, Trustee Dr. Ribner
  - c. Library Trustees Absent: N/A
  - d. Library Staff Present: Library Director Seth Jacobus
  
- III. Approval of meeting agenda for January 16, 2020

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

**YES: 5/5; Vice President Joe Ciccarino, Secretary Emilie Chang-Jackson, and Trustees Paul Del Rosso, Nadine Herceg, and Jen Musa  
NO: 0/5**

**Trustee Dr. Ryan arrived after vote.**

- IV. Period of Public Expression: N/A
  
- V. Approval of minutes from December 19, 2019 meeting

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

**YES: 5/5; Vice President Joe Ciccarino, Secretary Emilie Chang-Jackson, and Trustees Paul Del Rosso, Nadine Herceg, and Jen Musa  
NO: 0/5**



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**Trustee Dr. Ryan arrived after vote.**

VI. Manifest #8

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

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

**NO: 0/6**

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

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

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

**NO: 0/6**

VIII. Old Business

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



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

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

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

**NO: 0/6**

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

IX. New Business

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

X. Other Business: N/A

XI. Motion for Executive Session

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



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

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

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

**NO: 0/6**

XII. Adjournment

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

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

**NO: 0/6**

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Emilie Chang-Jackson, Secretary

Date