



Board of Trustees Meeting
Minutes of Meeting on December 19, 2019

I. Call To Order: Meeting was called to order at 6:36 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 Christine Brown, Paul Del Rosso, Nadine Herceg, Jen Musa, Dr. Jeffrey Ribner, Dr. Chris Ryan (arrived at 6:42pm)
- b. Library Trustees Excused: N/A
- c. Library Trustees Absent: N/A
- d. Library Staff Present: Library Director Seth Jacobus

III. Approval of meeting agenda for December 19, 2019

MOTION: Trustee Dr. Ribner motioned to approve the agenda of the December 19, 2019 meeting. Seconded by Trustee P. Del Rosso. Motion carried.

YES: 8/8; President Jo Whitney, Vice President Joe Ciccarino, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Paul Del Rosso, Nadine Herceg, Jen Musa, and Dr. Jeffrey Ribner

NO: 0/8

Trustee Dr. Ryan arrived after vote.

IV. Period of Public Expression: N/A

V. Approval of minutes from November 21, 2019 meeting

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

YES: 8/8; President Jo Whitney, Vice President Joe Ciccarino, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Paul Del Rosso, Nadine Herceg, Jen Musa, and Dr. Jeffrey Ribner



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NO: 0/8

Trustee Dr. Ryan arrived after vote.

VI. Manifest #7

MOTION: Trustee P. Del Rosso motioned to approve Manifest #7. Seconded by Trustee C. Brown. Motion carried.

YES: 8/8; President Jo Whitney, Vice President Joe Ciccarino, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Paul Del Rosso, Nadine Herceg, Jen Musa, and Dr. Jeffrey Ribner

NO: 0/8

Trustee Dr. Ryan arrived after vote.

VII. Financial report: Reviewed the financial reports through November 2019. The revenues through November 2019 were \$210,963.99 and expenses were \$523,168.52. The library fund through November 2019 was \$1,002,116.88.

MOTION: Trustee J. Ciccarino motioned to approve the expenses report through November 2019. Seconded by Trustee Dr. Ribner. Motion carried.

YES: 9/9; President Jo Whitney, Vice President Joe Ciccarino, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Paul Del Rosso, Nadine Herceg, Jen Musa, Dr. Jeffrey Ribner, and Dr. Ryan

NO: 0/9

VIII. Old Business

- a. Parking Lot Project – Discuss: Smith Site Development will come to the January 2020 meeting to address any questions that the board has about their proposal.
- b. Early Voting – Discuss: Director Jacobus is coordinating the logistics of the 2020 early voting sessions with the repairs to the parking lot.
- c. Board Member Vacancy – Discuss: There were two applicants for the board member vacancy. The board will review the applicants to schedule



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interviews.

IX. New Business

- a. Census 2020 – Discuss: The board discussed how the library can facilitate the 2020 U.S. Census. A member of the board will contact the local head of the Census board.
- b. Dept. Head Meeting Minutes – Review: The board appreciates the availability of the meeting minutes of the department head meeting.
- c. Strategic Plan – Discuss: Director Jacobus will help coordinate focus groups to facilitate the strategic plan.
- d. Summer Newsletter – Discuss: The board discussed the feasibility of the summer newsletter. Director Jacobus will get price quotes.
- e. Meeting Room Usage – Discuss: Director Jacobus advised the board of the current scheduling conflict that has formed due to the closing of the Boys and Girls Club of Western Broome. Director Jacobus and his staff will look at creating a policy that subjects any non-library function that goes beyond 6 hours a week to possible schedule changes.
- f. Copy Prices – Discuss: Director Jacobus advised the board that the costs of providing printing services is significantly greater than the revenue from the printing services. After discussion, the board has agreed to eliminate the daily free printing of the first three pages of any document to prevent the current necessity of raising printing prices.

MOTION: Trustee C. Brown motioned to eliminate the daily free printing of the first three pages. Seconded by Trustee Dr. Ribner. Motion carried.

YES: 9/9; President Jo Whitney, Vice President Joe Ciccarino, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Paul Del Rosso, Nadine Herceg, Jen Musa, Dr. Jeffrey Ribner, and Dr. Ryan

NO: 0/9

X. Other Business: N/A

XI. Adjournment



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MOTION: Trustee C. Brown motioned for adjournment at 8:04pm. Seconded by Trustee Dr. Ribner. Motion carried.

YES: 9/9; President Jo Whitney, Vice President Joe Ciccarino, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Paul Del Rosso, Nadine Herceg, Jen Musa, Dr. Jeffrey Ribner, and Dr. Ryan

NO: 0/9

Emilie Chang-Jackson, Secretary

Date