



Board of Trustees Meeting  
Minutes of Meeting on May 21, 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, Secretary Emilie Chang-Jackson, and Trustees Paul Del Rosso, Nadine Herceg, Melissa Lawson, Dr. Jeff Ribner.
- b. Library Trustees Excused: Trustee J. Musa
- c. Library Trustees Absent: Trustees Vice President J. Ciccarino and Dr. Ryan
- d. Library Staff Present: Library Director Seth Jacobus

III. Approval of meeting agenda for May 21, 2020

**MOTION: Trustee Dr. Ribner motioned to approve the agenda of the May 21, 2020 meeting. Seconded by Trustee N Herceg. Motion carried.**

**YES: 6/6; President Jo Whitney, Secretary Emilie Chang-Jackson, and Trustees Paul Del Rosso, Nadine Herceg, Melissa Lawson, Dr. Jeff Ribner**

**NO: 0/6**

IV. Period of Public Expression



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- a. Mike Nielson of Smith Site Development, LLC: Contractor for repairing parking lot joined at 827pm at Director Jacobus' request and left at 838pm.

V. Approval of minutes from April 16, 2020 meeting

**MOTION: Trustee Dr. Ribner motioned to approve the minutes from the April 16, 2020 meeting. Seconded by Trustee M. Lawson. Motion carried.**

**YES: 6/6; President Jo Whitney, Secretary Emilie Chang-Jackson, and Trustees Paul Del Rosso, Nadine Herceg, Melissa Lawson, Dr. Jeff Ribner**  
**NO: 0/6**

VI. Approval of minutes from May 4, 2020 meeting

**MOTION: Trustee P. Del Rosso motioned to approve the minutes from the May 4, 2020 meeting. Seconded by Trustee Dr. Ribner. Motion carried.**

**YES: 6/6; President Jo Whitney, Secretary Emilie Chang-Jackson, and Trustees Paul Del Rosso, Nadine Herceg, Melissa Lawson, Dr. Jeff Ribner**  
**NO: 0/6**

VII. Manifest #12



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**MOTION: Trustee Dr. Ribner motioned to approve Manifest #12. Seconded by Trustee P. Del Rosso Motion carried.**

**YES: 6/6; President Jo Whitney, Secretary Emilie Chang-Jackson, and Trustees Paul Del Rosso, Nadine Herceg, Melissa Lawson, Dr. Jeff Ribner  
NO: 0/6**

VIII. Financial report: Reviewed the financial reports through April 2020. The revenues through April 2020 were \$1,350,346.78, and expenses were \$970,138.28. The library fund through April 2020 was \$1,693,878.20.

**MOTION: Trustee Dr. Ribner motioned to approve the financial report through April 2020. Seconded by Trustee P. Del Rosso. Motion carried.**

**YES: 6/6; President Jo Whitney, Secretary Emilie Chang-Jackson, and Trustees Paul Del Rosso, Nadine Herceg, Melissa Lawson, Dr. Jeff Ribner  
NO: 0/6**

IX. Old Business



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a. Parking Lot Renovation Project: The board discussed the current status of the parking lot repairs. The parking lot is 99% done, stripes are painted, and most of the signs are installed. \$20,782.02 still needs to be spent to remain compliant with the construction grant. At the board's request, Smith Site Development will determine if the crumbling retaining wall located on the Jefferson Ave side of the property can be removed and how much it will cost. In addition, Director Jacobus will provide Smith Site Development with the Sentry Alarm quote for additional security cameras as an additional use of the available funds.

b. Reopening Plan - Timeline, PPE, Hours of Operation: The board discussed the logistics for reopening the library. Based on the most recent 4CLS Directors' meeting that Director Jacobus attended, curbside service may be available as early as June. It will be discussed in further detail at the next 4CLS Directors meeting scheduled for Thursday, May 28, 2020. Based on Governor Cuomo's plan, the estimated date that patrons will be able to enter the library is late June. Logistics include using thermometers to take temperatures, operating at 50% staff using rotating schedules, and hours of operations of 9a-5p for curbside and 9a-6p once the building reopens to the public.

c. Staff Raises & Medical Insurance: The board discussed the annual staff raises and medical insurance premiums.



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**MOTION: Trustee Dr. Ribner motioned to approve a 3% staff raise and keeping medical insurance the same at 16%. Seconded by Trustee P. Del Rosso. Motion carried.**

**YES: 6/6; President Jo Whitney, Secretary Emilie Chang-Jackson, and Trustees Paul Del Rosso, Nadine Herceg, Melissa Lawson, Dr. Jeff Ribner**

**NO: 0/6**

d. Construction Grant Application 2020-2021: The board discussed the construction grant application to repair the roof that is due in the coming months. Director Jacobus will try to find out the current status of Dr. Ryan's request to use an infrared drone to take pictures of the roof which is needed to submit the application.

e. Curbside Pickup Contract: The board discussed the contract from Unique Management Services to facilitate providing curbside service. The cost is a \$295 one time set up fee and \$50 a month.

**MOTION: Trustee M. Lawson motioned to approve the Unique Management Services contract. Seconded by Trustee Dr. Ribner. Motion carried.**

**YES: 6/6; President Jo Whitney, Secretary Emilie Chang-Jackson, and Trustees Paul Del Rosso, Nadine Herceg, Melissa Lawson, Dr. Jeff Ribner**

**NO: 0/6**



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- f. L2 Studio Payment: Director Jacobus informed the board that the Village of Endicott has not returned the library funds they used to pay their portion of the L2 Studio bill from October 2018. Director Jacobus has been in contact with Joyce Larnerd, who said she would forward the email to the Mayor. Director Jacobus will try to contact the Village of Endicott one more time before requesting members of the board to assist in contacting the Village of Endicott.
  
- g. Color Copy Pricing: Director Jacobus updated the board on the pricing of the color copying services, \$0.25 per page for the first seven pages and \$0.50 for each additional page after the first seven pages.

X. New Business

- a. Staff Rollover Time: Director Jacobus informed the board of a staff member's request to extend the deadline of Memorial Day to use any rollover vacation time that is still available due to COVID.

**MOTION: Trustee N. Herceg motioned to approve extending the deadline to use any rollover vacation time to Labor Day. Seconded by Trustee M. Lawson. Motion carried.**

**YES: 5/6; President Jo Whitney, Secretary Emilie Chang-Jackson, and Trustees Nadine Herceg, Melissa Lawson, Dr. Jeff Ribner**



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**NO: 0/6**

**ABSTAIN: 1/6; Trustee P. Del Rosso**

- b. 19-20 Budget Rollover Items (Books, A-V, Computers): Director Jacobus advised the board of the possibility that some of the line item expenses in the budget that currently appear underspent may seem overspent in the first few months of the next fiscal year due to the inability for orders to be processed because of COVID.
- c. Focus Group Report/Strategic Plan: The board suggested to Director Jacobus that he and the staff continue working on the strategic plan for the library and to incorporate the changing practices of society that have resulted from COVID.
- d. PPE Policy: Director Jacobus will work on creating a PPE policy for the library in response to COVID.
- e. NY Forward Business Safety Reopening Plan: Director Jacobus has been working on the template for a safety reopening plan that the state has provided. He will contact Trustee Dr. Ryan for his expertise in regards to some of the questions on the template.



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f. Board Officers: The board discussed the succession of the officers for the 2020-2021 fiscal year. Current President J. Whitney will contact Vice President J. Ciccarino about becoming President for the next fiscal year. The motion has been tabled until the next meeting.

XI. Other Business: N/A

XII. Adjournment

**MOTION: Trustee Dr. Ribner motioned to adjourn at 857pm. Seconded by Trustee P. Del Rosso. Motion carried.**

**YES: 6/6; President Jo Whitney, Secretary Emilie Chang-Jackson, and Trustees Paul Del Rosso, Nadine Herceg, Melissa Lawson, Dr. Jeff Ribner**

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Emilie Chang-Jackson, Secretary

Date