



Board of Trustees Meeting
Minutes of Meeting on September 17, 2020

- I. Call To Order: Meeting was called to order via video conferencing at 7:00 PM by President Joe Ciccarino.

- II. Roll Call/Attendance
 - a. Library Trustees Present: President Joe Ciccarino, Vice President Dr. Ribner, Secretary Emilie Chang-Jackson, and Trustees Paul Del Rosso, Melissa Lawson, Dr. Jen Musa, Dr. Chris Ryan, and Jo Whitney.
 - 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 September 17, 2020

MOTION: Trustee J. Whitney motioned to approve the agenda of the September 17, 2020 meeting. Seconded by Trustee M. Lawson. Motion carried.

YES: 8/8; President Joe Ciccarino, Vice President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Dr. Ryan, J. Whitney
NO: 0/8



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IV. Period of Public Expression: Rob Warholic of Smith Site Development (See IX. Old Business)

V. Approval of minutes from July 16, 2020 meeting

MOTION: Trustee J. Whitney motioned to approve the minutes from the July 16, 2020 meeting. Seconded by P. Del Rosso. Motion carried.

YES: 8/8; President Joe Ciccarino, Vice President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Dr. Ryan, J. Whitney
NO: 0/8

VI. Manifest #3

MOTION: Trustee P. Del Rosso motioned to approve Manifest #3. Seconded by Trustee J. Whitney. Motion carried.

YES: 8/8; President Joe Ciccarino, Vice President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Dr. Ryan, J. Whitney
NO: 0/8

VII. Manifest #4



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MOTION: Vice President Dr. Ribner motioned to approve Manifest #4. Seconded by Trustee J. Whitney. Motion carried.

YES: 8/8; President Joe Ciccarino, Vice President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Dr. Ryan, J. Whitney
NO: 0/8

VIII. Financial report: Reviewed the financial reports through July and August 2020. The revenues through July 2020 were \$8,345,53 and expenses were \$624,623.91. The library fund through July 2020 was \$998,509.59. The revenues through August 2020 were \$11,369.13 and expenses were \$701,007.62. The library fund through August 2020 was \$1,113,845.94.

MOTION: Vice President Dr. Ribner motioned to approve the financial report through July 2020. Seconded by Trustee J. Whitney. Motion carried.

YES: 8/8; President Joe Ciccarino, Vice President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Dr. Ryan, J. Whitney
NO: 0/8

MOTION: Vice President Dr. Ribner motioned to approve the financial report through August 2020. Seconded by Trustee Dr. Musa. Motion carried.



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YES: 8/8; President Joe Ciccarino, Vice President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Dr. Ryan, J. Whitney
NO: 0/8

IX. Old Business

a. Construction grant 20-21 (roof): Rob Warholic of Smith Site Development knows roofing suppliers in the roof contractors co-op that can assist in repairing the roof without directly involving the library in the public bid process. Repairing the roof will take approximately 2 to 3 weeks, once started. After Mr. Warholic departed the meeting at 7:15pm, the board discussed repairing the roof this coming fall before the weather precludes it or pushing it out to the spring.

MOTION: Vice President Dr. Ribner motioned to approve repairing the roof in spring 2021. Seconded by Secretary E. Chang-Jackson. Motion carried.

YES: 8/8; President Joe Ciccarino, Vice President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Dr. Ryan, J. Whitney
NO: 0/8

b. Strategic plan: The board discussed the finalized 2019-2023 strategic plan that Director Jacobus prepared.



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MOTION: Vice President Dr. Ribner motioned to approve the 2019-2023 strategic plan. Seconded by Trustee Dr. Musa. Motion carried.

YES: 8/8; President Joe Ciccarino, Vice President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Dr. Ryan, J. Whitney

NO: 0/8

c. Security system DVR replacement: Director Jacobus informed the board that the security system cannot be repaired and will need to be replaced at the original previous estimate of \$2126.75.

MOTION: Vice President Dr. Ribner motioned to approve replacing the security system. Seconded by Trustee J. Whitney. Motion carried.

YES: 8/8; President Joe Ciccarino, Vice President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Dr. Ryan, J. Whitney

NO: 0/8

d. Trustee vacancy: The board discussed filling the two trustee vacancies before the coming holiday season.

X. New Business



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- a. Health Insurance Plan Renewal: The health insurance premiums will increase by 6%, as expected.

- b. Library Hours of Operation: The board discussed re-opening the library on Saturdays in the afternoons, 1pm - 5pm after election day starting Saturday, November 7, 2020.

MOTION: Trustee Dr. Ribner motioned to approve re-opening on Saturdays. Seconded by Trustee Dr. Ryan. Motion carried.

YES: 8/8; President Joe Ciccarino, Vice President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Dr. Ryan, J. Whitney
NO: 0/8

- c. Early Voting: Director Jacobus informed the board that the library was picked as an early voting location for the November 2020 elections

- d. Department Head Meeting Minutes: The board discussed the department head minutes from the September 2020 meeting.

- e. Laptops to Haiti: The board discussed the possibility of donating the old laptops to Trustee Dr. Musa's next mission to Haiti.



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MOTION: Trustee P. Del Rosso motion to donate the laptops. Seconded by Vice President Dr. Ribner. Motion carried.

YES: 8/8; President Joe Ciccarino, Vice President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Dr. Ryan, J. Whitney
NO: 0/8

X. Other Business: N/A

XI. Adjournment

MOTION: Vice President Dr. Ribner motioned to adjourn at 8:20pm. Seconded by Trustee Dr. Musa. Motion carried.

YES: 8/8; President Joe Ciccarino, Vice President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Dr. Ryan, J. Whitney
NO: 0/8