



Board of Trustees Meeting  
Minutes of Meeting on December 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, and Trustee Dr. Ryan.
  - b. Library Trustees Excused: Trustee Jo Whitney
  - c. Library Trustees Absent: Trustee Elizabeth Rivera
  - d. Library Staff Present: Library Director Seth Jacobus
  
- III. Approval of meeting agenda for December 17, 2020 with addition of following items:
  - a. Closing Library Due To Weather to Other Business
  - b. Health Insurance Policy Clarification to Old Business

**MOTION: Trustee Dr. Musa motioned to approve the revised agenda of the December 17, 2020 meeting. Seconded by Trustee Dr. Ribner. Motion carried.**



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**YES: 7/7; President Joe Ciccarino, Vice President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa and Dr. Ryan  
NO: 0/7**

IV. Period of Public Expression: N/A

V. Approval of minutes from November 19, 2020 meeting

**MOTION: Trustee Dr. Musa motioned to approve the minutes from the November 19, 2020 meeting. Seconded by Trustee Dr. Ribner. Motion carried.**

**YES: 7/7; President Joe Ciccarino, Vice President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa and Dr. Ryan  
NO: 0/7**

VI. Manifest #7

**MOTION: Trustee P. Del Rosso motioned to approve Manifest #7. Seconded by Trustee Dr. Ribner. Motion carried.**

**YES: 7/7; President Joe Ciccarino, Vice President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa and Dr. Ryan  
NO: 0/7**



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VII. Financial report: Reviewed the financial reports through November 2020. The revenues through November 2020 were \$19,813.92 and expenses were \$948,766.25. The library fund through November 2020 was \$717,169.78.

**MOTION: Vice President Dr. Ribner motioned to approve the revenues through November 2020. Seconded by Trustee P. Del Rosso. Motion carried.**

**YES: 7/7; President Joe Ciccarino, Vice President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa and Dr. Ryan  
NO: 0/7**

**MOTION: Vice President Dr. Ribner motioned to approve the expenses through November 2020. Seconded by Trustee Dr. Musa. Motion carried.**

**YES: 7/7; President Joe Ciccarino, Vice President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa and Dr. Ryan  
NO: 0/7**

VIII. Old Business

- a. Non-resident Fee: Director Jacobus informed other directors of the 4CLS system that the Endicott library will not be changing the non-resident fee.



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- b. Health Insurance Policy Clarification: President J. Ciccarino will revise the health insurance policy reflecting that any employee turning 65 can choose the active plan or the medicare plan.

IX. New Business

- a. Construction Grants Email: Director Jacobus advised the board of an email regarding the library's compliance with the construction grant. He will review the repair and maintenance expenses of the library for the past 3 years for those that can be included in the construction grant to remain compliant with the requirements.
- b. 4CLS Fee Increase Notice: The Endcott library received a notice that 4CLS will be raising prices to offset the state budget cuts.
- c. Direct Ordering of Books: To keep Endicott library costs low, Director Jacobus will start ordering materials through Ingram rather than 4CLS.
- d. Dept. Head Meeting Minutes Nov: The board discussed the minutes from the November department heads meeting.

X. Other Business:



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- a. Closing Library Due To Weather: Director Jacobus advised closing the library Friday, December 18, 2020 due to bad weather.

**MOTION: Trustee M. Lawson motioned to approve closing the library due to weather. Seconded by Trustee Dr. Ribner. Motion carried.**

**YES: 7/7; President Joe Ciccarino, Vice President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa and Dr. Ryan  
NO: 0/7**

XI. Adjournment

**MOTION: Trustee Dr. Musa motioned to adjourn at 7:54pm. Seconded by Vice President Dr. Ribner. Motion carried.**

**YES: 7/7; President Joe Ciccarino, Vice President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa and Dr. Ryan  
NO: 0/7**