



Board of Trustees Meeting
Minutes of Meeting on January 21, 2021

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

- II. Roll Call/Attendance
 - a. Library Trustees Present: President Dr. Ribner, Secretary Emilie Chang-Jackson, and Trustees Paul Del Rosso, Melissa Lawson, Dr. Jen Musa, Elizabeth Rivera, George Snyder, Jr., and Jo Whitney
 - b. Library Trustees Excused: NA
 - c. Library Trustees Absent: NA
 - d. Library Staff Present: Library Director Seth Jacobus

- III. Approval of meeting agenda for January 21, 2021 meeting

MOTION: Trustee Dr. Musa motioned to approve the agenda for the January 21, 2021 meeting. Seconded by Trustee J. Whitney. Motion carried.

YES: 8/8; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, George Snyder, Jr., and Jo Whitney

NO: 0/8



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IV. Period of Public Expression: N/A

V. Approval of minutes from December 3, 2020 meeting

MOTION: Trustee Dr. Musa motioned to approve the minutes from the December 3, 2020 meeting. Seconded by Trustee P. Del Rosso. Motion carried.

YES: 8/8; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, George Snyder, Jr., and Jo Whitney

NO: 0/8

VI. Approval of minutes from December 17, 2020 meeting

MOTION: Trustee Dr. Musa motioned to approve the minutes from the December 17, 2020 meeting. Seconded by Trustee J. Whitney. Motion carried.

YES: 8/8; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, George Snyder, Jr., and Jo Whitney

NO: 0/8

VII. Manifest #8



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MOTION: Trustee J. Whitney motioned to approve Manifest #8. Seconded by Trustee E. Rivera. Motion carried.

YES: 8/8; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, George Snyder, Jr., and Jo Whitney

NO: 0/8

VIII. Financial report: Reviewed the financial reports through December 2020. The revenues through December 2020 were \$196,527.93 and expenses were \$1,094,443.34. The library fund through December 2020 was \$732,575.51.

MOTION: Trustee Dr. Musa motioned to approve the revenues through December 2020. Seconded by Trustee J. Whitney. Motion carried.

YES: 8/8; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, George Snyder, Jr., and Jo Whitney

NO: 0/8

IX. Old Business

- a. Construction Grants Email: \$2935 of the Phase I grant application and \$31,867 of the phase II grant application are left to spend to remain in compliance with the parking lot grants.



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MOTION: Trustee Dr. Musa motioned to approve spending the \$2935 on additional outdoor cameras. Seconded by Trustee J. Whitney. Motion carried.

YES: 8/8; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, George Snyder, Jr., and Jo Whitney

NO: 0/8

MOTION: Trustee P. Del Rosso motioned to approve spending the \$31,867 on making the building doors more accessible. Seconded by Trustee Dr. Musa. Motion carried.

YES: 8/8; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, George Snyder, Jr., and Jo Whitney

NO: 0/8

- b. Health Insurance Policy: The employee handbook health insurance policy will be updated to reflect that any library employee over 65 has the option of choosing between the current employee health insurance plan and the retiree health insurance plan.

MOTION: Trustee Dr. Musa motioned to approve updating the employee handbook to reflect the updated health insurance policy. Seconded by Trustee E. Rivera. Motion carried.



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YES: 8/8; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, George Snyder, Jr., and Jo Whitney
NO: 0/8

X. New Business

a. NY Sick Leave Policy: The board discussed adopting a policy that entitles current part time employees 40 hours of sick pay effective 1/1/2021 to be in compliance with the 2021 NY Sick Leave Policy, pending approval of the updated sick leave policy at the February board meeting. Trustee J. Musa will draft a letter to the Village of Endicott informing them of the new policy.

MOTION: Trustee P. Del Rosso motioned to approve granting 40 hours of sick pay effective 1/1/21 to part time employees. Seconded by Trustee M. Lawson. Motion carried.

YES: 8/8; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, George Snyder, Jr., and Jo Whitney
NO: 0/8

b. Records Retention Policy: The board discussed the state provided Library System Records Retention Policy model.



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MOTION: Trustee Dr. Musa motioned to approve state provided records retention model. Seconded by Trustee J. Whitney. Motion carried.

YES: 8/8; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, George Snyder, Jr., and Jo Whitney

NO: 0/8

c. Parking Lot Curb Damage: Director Jacobus filed an insurance claim for the parking lot curb damage incurred while the Village of Endicott was plowing after the December snow storm.

d. Board Member Vacancy: The board has tabled this item until the February board meeting.

e. Department Head Meeting Minutes - January: The board discussed the January department head meeting minutes.

f. AARP Tax: AARP will have tax representatives working on tax returns for those that wish to use the services in the tech center.

XI. Other Business:

a. Board Member Resignation - J. Ciccarino: The board discussed the immediate resignation of the former board president Joe Ciccarino.



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XII. Motion for Executive Session

The board entered executive session at 7:48pm.

The board exited executive session at 8:26pm.

XI. Adjournment

MOTION: Trustee J. Whitney motioned to adjourn at 8:30pm. Seconded by Trustee Dr. Musa. Motion carried.

YES: 8/8; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, George Snyder, Jr., and Jo Whitney

NO: 0/8

Emilie Chang-Jackson, Secretary

Date