



Board of Trustees Meeting
Minutes of Meeting on May 20, 2021

- I. Call To Order: Meeting was called to order via video conferencing at 7:05 PM by President Dr. Ribner.

- II. Roll Call/Attendance
 - a. Library Trustees Present: President Dr. Jeff Ribner, Secretary Emilie Chang-Jackson, and Trustees Paul Del Rosso, Melissa Lawson, Dr. Jen Musa, and Elizabeth Rivera. Trustee George Snyder, Jr. joined at 7:07pm due to technical difficulties.
 - b. Library Trustees Excused: Trustee J. Whitney
 - c. Library Trustees Absent: NA
 - d. Library Staff Present: Library Director Seth Jacobus

- III. Approval of meeting agenda for May 20, 2021 meeting

MOTION: Motion to approve the agenda for the May 20, 2021 meeting unanimously approved. Motion carried.

YES: 6/6; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, and Elizabeth Rivera

NO: 0/6



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IV. Period of Public Expression: Rob Warholic of Smith Site Development. See *VIII. Old Business*

V. Approval of minutes from April 15, 2021 meeting

MOTION: Motion to approve the minutes for the April 15, 2021 meeting unanimously approved. Motion carried.

YES: 6/6; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, and Elizabeth Rivera
NO: 0/6

VI. Manifest #12

MOTION: Motion to approve Manifest #12 approved unanimously. Motion carried.

YES: 7/7; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, and George Snyder, Jr.
NO: 0/7



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VII. Financial report: Reviewed the financial reports through April 2021. The revenues through April 2021 were \$1,331,388.58 and expenses were \$1,397,459.32. The library fund through April 2021 was \$1,551,763.13.

MOTION: Motion to approve the financial reports through April 2021 unanimously approved. Motion carried.

**YES: 7/7; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, and George Snyder, Jr.
NO: 0/7**

VIII. Old Business

- a. Board Vacancies: Trustee J. Whitney has submitted her resignation from the board for personal reasons effective 6/1/21.

MOTION: Motion to accept Trustee J. Whitney's resignation unanimously approved. Motion carried.

**YES: 7/7; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, and George Snyder, Jr.
NO: 0/7**



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- b. Construction Grant 21-22 (Scott Room & Bathroom) - Rob Warholic of Smith Site Development: Rob Warholic provided an update on the Scott room and bathroom renovation timeline. He recommended doing the work in the winter time to minimally impact the library's activities.

- c. Summer Newsletter/Quotes: The board discussed the 2 quotes Director Jacobus received to print the abridged 2021 summer newsletter, \$14,087.47 from Curcio and \$9,280.50 from Carr 2.0. The Endicott library would bear 60% of the total cost of printing and mailing the newsletter, less \$1000 due to a grant for the newsletter (\$8,452.48 from Curcio and \$5,568.30 from Carr 2.0).

MOTION: Motion to approve the Carr 2.0 quote for \$9,280.50 with the Endicott library paying \$5,568.30 approved unanimously. Motion carried.

**YES: 7/7; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, and George Snyder, Jr.
NO: 0/7**

- d. Page Vacancies: Director Jacobus filled the 2 page vacancies per prior board approval. No vote is needed.

IX. New Business



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- a. Removal of Trees: The board discussed the 2 quotes that Director Jacobus received to remove 2 large trees from the property, \$12,400.00 from Cook's Tree Service and \$5,500.00 from CNY Tree Service.

MOTION: Trustee Dr. Musa motioned to approve the CNY Tree Service quote of \$5,500.00. Seconded by Trustee P. Del Rosso. Motion carried.

**YES: 7/7; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, and George Snyder, Jr.
NO: 0/7**

- b. Architect Design Work Construction Grant 21-22: The board discussed the Griffiths Engineering, LLC quote of \$6,000.00 to provide architectural engineering plans for the Scott room and bathroom renovations.

MOTION: Trustee Dr. Musa motioned to approve the Griffiths Engineering quote of \$6,000.00. Seconded by Trustee E. Rivera. Motion carried.

**YES: 7/7; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, and George Snyder, Jr.
NO: 0/7**

- c. Intent to Apply Form-Construction Grant 21-22: Director Jacobus completed the paperwork for the 2021-2022 construction grant.



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MOTION: Motion to approve the 2021-2022 construction grant paperwork approved unanimously. Motion carried.

**YES: 7/7; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, and George Snyder, Jr.
NO: 0/7**

d. Approval of Payment to Evans Roofing Co. for Roof Renovation:
Director Jacobus received the bill of \$142,082.00 for repairing the roof.

MOTION: Trustee E. Rivera motioned to approve payment of the Evans Roofing Co. bill of \$142,082.00. Seconded by Trustee P. Del Rosso. Motion carried.

**YES: 7/7; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, and George Snyder, Jr.
NO: 0/7**

e. Approval of Payment to Smith Site Development for Construction:
Director Jacobus received the bill of \$25,839.47 for repairs to the overhead garage door and basement doors.

MOTION: Trustee E. Rivera motioned to approve payment of the Smith Site Development bill of \$25,839.47. Seconded by Trustee P. Del Rosso. Motion carried.



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YES: 7/7; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, and George Snyder, Jr.
NO: 0/7

f. Library Mask Policy: The board discussed the most recent mask regulations that Governor Cuomo enacted allowing those vaccinated against COVID to abstain from wearing a mask. Director Jacobus will draft signage requesting patrons to continue wearing masks for the benefit of those not vaccinated against COVID. The board will reassess this policy at the next regularly scheduled board meeting.

g. Slate of Officers: The board discussed nominations for the 2021-2022 President and Secretary. A nomination for Vice President has been tabled until the next regularly scheduled meeting in June.

MOTION: Trustee Dr. Musa motions to nominate Trustee E. Chang-Jackson as the 2021-2022 board President. Seconded by Trustee P. Del Rosso. Motion carried.

YES: 7/7; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, and George Snyder, Jr.
NO: 0/7

MOTION: Trustee E. Chang-Jackson motions to nominate Trustee M. Lawson as the 2021-2022 board Secretary. Seconded by Trustee Dr. Musa. Motion carried.



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**YES: 7/7; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, and George Snyder, Jr.
NO: 0/7**

h. N. Seitz Resignation: Director Jacobus advised the board of the principal library clerk's resignation.

**MOTION: Motion to accept the resignation of Nancy Seitz unanimously accepted.
Motion carried.**

**YES: 7/7; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, and George Snyder, Jr.
NO: 0/7**

i. Principal Library Clerk Position: Director Jacobus requested to fill the vacated Principal Library Clerk position with an hourly pay range of \$17-\$19 an hour.

MOTION: Trustee P Del Rosso motioned to approve an hourly page range of \$17-\$19 an hour. Seconded by Trustee G. Snyder, Jr. Motion carried.

**YES: 7/7; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, and George Snyder, Jr.
NO: 0/7**



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j. Circulation Desk: Trustee Dr. Musa reached out to a local community grant program to fund a new ADA compliant circulation desk and would like to apply for a grant. Trustee E. Rivera has offered to help with the paperwork.

X. Other Business: Director Jacobus advised the board that patrons have been asking when the 30 minute limit on visitations will be lifted.

MOTION: Trustee G. Snyder, Jr. motioned to extend the time limit to 1 hour. Motion unanimously approved. Motion carried.

YES: 7/7; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, and George Snyder, Jr. NO: 0/7

XI. Motion to Enter Executive Session

MOTION: Trustee Dr. Musa motioned to enter executive session at 8:04pm. Motion unanimously approved. Motion carried.

YES: 7/7; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, and George Snyder, Jr. NO: 0/7

Executive session entered.



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MOTION: Motion to exit executive session at 9:09pm. Motion unanimously approved. Motion carried.

**YES: 7/7; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, and George Snyder, Jr.
NO: 0/7**

Executive session exited.

XII. Adjournment

MOTION: Trustee E. Rivera motioned to adjourn at 9:11pm. Seconded by Trustee M. Lawson. Motion carried.

**YES: 7/7; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, and George Snyder, Jr.
NO: 0/7**

Emilie Chang-Jackson, Secretary

Date