



Board of Trustees Meeting
Minutes of Meeting on June 17, 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. Jeff Ribner, Secretary Emilie Chang-Jackson, and Trustees Paul Del Rosso, Melissa Lawson, Dr. Jen Musa, Elizabeth Rivera and George Snyder, Jr.
 - b. Library Trustees Excused: NA
 - c. Library Trustees Absent: NA
 - d. Library Staff Present: Library Director Seth Jacobus
- III. Approval of meeting agenda for June 17, 2021 meeting

MOTION: Motion to approve the agenda for the June 17, 2021 meeting 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
- IV. Period of Public Expression: NA
- V. Approval of minutes from May 20, 2021 meeting

MOTION: Motion to approve the minutes for the May 20, 2021 meeting 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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VI. Manifest #1

MOTION: Motion to approve Manifest #1 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**

VII. Financial report: Reviewed the financial reports through May 2021. The revenues through May 2021 were \$1,332,889.42 and expenses were \$1,652,066.02. The library fund through May 2021 was \$1,327,134.56.

MOTION: Motion to approve the financial reports through May 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: The board discussed filling two board vacancies.

MOTION: Motion to advertise to fill two board vacancies was 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**

- b. Library Mask Policy: The board discussed the continuation of requesting patrons to wear masks for the benefit of those not vaccinated against



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COVID. No changes were made to the mask policy. The board will reassess this policy at the next scheduled board meeting.

- c. Removal of trees: Director Jacobus informed the board that the planned removal of two large trees from the property is estimated to take place in 1-2 months.
- d. Slate of officers: The board discussed nominations for the 2021-2022 President, Vice President, and Secretary. Last month Secretary Emilie Chang-Jackson was nominated for President and Trustee Melissa Lawson was nominated for Secretary.

MOTION: Trustee E. Chang-Jackson motioned to nominate Trustee E. Rivera as the 2021-2022 board Vice President. 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**

MOTION: Motion to approve the 2021-2022 Slate of Officers: Secretary E. Chang-Jackson as President, Trustee E. Rivera as Vice President, and Trustee M. Lawson as Secretary were 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**

- e. Circulation desk quotes: The board discussed circulation desk quotes obtained by Director Jacobus. The quotes are intended to be used for Trustee R. Musa and Vice President E. Rivera to apply for a grant through a local community grant program to fund a new ADA compliant, modern



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circulation desk. Director Jacobus recommended the application include that the Friends of the Library will contribute to the project.

- f. Principal Library Clerk position update: Director Jacobus informed the board regarding filling the vacant Principal Library Clerk position.

IX. New Business

- a. Excellus Premium rate change letter: The board discussed the change to the Excellus group premium rates by an increase of 8.28%. The rates take effect in October 2021.
- b. Patron access to meeting rooms: The board discussed opening meeting rooms for small gatherings with some COVID precautions including limiting groups to ten or less; requiring groups to social distance; requiring masks; and providing cleaning supplies.

MOTION: Motion to approve the opening of meeting rooms with groups of ten or less with required masks and social distancing approved unanimously. Motion carried.

YES: 7/7; President Emilie Chang-Jackson, Vice President Elizabeth Rivera, Secretary Melissa Lawson, Trustees Paul Del Rosso, Dr. Musa, Dr. Ribner, and George Snyder, Jr.

NO: 0/7

X. Other Business: NA

XI. Adjournment



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MOTION: Trustee P. Del Rosso motioned to adjourn at 7:32 PM. Seconded by Trustee Dr. Ribner. Motion carried.

YES: 7/7; President Emilie Chang-Jackson, Vice President Elizabeth Rivera, Secretary Melissa Lawson, Trustees Paul Del Rosso, Dr. Musa, Dr. Ribner, and George Snyder, Jr.

NO: 0/7

Melissa Lawson, Secretary

Date