



Board of Trustees Meeting  
Minutes of Meeting on July 15, 2021

I. Call to order: Meeting was called to order at 7:02 PM by President Emilie Chang-Jackson.

II. Roll call/attendance

- a. Library Trustees Present: President Emilie Chang-Jackson, Secretary Melissa Lawson and Trustees Dr. Jeff Ribner, Paul Del Rosso, Jen Musa, and George Snyder, Jr.
- b. Library Trustees Excused: Vice President Elizabeth Rivera
- c. Library Trustees Absent: NA
- d. Library Staff Present: Library Director Seth Jacobus, Young Adult Services Librarian Kenneth Roman, and Youth Services Librarian Erin Singleton

III. Approval of meeting agenda for July 15, 2021 meeting

**MOTION: Motion to approve the agenda for the July 15, 2021 meeting unanimously approved. Motion carried.**

**YES: 6/6; President Emilie Chang-Jackson, Secretary Melissa Lawson, Trustees Dr. Ribner, Paul Del Rosso, Jen Musa, and George Snyder, Jr.**

**NO: 0/6**

IV. Period of Public Expression: NA

V. Approval of minutes from June 17, 2021 meeting

**MOTION: Motion to approve the minutes for the June 17, 2021 meeting unanimously approved. Motion carried.**

**YES: 6/6; President Emilie Chang-Jackson, Secretary Melissa Lawson, Trustees Dr. Ribner, Paul Del Rosso, Jen Musa, and George Snyder, Jr.**



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**NO: 0/6**

VI. Manifest #2

**MOTION: Motion to approve Manifest #2 approved unanimously. Motion carried.**

**YES: 6/6; President Emilie Chang-Jackson, Secretary Melissa Lawson, Trustees Dr. Ribner, Paul Del Rosso, Jen Musa, and George Snyder, Jr.**

**NO: 0/6**

VII. Financial report: Reviewed the financial reports through June 2021. The revenues through June 2021 were \$1,395.41 and expenses were \$123,168.47. The library fund through June 2021 was \$1,178,168.12.

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

**YES: 6/6; President Emilie Chang-Jackson, Secretary Melissa Lawson, Trustees Dr. Ribner, Paul Del Rosso, Jen Musa, and George Snyder, Jr.**

**NO: 0/6**

VIII. Old Business

- a. Board Vacancies: The board discussed waiting until the September board meeting to review any applications that come in to fill two board vacancies.
- b. Library Mask Policy: The board discussed the continuation of requesting patrons to wear masks for the benefit of those not vaccinated against COVID. No changes were made to the mask policy. The board will reassess this policy at the next scheduled board meeting.



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**MOTION: Trustee J. Musa motioned to maintain the current mask policy up to the September board meeting and reassess at that time. Seconded by Trustee Dr. Ribner. Motion carried.**

**YES: 6/6; President Emilie Chang-Jackson, Secretary Melissa Lawson, Trustees Dr. Ribner, Paul Del Rosso, Jen Musa, and George Snyder, Jr.**

**NO: 0/6**

- c. Removal of trees/roof damage: Director Jacobus informed the board that the planned removal of two large trees from the property is still estimated to take place in approximately 1 month and that a fallen limb caused roof damage. Director Jacobus confirmed that the damage was repaired.
- d. Principal Library Clerk position update: Director Jacobus informed the board that K. Mills was hired for the Principal Library Clerk position.
- e. 21-22 budget changes: Director Jacobus informed the board that updates were made to the financial report to reflect the following changes, as previously approved: 3% increase to the budget for employee salaries; and 1% decrease to the budget to account for the change of the employee health insurance contribution rate from 16% to 17%.

**IX. New Business**

- a. Library Clerk position: Director Jacobus requested to fill the vacant Library Clerk position.

**MOTION: Trustee P. Del Rosso motioned to approve filling the Library Clerk position. Seconded by Trustee Dr. Ribner. Motion carried.**

**YES: 6/6; President Emilie Chang-Jackson, Secretary Melissa Lawson, Trustees Dr. Ribner, Paul Del Rosso, Jen Musa, and George Snyder, Jr.**

**NO: 0/6**



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- b. June department head meeting minutes: The board discussed the June department head meeting minutes.
- c. Excellus health insurance cancelation issue: Director Jacobus informed the board of a cancelation issue with Excellus health insurance for active employees. The board discussed the issue.
- d. Preliminary construction grant award: The board discussed the preliminary construction grant award and the completed proposed Griffiths Engineering, LLC architectural engineering plan for the Scott room and bathroom renovations.

X. Other Business: N/A

XI. Adjournment

**MOTION: Trustee J. Musa motioned to adjourn at 7:52 PM. Seconded by Trustee Dr. Ribner. Motion carried.**

**YES: 6/6; President Emilie Chang-Jackson, Secretary Melissa Lawson, Trustees Dr. Ribner, Paul Del Rosso, Jen Musa, and George Snyder, Jr.**

**NO: 0/6**

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Melissa Lawson, Secretary

Date