



Board of Trustees Meeting
Minutes of Meeting on September 16, 2021

- I. Call to order: Meeting was called to order at 6:31 PM by President Emilie-Chang Jackson.
- II. Roll call/Attendance
 - a. Library Trustees Present: President Emilie Chang-Jackson, Vice President Elizabeth Rivera, Secretary Melissa Lawson and Trustees Dr. Jeff Ribner, Paul Del Rosso, Jen Musa, and George Snyder, Jr.
 - b. Library Trustees Excused: N/A
 - c. Library Trustees Absent: N/A
 - d. Library Staff Present: Library Director Seth Jacobus, Youth Services Librarian Sara-Jo Sites, and Principal Library Clerk Kathy Mills.
- III. Approval of meeting agenda for September 16, 2021 meeting

MOTION: Motion to approve the agenda for the September 16, 2021 meeting unanimously approved. Motion carried.

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

NO: 0/7

- IV. Period of Public Expression: N/A
- V. Approval of minutes from the July 15, 2021 meeting

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



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

VI. Approval of minutes from the September 2, 2021 meeting

MOTION: Motion to approve the minutes for the September 2, 2021 meeting unanimously approved.

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

VII. Manifest #3

MOTION: Motion to approve Manifest #3 approved unanimously. Motion carried.

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

VIII. Manifest #4

MOTION: Motion to approve Manifest #4 approved unanimously. Motion carried.

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



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- IX. August Financial report: Reviewed the financial reports through August 2021. The revenues through August 2021 were \$3,325.38 and expenses were \$231,238.79. The library fund through August 2021 was \$1,078,225.11.

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

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

NO: 0/7

- X. September Financial report: Reviewed the financial reports through September 2021. The revenues through September 2021 were \$4,888.40 and expenses were \$286,077.40. The library fund through September 2021 was \$1,018,949.52.

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

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

NO: 0/7

- XI. Old Business

- a. Board candidate Mo Gillette: The board interviewed candidate Mo Gillette for one of the board vacancies.

MOTION: Trustee Jen Musa made a motion to accept Mo Gillette on the board. Seconded by Trustee Dr. Ribner. Motion carried.



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

- b. Library Clerk vacancy: Director Jacobus informed the board that Matthew Moon was hired to fill the Library Clerk position.

XII. New Business

- a. Health insurance renewal: The board reviewed the change to the Excellus group premium rates (increase of 8.28%) to take effect October 2021, as previously discussed in the June 17, 2021 meeting and discussed renewing.

MOTION: Trustee Dr. Ribner made a motion to accept the Excellus renewal. Seconded by Trustee George Snyder, Jr. Motion carried.

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

- b. August Department Head meeting minutes: Director Jacobus shared the minutes from the August Department Head meeting.
- c. Rear entrance coping painting: Director Jacobus informed the board that Mark Tipton of Mark's Painting offered to pain the rear entrance coping free of charge.

MOTION: Motion to accept the services of Mark's Painting to paint the rear entrance coping for free unanimously approved. Motion carried.



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NO: 0/7

- d. Community Foundation grant application: Trustee Jen Musa shared the progress of the Community Foundation grant application for the ADA-compliant, modern circulation desk: based on the letter of intent, the library was invited to submit a full application. The board discussed the possibility of needing to spend additional funds for the installation.

MOTION: Trustee Dr. Ribner made a motion to support spending up to \$1,000 for the installation of the circulation desk. Seconded by Trustee George Snyder, Jr. Motion carried.

YES: 6/7; President Emilie Chang-Jackson, Vice President Elizabeth Rivera, Secretary Melissa Lawson, Trustees Dr. Ribner, Paul Del Rosso, and George Snyder, Jr.
NO: 0/7

ABSTAINED: 1/7; Trustee Jen Musa

- e. Diversity, Equity, and Inclusion language for library documents (mission statement, bylaws, etc.): The board discussed updating library documents to make clear that the library is an inclusive and welcoming space for all.
- f. Merit-based raise system: The board discussed forming a committee of board members and library staff to draft a tool or system to allow for the objective awarding of raises and/or other types of awards to library staff.
- g. NYS Construction Grant contract – Scott Room & bathroom installation: Director Jacobus shared the contract for the Scott Room renovation and bathroom installation project.



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MOTION: Trustee George Snyder, Jr. made a motion to approve the contract for \$148,935.32 for the Scott Room renovation and bathroom installation project. Seconded by Trustee Dr. Ribner. Motion carried.

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

NO: 0/7

- h. NY Hero Act Prevention Plan for Airborne Infectious Disease: Director Jacobus shared that the library needs to have on file the NY Hero Act Prevention Plan for Airborne Infections Disease.

MOTION: Motion to approve the NY Hero Act Prevention Plan for Airborne Infectious Disease 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

Vice President Elizabeth Rivera missed the vote due to technical difficulties.

- i. Covid-19 policies and procedures: The board reviewed and discussed policies and procedures related to Covid-19, including hours of operations, mask requirements, and patron time limits.

MOTION: Motion to approve Saturday hours of 10 a.m. to 2 p.m. unanimously approved. Motion carried.

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

NO: 0/7



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MOTION: Motion to approve Monday through Thursday hours of 9 a.m. to 7 p.m. unanimously approved. Motion carried.

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

NO: 0/7

MOTION: Motion unanimously approved to continue mask mandates and review the policy again at the October board meeting. Motion carried.

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

NO: 0/7

MOTION: Motion unanimously approved to keep the 1-hour patron time limit. Motion carried.

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

NO: 0/7

- j. Arbor Day Event: Director Jacobus shared that the library is working with the Endicott Tree Committee to plant three new trees at the library during the committee's Arbor Day event on October 8 at 5:30 p.m., held at the library.

XIII. Other Business: N/A



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XIV. Adjournment

**MOTION: Vice President Elizabeth Rivera motioned to adjourn at 8:48 p.m.
Seconded by Trustee Dr. Ribner. Motion carried.**

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

Melissa Lawson, Secretary

Date