



Board of Trustees Meeting
Minutes of Meeting on October 21, 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, Vice President Elizabeth Rivera, Secretary Melissa Lawson and Trustees Dr. Jeff Ribner, Paul Del Rosso, Mo Gillette, 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, Library Clerks Vickie Festa and Matthew Moon.
- III. Adoption of October 21, 2021 agenda

MOTION: Motion to approve the agenda for the October 21, 2021 agenda unanimously approved. Motion carried.

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

- IV. Period of Public Expression: Director Jacobus shared that some patrons had made comments wondering why the library is not fine free.
- V. Approval of minutes from the September 16, 2021 meeting

MOTION: Motion to approve the minutes from the September 16, 2021 agenda unanimously approved. Motion carried.



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

VI. Manifest #5

MOTION: Motion to approve Manifest #5 approved unanimously. Motion carried.

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

VII. October Financial report: Reviewed the financial reports through October 2021. The revenues through October 2021 were \$16,085.51 and expenses were \$397,079.11. The library fund through October 2021 was \$918,947.58.

MOTION: Motion to approve the financial report through October 2021 unanimously approved. Motion carried.

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

VIII. Old Business

- a. Diversity, Equity, and Inclusion language for library documents: The board reviewed proposed language regarding diversity, equity, and inclusion to be added to the mission statement, bylaws, and other library docs.



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- b. Personnel Committee: The board discussed forming a Personnel Committee with the goal of developing a proposed tool or system to allow for the objective facilitation of merit raises and/or related awards to library staff. The director, two staff members, and two board members will serve on the committee.

MOTION: Trustee Dr. Ribner motioned to approve the development of a Personnel Committee comprised of two staff members, Director Jacobus, and Trustees Mo Gillette and George Snyder, Jr. Motion seconded by President Chang-Jackson and unanimously approved. Motion carried.

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

NO: 0/8

- c. Excellus Invoice Payment email: Director Jacobus updated the board regarding Excellus receiving payments. The email confirmed that the group was paid through the end of September.
- d. Circulation Desk Grant: Trustee Musa shared with the board that the grant for the circulation desk will be fully funded and more details about payment procedure are forthcoming.
- e. COVID-19 Policies & Procedures: The board discussed hours of operation, mask requirements, and patron time limits. No changes were made to the existing hours of operations or mask requirements.

MOTION: Trustee Musa motioned to extend the patron time limit from 1 hour to 2 hours. Motion seconded by Vice President Rivera and unanimously approved. Motion carried.



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NO: 0/8

IX. New Business

- a. 4CLS Cost of Services Sheet: The board reviewed the Four County Library System Cost of Services sheet.

MOTION: Trustee Musa motioned to approve the Four County Library System Cost of Services sheet. Motion seconded by Vice President Rivera and unanimously approved. Motion carried.

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

- b. ANC Maintenance Contract: The board reviewed the current ANC maintenance contract and services provided.
- c. September Department Head minutes: The board reviewed the September department head minutes.
- d. October Department Head minutes: The board reviewed the October department head minutes.
- e. 2022 Holiday Closing Schedule: The board discussed the 2022 holiday closing schedule.

MOTION: Trustee Snyder motioned to accept the 2022 holiday closing schedule with the addition of June 20 for Juneteenth. Motion seconded by Trustee Gillette and unanimously approved. Motion carried.



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NO: 0/8

- f. Sharp Aquos & Wall Mount for Scott Room: Director Jacobus informed the board of the lead time needed for the Sharp Aquos & Wall Mount being purchased as part of the approved Scott Room renovation project.
- g. Board Roster: The Board Roster was reviewed. Trustees will provide updates to Director Jacobus.
- h. Patron Incident: The board discussed a specific patron incident, which led to discussion of developing a policy for procedure and protocol to guide decision points regarding patron incidents at the library.

X. Other Business: N/A

XI. Adjournment

MOTION: Vice President Elizabeth Rivera motioned to adjourn at 8:53 p.m. Seconded by Trustee Dr. Ribner. Motion carried.

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

NO: 0/8

Melissa Lawson, Secretary

Date