



Board of Trustees Meeting
Minutes of Meeting on November 18, 2021

- I. Call to order: Meeting was called to order at 7:01 PM by President Emilie-Chang Jackson.
- II. Roll call/Attendance
 - a. Library Trustees Present: President Emilie Chang-Jackson, Secretary Melissa Lawson and Trustees Paul Del Rosso, Mo Gillette, Jen Musa, and Dr. Jeff Ribner
 - b. Library Trustees Excused: Vice President Elizabeth Rivera and Trustee George Snyder, Jr.
 - c. Library Trustees Absent: N/A
 - d. Library Staff Present: Library Director Seth Jacobus, Librarians Cathy Seary and Erin Singleton, and Library Clerks Vickie Festa and Matthew Moon
- III. Approval of meeting agenda for November 18, 2021 meeting

MOTION: Motion to approve the agenda for the November 18, 2021 meeting unanimously approved. Motion carried.

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

- IV. Period of Public Expression: N/A
- V. Approval of minutes from October 21, 2021 meeting

MOTION: Motion to approve the minutes for the October 21, 2021 meeting unanimously approved.



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

VI. Manifest #6

MOTION: Motion to approve Manifest #6 approved unanimously. Motion carried.

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

VII. Financial report: Reviewed the financial reports through November 2021. The revenues through November 2021 were \$114,204.28 and expenses were \$469,791.69. The library fund through November 2021 was \$962,278.46.

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

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

VIII. Old Business

- a. Diversity, Equity, and Inclusion language for library documents: The board reviewed and finalized updated diversity, equity, and inclusion language to include in the bylaws, mission statement, and employee handbook.

MOTION: Trustee Musa motioned to accept changes in the bylaws, which contains the mission statement, and the employee handbook to include language to address diversity, equity, and inclusion. Motion seconded by Trustee Dr. Ribner. Motion carried.



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

- b. Personnel Committee update: Trustee Mo Gillette updated the board about the November 3, 2021 meeting held by the Personnel Committee discussing the development of a system/tool to objectively facilitate merit raises and/or related awards for library staff.
- c. Circulation desk grant: The board reviewed the purchase of the circulation desk, as part of the circulation desk project, for which a fully-funded grant has been awarded.

MOTION: Trustee Dr. Ribner motioned to approve the purchase of the circulation desk at \$13,884,78. Motion seconded by Trustee Del Rosso. Motion carried.

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

- d. COVID-19 policies and procedures: The board discussed hours of operation, mask requirements, and patron time limits. No changes were made to the existing mask requirements or patron time limits.

MOTION: President Chang-Jackson motioned to change the hours of operation Monday through Thursday to 9AM – 8 PM. Motion seconded by Trustee Dr. Ribner. Motion carried.

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

- e. Behavior/code of conduct policy: The board discussed updating the guidelines for appropriate behavior.



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- f. Maintenance contract: Director Jacobus informed the board of a change of date for a scheduled appointment regarding maintenance.

IX. New Business

- a. Activity Report: The board discussed the Activity Report shared by Librarian Erin Singleton containing statistics, programming, and services from January 2018 through October 2021.

X. Other Business: N/A

XI. Adjournment

MOTION: Trustee Dr. Ribner motioned to adjourn at 8:15 PM. Seconded by Trustee Mo Gillette. Motion carried.

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

NO: 0/6

Melissa Lawson, Secretary

Date