



Board of Trustees Meeting
Minutes of Meeting on December 16, 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 Paul Del Rosso, Mo Gillette, Jen Musa, and Dr. Jeff Ribner
 - b. Library Trustees Excused: George Snyder, Jr.
 - c. Library Trustees Absent: N/A
 - d. Library Staff Present: Library Director Seth Jacobus, Librarian Erin Singleton, and Library Clerks Vickie Festa and Matthew Moon
- III. Adoption of December 16, 2021 meeting agenda

MOTION: Motion to adopt the agenda for the December 16, 2021 meeting unanimously approved. Motion carried.

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

- IV. Period of Public Expression: N/A
- V. Approval of minutes from November 18, 2021 meeting

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



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

VI. Manifest #7

MOTION: Motion made by Trustee J. Musa to approve Manifest #7 for a total of \$26,231.34, amended to include a change to the retiree health plan bill. 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, Mo Gillette, Jen Musa, and Dr. Ribner.
NO: 0/7

VII. Financial report: Reviewed the financial reports through December 2021. The revenues through December 2021 were \$127,910.16 and expenses were \$556,993.19. The library fund through December 2021 was \$871,523.14.

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

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

VIII. Old Business

- a. Personnel Committee update: Trustee Mo Gillette provided an update from the December 15 Personnel Committee meeting.



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- b. Circulation Desk: Director Jacobus informed the board that the new circulation desk has been ordered and will take 6-8 weeks to arrive to the Parlor City warehouse, and additionally that the electrical work is being reviewed.
- c. COVID-19 policies & 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: Vice President E. Rivera motioned to change the hours of operation Monday through Thursday to 9AM – 9 PM and Saturday to 9 AM – 5 PM effective January 3, 2022. Motion 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, Mo Gillette, Jen Musa, and Dr. Ribner

NO: 0/7

- d. GFJML Behavior Policy/Code of Conduct Policy: Director Jacobus informed the board that the policy is continuing to be updated.
- e. Maintenance contract: The board discussed maintenance costs.

IX. New Business

- a. Staff suggestions document: The board discussed the list of ideas that the staff compiled to bring more people into the library. Ideas that impact budget will be further discussed at future board meetings.
- b. Unique price change: Director Jacobus informed the board of a price increase for the services of Unique from \$8.95 per account to \$11.65, effective January 1, 2022.
- c. Department head meeting minutes: The board discussed the November department head meeting minutes.



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X. Other Business: N/A

XI. Adjournment

MOTION: Trustee P. Del Rosso motioned to adjourn at 8:24 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, Mo Gillette, Jen Musa, and Dr. Ribner

NO: 0/7

Melissa Lawson, Secretary

Date