



Board of Trustees Meeting
Minutes of Meeting on March 17, 2022

- I. Call to order: Meeting was called to order at 7:00 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, Trustees Mo Gillette, Nadine Hoffmann and George Snyder, Jr.
 - b. Library Trustees Excused: Trustee Charlene Thompson
 - c. Library Trustees Absent: N/A
 - d. Library Staff Present: Library Director Seth
- III. Adoption of February 17, 2022 meeting agenda

MOTION: Motion to adopt the agenda for the March 17, 2022 meeting made by Trustee Dr. Ribner. Motion seconded by Vice President E. Rivera. Motion carried.

YES: 6/6; President Emilie Chang-Jackson, Vice President Elizabeth Rivera, Secretary Melissa Lawson, Trustees Mo Gillette, Nadine Hoffman, and George Snyder, Jr.

NO: 0/6

- IV. Period of Public Expression: N/A.
- V. Approval of minutes from February 17, 2022 meeting

MOTION: Motion to approve the minutes for the January 20, 2022 meeting made by Trustee Dr. Rivera and seconded by Trustee N. Hoffmann.

YES: 6/6; President Emilie Chang-Jackson, Vice President Elizabeth Rivera, Secretary Melissa Lawson, Trustees Mo Gillette, Nadine Hoffman, and George



Board of Trustees Meeting
Minutes of Meeting on March 17, 2022

Snyder, Jr.
NO: 0/6

VI. Manifest #10

MOTION: Motion made by Trustee M. Gillette to approve Manifest #10. Seconded by Trustee Dr. Ribner. Motion carried.

YES: 6/6; President Emilie Chang-Jackson, Vice President Elizabeth Rivera, Secretary Melissa Lawson, Trustees Mo Gillette, Nadine Hoffman, and George Snyder, Jr.
NO: 0/6

VII. Financial report: Reviewed the financial reports through March 2022. The revenues through March 2022 were \$139,772.59 and expenses were \$857,876.50. The library fund through March 2022 was \$582,415.44.

MOTION: Motion to approve the financial reports through March 2022 made by Trustee Dr. Ribner and seconded by Vice President E. Rivera. Motion carried.

YES: 6/6; President Emilie Chang-Jackson, Vice President Elizabeth Rivera, Secretary Melissa Lawson, Trustees Mo Gillette, Nadine Hoffman, and George Snyder, Jr.
NO: 0/6

VIII. Old Business

- a. COVID-19 policies & procedures: The board discussed hours of operation, mask requirements, and patron time limits.

MOTION: Motion made by Trustee M. Gillette to lift the mask requirement and increase the patron time limit to 3 hours. Motion seconded by Trustee Dr. Ribner. Motion carried.



Board of Trustees Meeting
Minutes of Meeting on March 17, 2022

YES: 6/6; President Emilie Chang-Jackson, Vice President Elizabeth Rivera, Secretary Melissa Lawson, Trustees Mo Gillette, Nadine Hoffman, and George Snyder, Jr.
NO: 0/6

- b. Circulation Policy: The board reviewed the updated circulation policy.

MOTION: Motion to approve the updated circulation policy made by Trustee M. Gillette and seconded by Trustee Dr. Ribner. Motion carried.

YES: 6/6; President Emilie Chang-Jackson, Vice President Elizabeth Rivera, Secretary Melissa Lawson, Trustees Mo Gillette, Nadine Hoffman, and George Snyder, Jr.
NO: 0/6

- c. Code of Conduct: The board reviewed the updated Code of Conduct & Disruptive Behavior Policy.

MOTION: Motion made by Trustee Dr. Ribner to approve the updated Code of Conduct & Disruptive Behavior Policy with an edit to #10 on Attachment A and the last section of Attachment B. Motion seconded by Vice President E. Rivera. Motion carried.

YES: 6/6; President Emilie Chang-Jackson, Vice President Elizabeth Rivera, Secretary Melissa Lawson, Trustees Mo Gillette, Nadine Hoffman, and George Snyder, Jr.
NO: 0/6

IX. New Business

- a. Annual Report: The board reviewed the annual report

MOTION: Motion made by Trustee M. Gillette to approve the annual report. Seconded by Trustee Dr. Ribner. Motion carried.



Board of Trustees Meeting
Minutes of Meeting on March 17, 2022

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NO: 0/6

- b. 22-23 Library budget: The board discussed the library budget.
- c. 22-23 Staff raise: Trustees George Snyder, Jr. and Mo Gillette shared updates from the Personnel Committee and the board discussed staff raises.
- d. 22-23 Staff medical insurance contribution: The board discussed staff medical contribution rates.
- e. 2022 Automation fee: The board discussed the updated automation fee options.

MOTION: Motion made by Trustee G. Snyder, Jr. to approve and pay the 2022 automation fee and select the 3-year option for automation fee rates for 2023-25. Motion seconded by Trustee Dr. Ribner. Motion carried.

YES: 6/6; President Emilie Chang-Jackson, Vice President Elizabeth Rivera, Secretary Melissa Lawson, Trustees Mo Gillette, Nadine Hoffman, and George Snyder, Jr.
NO: 0/6

- f. Smith Site Development invoices: The board reviewed invoices from Smith Site Development for the Scott Room and Bathroom project.

MOTION: Motion made by Trustee M. Gillette to approve the payment of \$148,935.32 to Smith Site Development for the Scott Room and Bathroom project. Motion seconded by Trustee Dr. Ribner. Motion carried.



Board of Trustees Meeting
Minutes of Meeting on March 17, 2022

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NO: 0/6

- g. February Department Head Meeting minutes: The board discussed the minutes.

X. Other Business: N/A

XI. Motion to enter Executive Session re: a request from an employee

Executive session entered.

MOTION: Motion made by Trustee N. Hoffmann to approve the request from J. Krisko for a leave of absence from 3/21/22-4/17/22. Seconded by Vice President E. Rivera. Motion carried.

YES: 6/6; President Emilie Chang-Jackson, Vice President Elizabeth Rivera, Secretary Melissa Lawson, Trustees Mo Gillette, Nadine Hoffman, and George Snyder, Jr.
NO: 0/6

MOTION: Motion to exit executive session at 9:36 PM made by Trustee M. Gillette and seconded by Vice President E. Rivera. Motion carried.

YES: 6/6; President Emilie Chang-Jackson, Vice President Elizabeth Rivera, Secretary Melissa Lawson, Trustees Mo Gillette, Nadine Hoffman, and George Snyder, Jr.
NO: 0/6

Executive session exited.



Board of Trustees Meeting
Minutes of Meeting on March 17, 2022

MOTION: Motion to enter executive session made by Trustee Dr. Ribner at 9:37 PM and seconded by Vice President E. Rivera. Motion carried.

YES: 6/6; President Emilie Chang-Jackson, Vice President Elizabeth Rivera, Secretary Melissa Lawson, Trustees Mo Gillette, Nadine Hoffman, and George Snyder, Jr.

NO: 0/6

XII. Adjournment

MOTION: Vice President E. Rivera motioned to adjourn at 9:39 PM. Seconded by Trustee M. Gillette. Motion carried.

YES: 6/6; President Emilie Chang-Jackson, Vice President Elizabeth Rivera, Secretary Melissa Lawson, Trustees Mo Gillette, Nadine Hoffman, and George Snyder, Jr.

NO: 0/6

Melissa Lawson, Secretary

Date