



Board of Trustees Meeting  
Minutes of Meeting on April 21, 2022

- I. Call to order: Meeting was called to order at 7:06 PM by President Emilie-Chang Jackson.
- II. Roll call/Attendance
  - a. Library Trustees Present: President Emilie Chang-Jackson, Secretary Melissa Lawson, Trustees Mo Gillette, Nadine Hoffmann, Dr. Jeffrey Ribner, and George Snyder, Jr. Trustee Charlene Thompson arrived at 7:18 PM.
  - b. Library Trustees Excused: Vice President Elizabeth Rivera
  - c. Library Trustees Absent: N/A
  - d. Library Staff Present: Library Director Seth Jacobus
- III. Adoption of April 21, 2022 meeting agenda

**MOTION: Motion to adopt the agenda for the April 21, 2022 meeting made by Trustee Dr. Ribner. Motion seconded by Trustee N. Hoffmann. Motion carried.**

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

**NO: 0/6**

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

**MOTION: Motion to approve the minutes for the March 17, 2022 meeting made by Trustee Dr. Ribner and seconded by Trustee M. Gillette.**



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

VI. Manifest #11

**MOTION: Motion made by Trustee Dr. Ribner to approve Manifest #11. Seconded by Trustee M. Gillette. Motion carried.**

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

VII. Financial report: Reviewed the financial reports through March 2022. The revenues through March 2022 were \$1,319,082.72 and expenses were \$1,106,843.40. The library fund through March 2022 was \$1,513,478.08.

**MOTION: Motion to approve the financial reports through March 2022 made by Trustee M. Gillette and seconded by Trustee G. Snyder, Jr. Motion carried.**

**6/6; President Emilie Chang-Jackson, Secretary Melissa Lawson, Trustees Mo Gillette, Nadine Hoffman, Dr. Ribner 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 Dr. Ribner to require masks if they become required at any of the following school districts: Union-Endicott, Maine-Endwell, Johnson City. Motion seconded by Trustee G. Snyder, Jr. Motion carried.**



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**YES: 7/7; President Emilie Chang-Jackson, Secretary Melissa Lawson, Trustees Mo Gillette, Nadine Hoffman, Dr. Ribner, George Snyder, Jr. and Charlene Thompson  
NO: 0/7**

- b. 22-23 Library Budget Review PPT: The board discussed the library budget.
- c. 22-23 Library Budget: The board discussed the 22-23 library budget.

**MOTION: Motion made by Trustee G. Snyder, Jr. to approve a budget consisting of \$1,226,347 in expenses and \$1,289,972 in revenue for the 2022-2023 budget year. Motion seconded by Trustee C. Thompson. Motion carried.**

**YES: 7/7; President Emilie Chang-Jackson, Secretary Melissa Lawson, Trustees Mo Gillette, Nadine Hoffman, Dr. Ribner, George Snyder, Jr. and Charlene Thompson  
NO: 0/7**

**MOTION: Motion made by Trustee N. Hoffmann to approve the following staff raise increases effective June 1, 2022: 6% cost of living for those applicable; \$0.70/hour for those applicable; and director salary of \$79,584. Motion seconded by Trustee Dr. Ribner. Motion carried.**

**YES: 7/7; President Emilie Chang-Jackson, Secretary Melissa Lawson, Trustees Mo Gillette, Nadine Hoffman, Dr. Ribner, George Snyder, Jr. and Charlene Thompson  
NO: 0/7**

**MOTION: Motion made by Trustee N. Hoffmann to approve health insurance contribution at 17% for the 2022-2023 budget year. Motion seconded by Trustee Dr. Ribner. Motion carried.**

**YES: 7/7; President Emilie Chang-Jackson, Secretary Melissa Lawson, Trustees Mo Gillette, Nadine Hoffman, Dr. Ribner, George Snyder, Jr. and Charlene Thompson  
NO: 0/7**



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- d. 22-23 NYS Construction Grant Project Estimate: The board discussed submitting an intent to apply form for a construction grant for \$30,000 based on the provided estimate for meeting room improvements.

IX. New Business

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

**MOTION: Motion made by Trustee Dr. Ribner to approve the annual report to the community. Seconded by Trustee C. Thompson. Motion carried.**

**YES: 7/7; President Emilie Chang-Jackson, Secretary Melissa Lawson, Trustees Mo Gillette, Nadine Hoffman, Dr. Ribner, George Snyder, Jr. and Charlene Thompson  
NO: 0/7**

- b. Summer newsletter quote: The board discussed the quote for the joint summer newsletter for GFJ and YHPL.

**MOTION: Motion made by Secretary M. Lawson to approve spending up to \$7,000 for our share of the summer newsletter including printing, mailing, and postage. Seconded by Trustee Dr. Ribner. Motion carried.**

**YES: 7/7; President Emilie Chang-Jackson, Secretary Melissa Lawson, Trustees Mo Gillette, Nadine Hoffman, Dr. Ribner, George Snyder, Jr. and Charlene Thompson  
NO: 0/7**

- c. Tax cap document: The board reviewed the tax cap document.

**MOTION: Motion made by Trustee M. Gillette to approve the tax cap form. Seconded by Trustee Dr. Ribner. Motion carried.**



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NO: 0/7**

- d. March department head meeting minutes: The board discussed the March department head meeting minutes.

**MOTION: Motion made by Trustee M. Gillette to close the library from 1-5 PM on May 13, 2022 for staff development. Seconded by Trustee Dr. Ribner. Motion carried.**

**YES: 7/7; President Emilie Chang-Jackson, Secretary Melissa Lawson, Trustees Mo Gillette, Nadine Hoffman, Dr. Ribner, George Snyder, Jr. and Charlene Thompson  
NO: 0/7**

- e. Patron survey results: The board discussed patron survey results.
- f. Hoopla: The board discussed contracting with Hoopla.

**MOTION: Motion made by Trustee N. Hoffmann to approve using \$5,220 to contract with Hoopla for one year. Motion seconded by Trustee G. Snyder, Jr. Motion carried.**

**YES: 7/7; President Emilie Chang-Jackson, Secretary Melissa Lawson, Trustees Mo Gillette, Nadine Hoffman, Dr. Ribner, George Snyder, Jr. and Charlene Thompson  
NO: 0/7**

X. Other Business: N/A

XI. Adjournment

**MOTION: Trustee Dr. Ribner motioned to adjourn at 9:56 PM. Seconded by President E. Chang-Jackson. Motion carried.**



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**YES: 7/7; President Emilie Chang-Jackson, Secretary Melissa Lawson, Trustees Mo Gillette, Nadine Hoffman, Dr. Ribner, George Snyder, Jr. and Charlene Thompson  
NO: 0/7**

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Melissa Lawson, Secretary

Date