



Board of Trustees Meeting
Minutes of Meeting on June 16, 2022

- I. Call to order: Meeting was called to order at 7:04 PM by President Emilie-Chang Jackson.
- II. Roll call/Attendance
 - a. Library Trustees Present: President Emilie Chang-Jackson, Vice President Elizabeth Rivera, Trustees Mo Gillette, Nadine Hoffmann, Dr. Jeffrey Ribner, George Snyder, Jr. and Charlene Thompson.
 - b. Library Trustees Excused: Secretary Melissa Lawson
 - c. Library Trustees Absent: N/A
 - d. Library Staff Present: Library Director Seth Jacobus
- III. Adoption of June 16, 2022 meeting agenda

MOTION: Motion to adopt the agenda for the June 16, 2022 meeting made by Trustee Dr. Ribner. Motion seconded by Trustee M. Gillette. Motion carried.

YES: 7/7; President Emilie Chang-Jackson, Vice President Elizabeth Rivera, Trustees Mo Gillette, Nadine Hoffman, Dr. Ribner, George Snyder, Jr. and Charlene Thompson

NO: 0/7

- IV. Period of Public Expression: The library received a comment on June 16, 2022 regarding extending the time limit on the computers.
- V. Approval of minutes from the May 19, 2022 meeting

MOTION: Motion to approve the minutes for the May 19, 2022 meeting made by Trustee M. Gillette and seconded by Vice President E. Rivera.



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YES: 7/7; President Emilie Chang-Jackson, Vice President Elizabeth Rivera, Trustees Mo Gillette, Nadine Hoffman, Dr. Ribner, George Snyder, Jr. and Charlene Thompson
NO: 0/7

VI. Manifest #1

MOTION: Motion made by Trustee G. Snyder, Jr. to approve Manifest #1. Seconded by Trustee M. Gillette. Motion carried.

YES: 7/7; President Emilie Chang-Jackson, Vice President Elizabeth Rivera, Trustees Mo Gillette, Nadine Hoffman, Dr. Ribner, George Snyder, Jr. and Charlene Thompson
NO: 0/7

VII. Financial report: Reviewed the financial reports through May 2022. The revenues through May 2022 were \$1,322,183.76 and expenses were \$1,237,936.19. The library fund through May 2022 was \$1,515,795.24.

MOTION: Motion to approve the financial reports through May 2022 made by Trustee M. Gillette and seconded by Trustee Dr. Ribner. Motion carried.

YES: 7/7; President Emilie Chang-Jackson, Vice President Elizabeth Rivera, Trustees Mo Gillette, Nadine Hoffman, Dr. Ribner, George Snyder, Jr. and Charlene Thompson
NO: 0/7

VIII. Old Business

- a. Library Assistant vacancy-PT: The director updated the board regarding the vacant part-time library assistant position posting.



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- b. TOU summer newsletter-final: The board reviewed the final version of the TOU summer newsletter as well as the GFJ newsletter.
- c. Hoopla: The Director updated the board regarding the Hoopla contract.

IX. New Business

- a. Slate of officers: The board discussed nominations for the 2022-2023 President, Vice President and Secretary offices.

MOTION: Trustee Dr. Ribner motioned to nominate President E. Chang-Jackson for a second term as President. Seconded by Vice President E. Rivera. Motion carried.

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

MOTION: President E. Chang-Jackson motioned to nominate Trustee M. Gillette as the 2022-2023 board Vice President. Seconded by Trustee Dr. Ribner. Motion carried.

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

MOTION: President E. Chang-Jackson motioned to nominate Secretary M. Lawson for a second term as Secretary. Seconded by Trustee E. Rivera. Motion carried.

YES: 7/7; President Emilie Chang-Jackson, Vice President Mo Gillette, Trustees Nadine Hoffman, Dr. Ribner, Elizabeth Rivera, George Snyder, Jr. and Charlene



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Thompson
NO: 0/7

- b. Code of Conduct policy: The board discussed updating the code of conduct policy to address video recording in the library.
- c. May department head meeting minutes: The board discussed the May department head meeting minutes.

MOTION: Trustee Dr. Ribner motioned to raise the fee for out of system inter-library loans (OOS ILL) to \$1.00. Seconded by Trustee E. Rivera. Motion carried.

YES: 7/7; President Emilie Chang-Jackson, Vice President Mo Gillette, Trustees Nadine Hoffman, Dr. Ribner, Elizabeth Rivera, George Snyder, Jr. and Charlene Thompson
NO: 0/7

- d. Fire alarm procedures: The board discussed the fire alarm procedure.
 - e. Board of Elections letter: The director updated the board about Early Voting at the library, which will next take place August 13-21, 2022.
 - f. Excellus Premium rate change letter: The board discussed the anticipated rate increase of 12.07% for next year.
 - g. Worker's comp refund: The board discussed the worker's comp refund that was received.
- X. Other Business: The board discussed the comment on June 16, 2022 regarding extending the time limit on the computers.

MOTION: Trustee E. Rivera motioned to change the computer time limit policy to allow patrons an option for an additional 30 minutes on top of the 60 minutes allotted. Seconded by Trustee G. Snyder, Jr. Motion carried.



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YES: 7/7; President Emilie Chang-Jackson, Vice President Mo Gillette, Trustees Nadine Hoffman, Dr. Ribner, Elizabeth Rivera, George Snyder, Jr. and Charlene Thompson
NO: 0/7

Adjournment

MOTION: Trustee Dr. Ribner motioned to adjourn at 8:23 PM. Seconded by Trustee E. Rivera. Motion carried.

YES: 7/7; President Emilie Chang-Jackson, Vice President Mo Gillette, Trustees Nadine Hoffman, Dr. Ribner, Elizabeth Rivera, George Snyder, Jr. and Charlene Thompson
NO: 0/7

Melissa Lawson, Secretary

Date