

DRAFT



Board of Trustees Meeting
Minutes of Meeting on October 18, 2018

I. Call To Order: Meeting was called to order at 7:01 PM by President Jen Musa.

II. Roll Call/Attendance

- a. Library Trustees Present: President Jen Musa, Vice President Jo Whitney, Secretary Emilie Chang-Jackson, and Trustees Joe Ciccarino, Paul Del Rosso, Dr. Ribner, Chris Ryan
- b. Library Trustees Excused: Christine Brown
- c. Library Trustees Absent: Nadine Herceg
- d. Library Staff Present: Library Director Seth Jacobus

III. Approval of meeting agenda for October 18, 2018 meeting with changes

MOTION: Trustee Dr. Ribner motioned to approve the agenda of the October 18, 2018 meeting. Seconded by Trustee J. Whitney. Motion carried.

YES: 7/7; President Jen Musa, Secretary Emilie Chang-Jackson, and Trustees Joe Ciccarino, Paul Del Rosso, Dr. Ribner, Chris Ryan, and Jo Whitney

NO: 0/7

IV. Period of Public Expression: N/A

V. Approval of minutes from September 20, 2018 meeting with changes

MOTION: Trustee J. Ciccarino motioned to approve the minutes with adjustments of the September 20, 2018 meeting. Seconded by Trustee Dr. Ribner. Motion carried.

YES: 7/7; President Jen Musa, Secretary Emilie Chang-Jackson, and Trustees Joe Ciccarino, Paul Del Rosso, Dr. Ribner, Chris Ryan, and Jo Whitney

NO: 0/7

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VI. Manifest #5

MOTION: Trustee P. Del Rosso motioned to approve Manifest #5. Seconded by Trustee Dr. Ribner. Motion carried.

YES: 7/7; President Jen Musa, Secretary Emilie Chang-Jackson, and Trustees Joe Ciccarino, Paul Del Rosso, Dr. Ribner, Chris Ryan, and Jo Whitney

NO: 0/7

VII. Financial report: Reviewed the financial reports through September 2018. The revenues through September 2018 were \$22,489.02 and expenses were \$392,245.53.

The library fund through September 2018 was \$975,234.55.

MOTION: Trustee J. Ciccarino motioned to approve the financial reports. Seconded by Trustee J. Whitney. Motion carried.

YES: 7/7; President Jen Musa, Secretary Emilie Chang-Jackson, and Trustees Joe Ciccarino, Paul Del Rosso, Dr. Ribner, Chris Ryan, and Jo Whitney NO: 0/7

VIII. Old Business

- a. Children's fines – update & discuss: Seven 4CLS libraries are going fine free for children's books. Another seven 4CLS libraries, including the George F. Johnson Memorial Library, are considering going fine free for children's books. Four 4CLS libraries are already fine free for children's books. Five 4CLS libraries are not going fine free for children's books. The board discussed going fine free for children's books and action was not taken.
- b. Confidentiality policy – review & discuss: Discussed the library card requirement to check out library items. Trustee C. Ryan will work on revising the language in the confidentiality policy regarding the library card

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requirement to pick up reserve materials to make it clearer.

- c. Parking lot – update: Mick provided Director Seth Jacobus with estimates of ways to reduce the cost of the parking lot project, including reducing the footprint of the parking lot.

IX. New Business

- a. Strategic plan – discuss: Director Seth Jacobus has started working on a five year strategic plan for the library, which includes the parking lot, roof, and service related improvements. He also provided the strategic plans of other libraries as examples. Trustees J. Whitney, J. Musa, and Dr. Ribner have volunteered to be on the strategic plan committee, which may also include library staff and members of the community.

MOTION: Trustee J. Whitney motioned to form a strategic plan committee. Seconded by Trustee Dr. Ribner. Motion carried.

YES: 7/7; President Jen Musa, Secretary Emilie Chang-Jackson, and Trustees Joe Ciccarino, Paul Del Rosso, Dr. Ribner, Chris Ryan, and Jo Whitney

NO: 0/7

- b. Circulation desk – discuss: Discussed the quote of approximately \$15,000 from Upstate Furniture for a new circulation desk. The new desk is ADA compliant. The board asked Director Jacobus to include a new circulation desk into next years' budget and to request other quotes.
- c. Cintas mat replacement program – discuss: Discussed the Cintas quote to periodically provide clean floor mats for the lobby. No action was taken.

X. Other Business: None

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XI. Executive Session: N/A. Director Jacobus and the department heads are conducting formal staff reviews, which include self evaluations.

XII. Adjournment

MOTION: Trustee J. Whitney motioned to adjourn the meeting at 9:03 pm. Seconded by Trustee P. Del Rosso. Motion carried.

YES: 7/7; President Jen Musa, Secretary Emilie Chang-Jackson, and Trustees Joe Ciccarino, Paul Del Rosso, Dr. Ribner, Chris Ryan, and Jo Whitney NO: 0/7

Emilie Chang-Jackson, Secretary

Date