



Board of Trustees Meeting
Minutes of Meeting on September 20, 2018

I. Call To Order: Meeting was called to order at 7:00 PM by President Jen Musa.

II. Roll Call/Attendance

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

III. Approval meeting agenda from September 20, 2018 meeting

MOTION: Trustee Dr. Ribner motioned to approve the agenda of the September 20, 2018 meeting. Seconded by Trustee N. Herceg. Motion carried

**YES: 7/7; President Jen Musa, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Dr. Ribner
NO: 0/7**

IV. Period of Public Expression

- a. Patron letter – President Musa read a patron letter regarding the patron's inability to check out items without her library card even though the patron had documents confirming her personal information. The board will look into the 4CLS policy and revisit the issue at the next regularly scheduled meeting
- b. Visitors: Ally Musa, Cleo Coppola, and Gino Coppola, 3 high school students observing for class credit; Mick Lombardini from L2 Studios arrived at 7:45pm; All visitors left at 8:20pm

V. Approval of minutes from August 28, 2018 meeting



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MOTION: Trustee C Brown motioned to approve the minutes of the August 28, 2018 meeting. Seconded by Trustee Dr. Ribner. Motion carried.

**YES: 7/7; President Jen Musa, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Dr. Ribner
NO: 0/7**

VI. Manifest #3

MOTION: Trustee N. Herceg motioned to approve Manifest #3. Seconded by Trustee Dr. Ribner. Motion carried.

**YES: 7/7; President Jen Musa, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Dr. Ribner
NO: 0/7**

VII. Manifest #4

MOTION: Trustee P. Del Rosso motioned to approve Manifest #4. Seconded by Trustee J. Ciccarino. Motion carried.

**YES: 7/7; President Jen Musa, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Dr. Ribner
NO: 0/7**

VIII. Financial report: Reviewed the financial reports for July 2018 and August 2018. The revenues and expenses through July 2018 were \$7,005.43 and \$257,871.51. The revenues and expenses through August 2018 were \$19,524.54 and \$326,637.84. The library fund through July 2018 was \$1,109,489.25 and August 2018 was \$1,041,736.52.

MOTION: Trustee C. Brown motioned to approve the financial reports. Seconded by Trustee Dr. Ribner. Motion carried.



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YES: 7/7; President Jen Musa, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Dr. Ribner
NO: 0/7

IX. Old Business

a. Parking lot project– The phase I grant application has been submitted. The Village of Endicott is concerned about the sudden changes in the estimate, from \$250,000 to \$650,000, and requests clarification on the estimate. Mick from L2 Studio explained the process of public bids, including add alternates, and how to answer the Village's questions without specific knowledge of the costs of the project. Mick also suggested ways to possibly reduce the cost of the project, including using add alternates and changing the footprint of the parking lot.

b. Children's fines – update & discuss: The board discussed the option of waiving fines only for children's books. The issue has been tabled for a future meeting.

X. New Business

a. Circulation policy - Reviewed the new circulation policy as a result of the concerns of the adult education students.

MOTION: Trustee N. Herceg motioned to approve the revised circulation policy. Seconded by Trustee J. Ciccarino. Motion carried.

YES: 7/7; President Jen Musa, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Dr. Ribner
NO: 0/7

c. Personnel policy (Emergency Weather Closing) – Reviewed the new personnel policy delaying the opening of the library to 11:00am when the U-E school district is closed due to weather.

MOTION: Trustee N. Herceg motioned to approve the revised personnel policy.



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Seconded by Trustee Dr. Ribner. Motion carried.

**YES: 7/7; President Jen Musa, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Dr. Ribner
NO: 0/7**

e. 2019 4cls service cost sheet – Reviewed the costs of the 4CLS services.

MOTION: Trustee J. Ciccarino motioned to approve the 4CLS service costs. Seconded by Trustee N. Herceg. Motion carried.

**YES: 7/7; President Jen Musa, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Dr. Ribner
NO: 0/7**

f. Servpro estimate – Reviewed the estimate from SERVPRO to clean the building. Trustee E. Chang-Jackson is excused from the vote due to a conflict of interest and left the room during the discussion.

MOTION: Motion failed.

YES: 0/7

**NO: 6/7; President Jen Musa, and Trustees Christine Brown, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Dr. Ribner
EXCUSED: 1/7; Trustee E. Chang-Jackson**

g. Patron Donation Acknowledgment Form – Reviewed the Patron Donation Acknowledgment Form to be used as a receipt for patron donations to the library.

MOTION: Trustee Dr. Ribner motioned to approve the Patron Donation Acknowledgment Form. Seconded by Trustee N. Herceg. Motion carried.

**YES: 7/7; President Jen Musa, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Dr. Ribner
NO: 0/7**



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XI. Other Business: None

XII. Adjournment 8:54

**MOTION: Trustee N. Herceg motioned to adjourn the meeting at 8:54pm.
Seconded by Trustee Dr. Ribner. Motion carried.**

**YES: 7/7; President Jen Musa, Secretary Emilie Chang-Jackson, and Trustees
Christine Brown, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Dr. Ribner
NO: 0/7**

Emilie Chang-Jackson, Secretary

Date