



Board of Trustees Meeting  
Minutes of Meeting on November 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, Vice President Jo Whitney, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Dr. Ribner, Chris Ryan
- b. Library Trustees Excused: None
- c. Library Trustees Absent: None
- d. Library Staff Present: Library Director Seth Jacobus

III. Approval of meeting agenda for November 20, 2018

**MOTION: Trustee Dr. Ribner motioned to approve the agenda of the November 20, 2018 meeting. Seconded by Trustee J. Whitney. Motion carried.**

**YES: 9/9; President Jen Musa, Vice President Jo Whitney, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Dr. Ribner, Chris Ryan**

**NO: 0/9**

IV. Period of Public Expression: Mayor Bertoni of the Village of Endicott received a patron email regarding the poor condition of the library parking. Mayor Bertoni forwarded it to former Director Ed Dunscombe, who forwarded it to current Director Seth Jacobus.

V. Approval of minutes from October 18, 2018

**MOTION: Trustee N. Herceg motioned to approve the minutes from the October 18, 2018 meeting. Seconded by Trustee Dr Ribner. Motion carried.**



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**YES: 9/9; President Jen Musa, Vice President Jo Whitney, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Dr. Ribner, Chris Ryan**  
**NO: 0/9**

VI. Manifest #6

**MOTION: Trustee N. Herceg motioned to approve Manifest #6 . Seconded by Trustee Dr. Ribner. Motion carried.**

**YES: 9/9; President Jen Musa, Vice President Jo Whitney, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Dr. Ribner, Chris Ryan**  
**NO: 0/9**

VII. Financial report: Reviewed the financial reports through October 2018. The revenues through October 2018 were \$29,908.03 and expenses were \$495,922.79. The library fund through October 2018 was \$858,676.75.

**MOTION: Trustee P. Del Rosso motioned to approve the financial reports through October 2018. Seconded by Trustee C. Brown. Motion carried.**

**YES: 9/9; President Jen Musa, Vice President Jo Whitney, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Dr. Ribner, Chris Ryan**  
**NO: 0/9**

VIII. Old Business

- a. Roof – update & discuss: The board discussed the 2016 roof study that Bob Costello prepared, which suggested conducting semi-annual inspections, and patches, if needed. Director Jacobus has scheduled a



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roof inspection with a professional roofer.

- b. Circulation desk – update: Director Jacobus received a second quote for a new circulation desk for approximately \$15,700.00. He will request a third quote.
- c. 2019 budget vote: Director Jacobus is working on the 2019 budget. He suggested meeting with the board of Your Home Public Library.

**MOTION: Trustee Dr. Ribner motioned to form a budget vote committee that will include Trustees Dr. Ryan, P. Del Rosso, and J. Whitney. Seconded by Trustee Dr. Ryan. Motion carried.**

**YES: 9/9; President Jen Musa, Vice President Jo Whitney, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Dr. Ribner, Chris Ryan**

**NO: 0/9**

- d. Strategic planning committee: First meeting of the strategic planning committee is scheduled for December 20, 2018 at 6pm.
- e. Budget vote committee: First meeting of the budget vote committee is scheduled for December 12, 2018 at 7pm.

**IX. New Business**

- a. Staff holiday party: The staff holiday party is scheduled for December 20, 2018. The board will provide food and beverages as a thank you for all their hard work.
- b. 2019 holiday schedule – approve



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**MOTION: Trustee N. Herceg motioned to approve the 2019 holiday schedule. Seconded by Trustee J. Whitney. Motion carried.**

**YES: 9/9; President Jen Musa, Vice President Jo Whitney, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Dr. Ribner, Chris Ryan**  
**NO: 0/9**

- c. Meeting room policy – review & update: A notice will be posted regarding holding the meeting room. The meeting room will be held for 10 minutes before moving on to the next room request. The meeting room policy will be revised to reflect the new policy.

**MOTION: Trustee N. Herceg motioned to approve the revised meeting room policy. Seconded by Trustee Dr. Ryan. Motion carried.**

**YES: 9/9; President Jen Musa, Vice President Jo Whitney, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Dr. Ribner, Chris Ryan**  
**NO: 0/9**

- d. Sexual harassment policy – review & approve: Director Jacobus revised the state provided sexual harassment policy to customize it for the library. He will contact a legal expert to get advice on the standard procedures of such a scenario. He also suggested that a picture of the board and short biographies of each board member be displayed in the library so that the library staff and patrons can become more familiar with the board.

**MOTION: Trustee J. Whitney motioned to approve the sexual harassment policy as revised by Director Jacobus. Seconded by Trustee N. Herceg. Motion carried 8 to 1.**

**YES: 8/9; President Jen Musa, Vice President Jo Whitney, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Joe Ciccarino, Paul Del Rosso,**



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**Nadine Herceg, Dr. Ribner**  
**NO: 1/9; Trustee Dr. Ryan**

- e. Sexual harassment complaint form – review & approve: Director Jacobus revised the state provided sexual harassment complaint form to customize it for the library.

**MOTION: Trustee Dr. Ribner motioned to approve the sexual harassment complaint form as revised by Director Jacobus. Seconded by Trustee N. Herceg. Motion carried.**

**YES: 8/9; President Jen Musa, Vice President Jo Whitney, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Dr. Ribner**  
**NO: 0/9;**  
**ABSTAINED: 1/9; Trustee Dr. Ryan**

- f. Social media policy & procedures – review & approve

**MOTION: Trustee Dr. Ribner motioned to approve the social media policy & procedures. Seconded by Trustee N. Herceg. Motion carried.**

**YES: 9/9; President Jen Musa, Vice President Jo Whitney, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Dr. Ribner, Chris Ryan**  
**NO: 0/9**

- g. Staff training (January 11, 2019) library will be closed for staff training.

**MOTION: Trustee Dr. Ribner motioned to approve closing the library for staff training on January 11, 2019. Seconded by Trustee C. Brown. Motion carried.**

**YES: 9/9; President Jen Musa, Vice President Jo Whitney, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Joe Ciccarino, Paul Del Rosso,**



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**Nadine Herceg, Dr. Ribner, Chris Ryan NO: 0/9**

X. Other Business: None

XI. Executive Session

**MOTION: Trustee N. Herceg motioned to go into executive session to discuss the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation. Seconded by Trustee Dr. Ribner. Motion carried.**

**YES: 9/9; President Jen Musa, Vice President Jo Whitney, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Dr. Ribner, Chris Ryan**

**NO: 0/9**

**NOTE: Director Jacobus remained with the board in executive session.**

Director Jacobus requested to the board that the library cover the remaining tuition costs of his certification.

**MOTION: Trustee N. Herceg motioned to approve Director Jacobus' tuition request. Seconded by Trustee J. Whitney. Motion carried.**

**YES: 9/9; President Jen Musa, Vice President Jo Whitney, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Dr. Ribner, Chris Ryan**

**NO: 0/9**

Director Jacobus informed the board that there is a library employee whose pay will fall below minimum wage starting December 31, 2018 if not otherwise increased. James Ingram, who is a Clerk, will have an increase in salary from \$11.06 an hour to \$11.40 an hour.



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**MOTION: Trustee J. Whitney motioned to increase said employees' pay rate to \$11.40 an hour. Seconded by Trustee N. Herceg. Motion carried.**

**YES: 9/9; President Jen Musa, Vice President Jo Whitney, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Dr. Ribner, Chris Ryan**  
**NO: 0/9**

**The board discussed employing Kenny Roman full time, effective June 1, 2019.**

**MOTION: Trustee Dr. Ribner motioned to approve employing Kenny Roman full time, effective June 1, 2019. Seconded by Trustee C. Brown. Motion carried.**

**YES: 9/9; President Jen Musa, Vice President Jo Whitney, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Dr. Ribner, Chris Ryan**  
**NO: 0/9**

Leave Executive Session.

**MOTION: Trustee P. Del Rosso motioned to leave Executive Session. Seconded by Trustee J. Whitney. Motion carried.**

**YES: 9/9; President Jen Musa, Vice President Jo Whitney, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Dr. Ribner, Chris Ryan**  
**NO: 0/9**

XII. Adjournment

**MOTION: Trustee N. Herceg motioned to adjourn the meeting at 9:11pm. Seconded by Trustee J. Whitney. Motion carried.**



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**YES: 9/9; President Jen Musa, Vice President Jo Whitney, Secretary Emilie Chang-Jackson, and Trustees Christine Brown, Joe Ciccarino, Paul Del Rosso, Nadine Herceg, Dr. Ribner, Chris Ryan**  
**NO: 0/9**

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Emilie Chang-Jackson, Secretary

Date