



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

**MOTION: Trustee Dr. Ribner motioned to approve the agenda of the December 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: Staff member Brooke Butler, who is currently parttime, expressed interest in becoming a full-time employee and requested more regularity in her current part-time schedule.
  
- V. Approval of minutes from November 20, 2018

**MOTION: Trustee N. Herceg motioned to approve the minutes from the November 20, 2018 meeting with the correction that James Ingram's position title is clerk, not page. Seconded by Trustee C Brown. 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 #7

**MOTION: Trustee C. Brown motioned to approve Manifest #7. 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**

VII. Financial report: Reviewed the financial reports through November 2018. The revenues through November 2018 were \$32,355.10 and expenses were \$570,239.79. The library fund through November 2018 was \$818,644.90.

**MOTION: Trustee N. Herceg motioned to approve the financial reports through November 2018. 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**

VIII. Old Business

- a. Roof – update & discuss: Director Jacobus received a quote from a professional roof expert who inspected the roof, which provides two methods of patching the roof. The first method will cost \$4,550, which
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includes patching all 170 currently deteriorating patches individually. The second amount for \$14,750 includes patching 170 currently deteriorating patches in groups, which is stronger than patching each one individually. The board requests a second estimate from another roofer.

- b. Circulation desk – update: Director Jacobus received another quote for a new circulation desk for approximately \$18,000.00. This quote is also ADA compliant.
- c. 2019 budget vote: The subcommittee met on December 12, 2018 to review the procedures for obtaining a petition for the budget vote to be on the 2019 ballot. While the minimum amount of signatures is 2,200, the goal has been set at 2,500. The next meeting is set for January 30, 2019.
- d. Elevator repair: The elevator company provided a figure of \$6,000 to replace a part that is currently working, but has become obsolete. No decision has been made.
- e. Patron letter: Director Jacobus received an unsigned patron letter regarding the volume of noise in the library. He has previously addressed in person a complaint regarding the volume of noise in the library and suggested the study rooms on the lower level.

IX. New Business

- a. Strategic planning committee update: The strategic planning committee met on December 20, 2018, which included the heads of each department. The two current strategic goals are repairing the parking lot and roof. Director Jacobus will email his goals for the facilities, building, and library services for the next meeting, which is scheduled for February 21, 2019, the same night as the regular board meeting.



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- b. Library budget FY 20-24: Director Jacobus will prepare a budget for the next regularly scheduled board meeting on January 17, 2019.
- c. Advocacy Day – 2/27/19 in Albany, NY: Director Jacobus informed the board of the date of Advocacy Day in case anyone would be interested in attending.

X. Other Business: None

XII. Adjournment

**MOTION: Trustee P. Del Rosso motioned to start the January 17, 2019 at 6:30pm rather than the regular start time of 7:00pm. 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**

**MOTION: Trustee J. Whitney motioned to adjourn the meeting at 9:13pm. 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**

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Emilie Chang-Jackson, Secretary

Date