



Board of Trustees Meeting
Minutes of Meeting on February 20, 2020

I. Call To Order: Meeting was called to order at 6:32 PM by President Jo Whitney.

II. Roll Call/Attendance

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

III. Approval of meeting agenda for February 20, 2020

MOTION: Trustee J. Musa motioned to approve the agenda of the February 20, 2020 meeting. Seconded by Trustee Dr. Ribner. Motion carried.

YES: 8/8; President Jo Whitney, Vice President Joe Ciccarino, Secretary Emilie Chang-Jackson, and Trustees Paul Del Rosso, Melissa Lawson, Jen Musa, Dr. Jeff Ribner, and Dr. Chris Ryan

NO: 0/8

IV. Period of Public Expression: Carmela Pirich of the Addiction Center of Broome County (see VII)

V. Approval of minutes from January 16, 2020 meeting

MOTION: Trustee Dr. Ribner motioned to approve the minutes from the January 16, 2019 meeting. Seconded by Trustee J. Ciccarino. Motion carried.

YES: 8/8; President Jo Whitney, Vice President Joe Ciccarino, Secretary Emilie Chang-Jackson, and Trustees Paul Del Rosso, Melissa Lawson, Jen Musa, Dr. Jeff Ribner, and Dr. Chris Ryan

NO: 0/8



Board of Trustees Meeting
Minutes of Meeting on February 20, 2020

VI. Approval of minutes from January 29, 2020 meeting

MOTION: Trustee Dr. Ribner motioned to approve the minutes from the January 26, 2020 meeting. Seconded by Trustee J. Musa. Motion carried.

YES: 8/8; President Jo Whitney, Vice President Joe Ciccarino, Secretary Emilie Chang-Jackson, and Trustees Paul Del Rosso, Melissa Lawson, Jen Musa, Dr. Jeff Ribner, and Dr. Chris Ryan

NO: 0/8

VII. Carmela Pirich – Addiction Center of Broome County: Carmela Pirich, Executive Director of the Addiction Center of Broome County (ACBC), introduced herself to the board and the services the ACBC provides to the Endicott community and how the library and ACBC can help each other and the community.

VIII. Manifest #9

MOTION: Trustee P. Del Rosso motioned to approve Manifest #9. Seconded by Trustee J. Musa. Motion carried.

YES: 8/8; President Jo Whitney, Vice President Joe Ciccarino, Secretary Emilie Chang-Jackson, and Trustees Paul Del Rosso, Melissa Lawson, Jen Musa, Dr. Jeff Ribner, and Dr. Chris Ryan

NO: 0/8

IX. Financial report: Reviewed the financial reports through January 2020. The revenues through January 2020 were \$222,212.89 and expenses were \$744,310.26. The library fund through January 2020 was \$791,523.93.

MOTION: Trustee Dr. Ribner motioned to approve the financial report through January 2020. Seconded by Trustee J. Ciccarino. Motion carried.

YES: 8/8; President Jo Whitney, Vice President Joe Ciccarino, Secretary Emilie Chang-Jackson, and Trustees Paul Del Rosso, Melissa Lawson, Jen Musa, Dr. Jeff



Board of Trustees Meeting
Minutes of Meeting on February 20, 2020

Ribner, and Dr. Chris Ryan
NO: 0/8

X. Old Business

- a. Parking Lot Project (Lighting)– Discuss: The board discussed the lighting aspect of the parking lot repair project. Director Jacobus will ask the contractor about the possibility of using solar powered or energy saving lights.
- b. Elevator Upgrade – Discuss: During the regular inspection of the elevator, the inspector noticed a safety issue regarding the auxiliary power and light battery. The quote to repair the safety issue is \$3,195.00.

MOTION: Trustee J. Musa motioned to approve the elevator repair. Seconded by Trustee Dr. Ribner. Motion carried.

YES: 8/8; President Jo Whitney, Vice President Joe Ciccarino, Secretary Emilie Chang-Jackson, and Trustees Paul Del Rosso, Melissa Lawson, Jen Musa, Dr. Jeff Ribner, and Dr. Chris Ryan
NO: 0/8

- c. Summer Newsletter Estimates – Discuss: Director Jacobus received a quote of \$6,500 to print the yearly summer newsletter. As the quote does not include designing the newsletter, members of the staff will design the newsletter.
- d. Library Roof Construction Grant: Trustee Dr. Ryan has a contact at Binghamton University who has graciously agreed to fly a drone to provide pictures of the current condition of the roof. Dr. Ryan will also contact the parking lot contractor to determine if the pictures will be useful in determining the next step in fixing the roof.

XI. New Business

- a. 2020-2021 Budget – Discuss & Approve: Director Jacobus presented the 2020-2021 budget to the board.

MOTION: Trustee J. Ciccarino motioned to approve the 2020-2021 budget.



Board of Trustees Meeting
Minutes of Meeting on February 20, 2020

Seconded by Trustee P. Del Rosso. Motion carried.

YES: 8/8; President Jo Whitney, Vice President Joe Ciccarino, Secretary Emilie Chang-Jackson, and Trustees Paul Del Rosso, Melissa Lawson, Jen Musa, Dr. Jeff Ribner, and Dr. Chris Ryan

NO: 0/8

b. 2019 Annual Report – Discuss & Approve: Director Jacobus presented the 2019 Annual Report that was filed with the state.

MOTION: Trustee Dr. Ribner motioned to approve the 2019 Annual Report. Seconded by Trustee P. Del Rosso. Motion carried.

YES: 8/8; President Jo Whitney, Vice President Joe Ciccarino, Secretary Emilie Chang-Jackson, and Trustees Paul Del Rosso, Melissa Lawson, Jen Musa, Dr. Jeff Ribner, and Dr. Chris Ryan

NO: 0/8

c. Copier & Copy Prices: Director Jacobus received a quote of \$197.34 per month to replace the current black and white copier with a color copier. Director Jacobus will ask the supplier the additional questions the board had about the printer's networking capabilities.

d. February Dept. Head Meeting Minutes – Discuss: The board discussed the department meeting minutes and appreciates the suggestion of the staff to transform the adjoining cafe room to another meeting room. Director Jacobus will also get quotes for DVD shelves to rearrange the media room.

XII. Other Business: N/A

XIII. Motion for Executive Session

XIV. Adjournment

MOTION: Trustee Dr. Ribner motioned for adjournment at 8:43pm. Seconded by Trustee J. Musa. Motion carried.



Board of Trustees Meeting
Minutes of Meeting on February 20, 2020

YES: 8/8; President Jo Whitney, Vice President Joe Ciccarino, Secretary Emilie Chang-Jackson, and Trustees Paul Del Rosso, Melissa Lawson, Jen Musa, Dr. Jeff Ribner, and Dr. Chris Ryan

NO: 0/8

Emilie Chang-Jackson, Secretary

Date