



Board of Trustees Meeting
Minutes of Meeting on June 18, 2020

- I. Call To Order: Meeting was called to order via video conferencing at 7:03 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 Trustees Paul Del Rosso, Melissa Lawson, Dr. Jen Musa, Dr. Jeff Ribner.
 - b. Library Trustees Excused: Trustee Nadine Herceg
 - c. Library Trustees Absent: Trustees Dr. Chris Ryan
 - d. Library Staff Present: Library Director Seth Jacobus

- III. Approval of meeting agenda for June 18, 2020

MOTION: Trustee Dr. Ribner motioned to approve the agenda of the June 18, 2020 meeting. Seconded by Trustee P. Del Rosso. Motion carried.

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

NO: 0/7



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IV. Period of Public Expression: N.A

V. Approval of minutes from May 21, 2020 meeting

MOTION: Trustee P. Del Rosso motioned to approve the minutes from the May 21, 2020 meeting. Seconded by Trustee J. Ciccarino. Motion carried.

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

NO: 0/7

VI. Manifest #1

MOTION: Trustee J. Ciccarino motioned to approve Manifest #1. Seconded by Trustee Dr. Ribner. Motion carried.

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

NO: 0/7



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VII. Financial report: Reviewed the financial reports through May 2020. The revenues through May 2020 were \$1,350,355.08 and expenses were \$1,036,142.51. The library fund through May 2020 was \$1,617,833.87.

MOTION: Trustee Dr. Ribner motioned to approve the financial report through May 2020. Seconded by Trustee P. Del Rosso. Motion carried.

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

NO: 0/7

VIII. Old Business

a. Parking Lot Renovation Project - Retaining Wall: Director Jacobus received the quote of \$8,510 to repair the existing retaining wall that was not repaired as part of the parking lot. Now that the library has received all the bills for repairing the parking lot, the project has come to \$984.31 over budget. As such, the retaining wall will remain as is and no action will be taken.

b. Board Officers Vote: The board nominates current Vice President J. Ciccarino as President, Trustee Dr. Ribner as Vice President, and current Secretary E. Chang-Jackson to remain as Secretary.



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MOTION: Trustee J. Musa motioned to approve the nominations for President, Vice President, and Secretary. Seconded by Trustee M. Lawson. Motion carried.

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

NO: 0/7

- c. Construction Grant 2020 - 2021: The board discussed submitting the application for the 2020 - 2021 construction grant, which is due Friday, June 19, 2020. The grant, if awarded, will be used to fund the repairs to the roof, estimated at approximately \$110,000.

MOTION: Trustee Dr. Ribner motioned to approve submitting the application for the construction grant. Seconded by Trustee M. Lawson. Motion carried.

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

NO: 0/7

IX. New Business



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- a. Construction Grant Intent to Apply Form 2020 - 2021: The board discussed the paperwork needed to submit the application for the 2020 - 2021 construction grant.

- b. Parking Lot Invoices: The board discussed the invoices from Smith Site Development for the work they performed to repair the parking lot, totaling \$496,295.31. The library will write a check in the amount of \$446,986.15, which includes the monies to be received from the previously awarded construction grant and the library's out of pocket cost.

MOTION: President J. Ciccarino motioned to approve paying Smith Site Development \$446,986.15. Seconded by Vice President Dr. Ribner. Motion carried.

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

NO: 0/7

- c. Excellus Rate Increase: Director Jacobus informed the board that the Excellus premium rate increase for 2021 for medical insurance is 4.2%.



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d. Reopening Date: The board discussed the logistics of reopening the library building to the public. Based on Governor Cuomo's executive order of a Friday, June 26, 2020 Phase 3 reopening date, Director Jacobus recommended reopening the library building to the public on Monday, June 29, 2020, with restrictions. The restrictions include a temporary patron maximum occupancy of 50 people and a daily time limit of 30 minutes. In addition, the hours of business will be 9am to 6pm on Monday to Thursday and 9am - 5pm on Friday.

MOTION: Trustee J. Musa motioned to approve reopening the library building to patron on Monday, June 29, 2020 with restrictions. Seconded by Trustee J. Whitney. Motion carried.

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

NO: 0/7

X. Other Business

Director Jacobus informed the board of Susan Schiff's retirement, effective June 25, 2020. As previously agreed upon, a portion of the available hours will be distributed to a current employee and the vacant position will not be filled.



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XI. Motion for Executive Session: N/A

XII. Adjournment

MOTION: Trustee J. Whitney motioned to adjourn at 804pm. Seconded by Trustee Dr. Ribner. Motion carried.

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

NO: 0/7

Emilie Chang-Jackson, Secretary

Date