



Board of Trustees Meeting
Minutes of Meeting on February 18, 2021

- I. Call To Order: Meeting was called to order via video conferencing at 7:00 PM by President Dr. Ribner.

- II. Roll Call/Attendance
 - a. Library Trustees Present: President Dr. Ribner, Secretary Emilie Chang-Jackson, and Trustees Paul Del Rosso, Melissa Lawson, Dr. Jen Musa, Elizabeth Rivera, and George Snyder, Jr.
 - b. Library Trustees Excused: Trustee Jo Whitney
 - c. Library Trustees Absent: NA
 - d. Library Staff Present: Library Director Seth Jacobus

- III. Approval of meeting agenda for February 18, 2021 meeting

MOTION: Trustee Dr. Musa motioned to approve the agenda for the February 18, 2021 meeting. Seconded by Trustee G. Snyder, Jr. Motion carried.

**YES: 7/7; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, and George Snyder, Jr.
NO: 0/7**



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- IV. Period of Public Expression: Guest Rob Warholic of Smith Site Development, LLC attended (see section IX. New Business)
- V. Approval of minutes from January 21, 2021 meeting

MOTION: Trustee M. Lawson motioned to approve the minutes from the January 21, 2020 meeting. Seconded by Dr. Musa. Motion carried.

**YES: 7/7; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, and George Snyder, Jr.
NO: 0/7**

- VI. Manifest #9

MOTION: Trustee Dr. Musa motioned to approve Manifest #9. Seconded by Trustee E. Rivera. Motion carried.

**YES: 7/7; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, and George Snyder, Jr.
NO: 0/7**



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VII. Financial report: Reviewed the financial reports through January 2021. The revenues through January 2021 were \$200,566.87 and expenses were \$1,162,143.77. The library fund through January 2021 was \$656,156.97.

MOTION: Trustee Dr. Musa motioned to approve the financial reports through January 2021. Seconded by Trustee P. Del Rosso. Motion carried.

**YES: 7/7; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, and George Snyder, Jr.
NO: 0/7**

VIII. Old Business

- a. NY Sick Leave Policy: The board discussed the proposed NY Sick Leave Policy to comply with the 2021 NYS Sick Leave Law.

MOTION: Trustee G. Snyder, Jr. motioned to approve the proposed NY Sick Leave Policy. Seconded by Trustee E. Rivera. Motion carried.

**YES: 7/7; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, and George Snyder, Jr.
NO: 0/7**

- b. Board Member Vacancy: The board has tabled the vacancy until the regularly scheduled April 2021 meeting.



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- c. AARP Tax Aide Use of Tech Center: Director Jacobus informed the board that AARP has decided not to use the library to prepare taxes out of precaution due to the COVID pandemic.

IX. New Business

- a. Construction Grant Proposals: Rob Warholic of Smith Site Development, LLC attended the meeting to discuss the proposals for replacing some of the library doors. There is a more expensive option of including a man door in the new overhanging garage door, \$ 39,514.33 for including a man door versus \$34,298.47 for not including a man door.

MOTION: Trustee P. Del Rosso motioned to approve replacing the garage door with a new garage door that does not include a man door. Seconded by Trustee G. Snyder, Jr. Motion carried.

**YES: 7/7; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, and George Snyder, Jr.
NO: 0/7**

- b. 2021-2022 Budget: Director Jacobus prepared the 2021-2022 budget for the board's review. The board will make a decision on the 2021-2022 budget at the next regularly scheduled meeting in March.



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c. 2021-2022 Staff Raises: The board discussed the 2021-2022 staff raises. Since the budget is directly related to the staff raises, the board will make a decision on the staff raises at the next regularly scheduled board meeting in March.

d. 2021-2022 Staff Health Insurance Contribution Rate: The 2021-2022 budget incorporates a health insurance employee contribution rate of 16%. Since the budget is directly related to the staff health insurance employee contribution rate, the board will make a decision on the staff health insurance contributions at the next regularly scheduled board meeting in March.

X. Other Business: None

XI. Adjournment

MOTION: Trustee Dr. Musa motioned to adjourn at 7:45pm. Seconded by Trustee P. Del Rosso. Motion carried.

**YES: 7/7; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, and George Snyder, Jr.
NO: 0/7**



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Emilie Chang-Jackson, Secretary

Date