



Board of Trustees Meeting  
Minutes of Meeting on March 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, George Snyder, Jr., and Jo Whitney
  - b. Library Trustees Excused: NA
  - c. Library Trustees Absent: NA
  - d. Library Staff Present: Library Director Seth Jacobus
  
- III. Approval of meeting agenda for March 18, 2021 meeting

**MOTION: The board unanimously approved the agenda for the March 18, 2021 meeting. Motion carried.**

**YES: 8/8; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, George Snyder, Jr., and Jo Whitney**

**NO: 0/8**



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- IV. Period of Public Expression: Director Jacobus informed the board that a patron complained to the library staff about the library policy that prevented the patron's daughter from picking up materials that the patron had reserved for herself. The patron's daughter did not have the patron's library card which is required to pick up materials for someone else.
- V. Approval of minutes from February 18, 2021 meeting

**MOTION: Trustee Dr. Musa motioned to approve the minutes from the February 18, 2021 meeting. Seconded by Trustee E. Rivera. Motion carried.**

**YES: 8/8; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, George Snyder, Jr., and Jo Whitney**

**NO: 0/8**

- VI. Manifest #10

**MOTION: Trustee M. Lawson motioned to approve Manifest #10. Seconded by Trustee E. Rivera. Motion carried.**

**YES: 8/8; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, George Snyder, Jr., and Jo Whitney**

**NO: 0/8**



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VII. Financial report: Reviewed the financial reports through February 2021. The revenues through February 2021 were \$200,678.24 and expenses were \$1,225,935.07. The library fund through February 2021 was \$607,744.46.

**MOTION: Trustee P. Del Rosso motioned to approve the financial reports through February 2021. Seconded by Trustee J. Whitney. Motion carried.**

**YES: 8/8; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, George Snyder, Jr., and Jo Whitney**

**NO: 0/8**

VIII. Old Business

- a. 2021-2022 Budget: Director Jacobus will revise the presented budget to include the agreed upon staff raises and medical contribution as noted below and present the revised budget at the next regularly scheduled April board meeting
- b. 2021-2022 Staff Raises: The board discussed staff wage raises of 3%.

**MOTION: Trustee P. Del Rosso motioned to approve the staff wage raises of 3%. Seconded by Trustee Dr. Musa. Motion carried.**



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**YES: 8/8; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, George Snyder, Jr., and Jo Whitney**  
**NO: 0/8**

- c. 2021-2022 Staff Health Insurance Contribution Rate: The board discussed raising the health insurance employee contribution rate to 17%.

**MOTION: Trustee P. Del Rosso motioned to approve raising the health insurance employee contribution rate to 17%. Seconded by Trustee Dr. Musa. Motion carried.**

**YES: 8/8; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, George Snyder, Jr., and Jo Whitney**  
**NO: 0/8**

IX. New Business

- a. Annual Report: Director Jacobus presented the annual report to the board.



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**MOTION: Trustee Dr. Musa motioned to approve the annual report. Seconded by Trustee J. Whitney. Motion carried.**

**YES: 8/8; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, George Snyder, Jr., and Jo Whitney**

**NO: 0/8**

b. Construction Grant 2022: The board discussed applying for the 2022 NY Construction grant or forgoing it. Director Jacobus will present at the next regularly scheduled April board meeting a list of ideal interior renovations to see if any of them qualify for the NY Construction grant.

c. Pandemic Response Plan: Director Jacobus presented the Pandemic Response Plan he drafted. He will revise the wording about the director providing PPE training resources.

**MOTION: Trustee Dr. Musa motioned to approve the Pandemic Response Plan contingent on the revised wording. Seconded by Trustee P. Del Rosso. Motion carried.**

**YES: 8/8; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, George Snyder, Jr., and Jo Whitney**

**NO: 0/8**



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- d. Summer Newsletter: Director Jacobus is looking into an abridged version of the summer newsletter.
  
- e. Proposed Tech Purchases: Director Jacobus presented his proposed tech purchases, which includes replacing the outdated SmartBoard, 3 staff computers and 2 monitors. The quotes are \$7,484.44 and \$8,225.10.

**MOTION: Trustee Dr. Musa motioned to approve the proposed tech purchases for \$7,484,44. Seconded by Trustee G. Snyder, Jr. Motion carried.**

**YES: 8/8; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, George Snyder, Jr., and Jo Whitney**

**NO: 0/8**

- f. Page Vacancies: Director Jacobus has requested to fill two page vacancies in 2021.

**MOTION: Trustee G. Snyder, Jr. motioned to approve filling the two page vacancies. Seconded by Trustee M. Lawson. Motion carried.**

**YES: 8/8; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, George Snyder, Jr., and Jo Whitney**

**NO: 0/8**



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- X. Other Business: The board discussed the options to expand the library hours back to pre-pandemic operations.
  
- XI. Motion to Enter Executive Session: NA
  
- XII. Adjournment

**MOTION: Trustee J. Whitney motioned to adjourn at 8:03pm. Seconded by Trustee E. Rivera. Motion carried.**

**YES: 8/8; President Dr. Ribner, Secretary Emilie Chang-Jackson, Trustees Paul Del Rosso, Melissa Lawson, Dr. Musa, Elizabeth Rivera, George Snyder, Jr., and Jo Whitney**

**NO: 0/8**

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Emilie Chang-Jackson, Secretary

Date