



Board of Trustees Meeting
Minutes of Meeting on January 20, 2022

- I. Call to order: Meeting was called to order at 6:32 PM by President Emilie-Chang Jackson.
- II. Roll call/Attendance
 - a. Library Trustees Present: President Emilie Chang-Jackson, Vice President Elizabeth Rivera, Secretary Melissa Lawson, Trustees Jen Musa, Dr. Jeff Ribner, and George Snyder, Jr.
 - b. Library Trustees Excused: Trustee Mo Gillette
 - c. Library Trustees Absent: N/A
 - d. Library Staff Present: Library Director Seth Jacobus, Librarians Cathy Seary, Kenneth Roman, and Sara-Jo Sites, and Library Clerk Kathy Mills
- III. Adoption of January 20, 2022 meeting agenda

MOTION: Motion to adopt the agenda for the January 20, 2022 meeting made by Trustee Dr. Ribner. Motion seconded by Trustee J. Musa. Motion carried.

**YES: 6/6; President Emilie Chang-Jackson, Vice President Elizabeth Rivera, Secretary Melissa Lawson, Trustees Jen Musa, Dr. Ribner, and George Snyder, Jr.
NO: 6/6**

- IV. Period of Public Expression: N/A
- V. Approval of minutes from December 16, 2021 meeting

MOTION: Motion to approve the minutes for the December 16, 2021 meeting made by Trustee Dr. Ribner and seconded by Trustee Musa.



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**YES: 6/6; President Emilie Chang-Jackson, Vice President Elizabeth Rivera, Secretary Melissa Lawson, Trustees Jen Musa, Dr. Ribner, and George Snyder, Jr.
NO: 6/6**

VI. Manifest #8

MOTION: Motion made by Trustee Dr. Ribner to approve Manifest #8. Seconded by Vice President Rivera. Motion carried.

**YES: 6/6; President Emilie Chang-Jackson, Vice President Elizabeth Rivera, Secretary Melissa Lawson, Trustees Jen Musa, Dr. Ribner, and George Snyder, Jr.
NO: 6/6**

VII. Financial report: Reviewed the financial reports through January 2022. The revenues through January 2022 were \$130,379 and expenses were \$719,537.39. The library fund through January 2022 was \$713,074.78.

MOTION: Motion to approve the financial reports through January 2022 made by Trustee Dr. Ribner and seconded by Vice President Rivera. Motion carried.

**YES: 6/6; President Emilie Chang-Jackson, Vice President Elizabeth Rivera, Secretary Melissa Lawson, Trustees Jen Musa, Dr. Ribner, and George Snyder, Jr.
NO: 6/6**

VIII. Old Business

- a. Personnel Committee update: Trustee George Snyder, Jr. provided an update from the Personnel Committee.
- b. Construction Grant – Scott Room & bathroom update: Director Jacobus updated the board on the progress of the construction.
- c. COVID-19 policies & procedures: The board discussed hours of operation, mask requirements, and patron time limits.



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- d. Circulation Policy: The board discussed policies regarding finds and identification.
- e. Non-resident fees: The board discussed this history of non-resident fees.

IX. New Business

- a. Board of Trustees candidate: The board met with Board of Trustees candidate Charlene Thompson.

MOTION: Motion made by Trustee Dr. Ribner to accept the candidacy of Charlene Thompson onto the Board of Trustees. Seconded by Trustee Musa. Motion carried.

**YES: 6/6; President Emilie Chang-Jackson, Vice President Elizabeth Rivera, Secretary Melissa Lawson, Trustees Jen Musa, Dr. Ribner, and George Snyder, Jr.
NO: 6/6**

- b. Clerk vacancy: Director Jacobus informed the board of a vacant clerk position.

MOTION: Motion made by Trustee Snyder to approve filling the clerk vacancy. Seconded by Trustee Dr. Ribner. Motion carried.

**YES: 6/6; President Emilie Chang-Jackson, Vice President Elizabeth Rivera, Secretary Melissa Lawson, Trustees Jen Musa, Dr. Ribner, and George Snyder, Jr.
NO: 6/6**

- c. Department head meeting minutes: The board discussed the December department head meeting minutes.
- d. Annual trustee training requirement: Director Jacobus informed the board of the annual trustee training requirement.



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X. Other Business: N/A

XI. Adjournment

MOTION: Trustee Dr. Ribner motioned to adjourn at 8:50 PM. Seconded by Trustee Vice President Rivera. Motion carried.

**YES: 6/6; President Emilie Chang-Jackson, Vice President Elizabeth Rivera, Secretary Melissa Lawson, Trustees Jen Musa, Dr. Ribner, and George Snyder, Jr.
NO: 6/6**

Melissa Lawson, Secretary

Date