



Board of Trustees Meeting  
Minutes of Meeting on February 17, 2022

- I. Call to order: Meeting was called to order at 7:06 PM by President Emilie-Chang Jackson.
- II. Roll call/Attendance
  - a. Library Trustees Present: President Emilie Chang-Jackson, Secretary Melissa Lawson, Trustees Mo Gillette, George Snyder, Jr., and Charlene Thompson
  - b. Library Trustees Excused: Vice President Elizabeth Rivera and Trustee Dr. Jeffrey Ribner
  - c. Library Trustees Absent: N/A
  - d. Library Staff Present: Library Director Seth Jacobus and Librarian Kenneth Roman

III. Adoption of February 17, 2022 meeting agenda

**MOTION: Motion to adopt the agenda for the January 20, 2022 meeting made by Trustee M. Gillette. Motion seconded by Trustee G. Snyder, Jr. Motion carried.**

**YES: 5/5; President Emilie Chang-Jackson, Secretary Melissa Lawson, Trustees Mo Gillette, George Snyder, Jr, and Charlene Thompson.**

**NO: 0/5**

IV. Period of Public Expression: The board discussed a letter from a patron.

V. Approval of minutes from January 20, 2022 meeting

**MOTION: Motion to approve the minutes for the January 20, 2022 meeting made by Trustee M. Gillette and seconded by President E. Chang-Jackson.**



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**YES: 5/5; President Emilie Chang-Jackson, Secretary Melissa Lawson, Trustees Mo Gillette, George Snyder, Jr, and Charlene Thompson.  
NO: 0/5**

VI. Manifest #9

**MOTION: Motion made by Trustee G. Snyder, Jr. to approve Manifest #9.  
Seconded by Trustee M. Gillette. Motion carried.**

**YES: 5/5; President Emilie Chang-Jackson, Secretary Melissa Lawson, Trustees Mo Gillette, George Snyder, Jr, and Charlene Thompson.  
NO: 0/5**

VII. Financial report: Reviewed the financial reports through February 2022. The revenues through February 2022 were \$137,732.12 and expenses were \$785,779.64. The library fund through February 2022 was \$651,893.66.

**MOTION: Motion to approve the financial reports through February 2022 made by Secretary M. Lawson and seconded by Trustee M. Gillette. Motion carried.**

**YES: 5/5; President Emilie Chang-Jackson, Secretary Melissa Lawson, Trustees Mo Gillette, George Snyder, Jr, and Charlene Thompson.  
NO: 0/5**

VIII. Old Business

- a. Personnel Committee update: Trustee Mo Gillette 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. Museum passes & fines: The board discussed documentation related to museum passes and late fines.

IX. New Business

- a. Board of Trustees candidate: The board met previously with Board of Trustees candidate Nadine Hoffmann.

**MOTION: Motion made by Trustee G. Snyder, Jr. to accept the candidacy of Nadine Hoffmann onto the Board of Trustees. Seconded by President E. Chang-Jackson. Motion carried.**

**YES: 4/5; President Emilie Chang-Jackson, Trustees Mo Gillette, George Snyder, Jr, and Charlene Thompson.**

**NO: 0/5**

**ABSTAINED: 1/5; Secretary M. Lawson**

- b. Department head meeting minutes: The board discussed the January department head meeting minutes.
- c. Construction grant 22-23: The board discussed possible projects for the 22-23 construction grant.
- d. Health insurance rates: Director Jacobus shared information related to the Consumer Prices Index as well as comparable health insurance rates. The board discussed this information.
- e. Kenneth Roman letter: Librarian Kenneth Roman shared information regarding his role and responsibilities.

X. Other Business: N/A

XI. Adjournment



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**MOTION: Trustee M. Gillette motioned to adjourn at 8:48 PM. Seconded by Secretary M. Lawson. Motion carried.**

**YES: 5/5; President Emilie Chang-Jackson, Secretary Melissa Lawson, Trustees Mo Gillette, George Snyder, Jr, and Charlene Thompson.  
NO: 0/5**

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Melissa Lawson, Secretary

Date