



Board of Trustees Building & Maintenance Committee Meeting

Minutes of Meeting on January 14, 2026

I. Call to order: Meeting was called to order at 5:56 PM by President M. Mancini

Motion by M. Mancini, 2nd S. Russell, unanimously approved. Motion carried.

YES: 4/4; President: M. Mancini; Vice President: S. Russell; and Committee Members: S. Jacobus, E. Singleton | **NO: 0/4**

II. Roll call/Attendance

- a. Library Trustees Present: President: M. Mancini; Vice President: S. Russell
- b. Library Staff Present: Library Director, Seth Jacobus, Erin Singleton

III. Approval of meeting agenda for January 14, 2026 meeting.

Motion to approve the agenda for the January 14, 2026 meeting.

Motion by M. Mancini, 2nd S. Russell, unanimously approved. Motion carried.

YES: 4/4; President: M. Mancini; Vice President: S. Russell; and Committee Members: S. Jacobus, E. Singleton | **NO: 0/4**

IV. Period of Public Expression: N/A

V. Old Business

- a. Electrical Room Wall & Roof Drains Quotes

S. Russell reported that he spoke with Anthony Bates, Village of Endicott Manager, regarding the quote from Tokos Contracting. Anthony verified that the village would pay for Phase 2 once the library had completed Phase 1.

Motion to recommend that the library board approve moving forward with Phases 1 & 2 of the Tokos Contracting quote.

Motion by M. Mancini, 2nd S. Russell, unanimously approved. Motion carried.

YES: 4/4; President: M. Mancini; Vice President: S. Russell; and Committee Members: S. Jacobus, E. Singleton | **NO: 0/4**

b. Elevator Floor Tiles

Mike Tokos brought tile samples today that the committee reviewed and chose the best option. Seth will contact Mike to get a quote for this flooring.

Motion to recommend that the library board review and vote on the quote at their January 21, 2026 meeting.

Motion by M. Mancini, 2nd S. Russell, unanimously approved. Motion carried.

YES: 4/4; President: M. Mancini; Vice President: S. Russell; and Committee Members: S. Jacobus, E. Singleton | **NO: 0/4**

c. Review “Reserve Funds in Public Libraries” document

The document was reviewed and discussed. Scott is going to speak with Anthony Bates about creating a line item from the library fund and the process to move funds to revenue to pay bills from this fund.

VI. New Business

a. Tour New Leak in Friends Room

This leak was viewed by the committee. We will ask the code officer to review this area.

b. Building Improvement Plan/Review of all known maintenance issues

The committee is planning to develop a plan once someone reviews the building and its issues.

VII. Other Business

a. S. Russell reported a recommendation by Anthony Bates that we contact Brian Botsford at the Endicott Fire Code Enforcement Department to review the building and make recommendations for maintenance and repair. The committee agreed that we will contact Brian Botsford to set up a walk-through of the

building.

Motion by M. Mancini, 2nd S. Russell, unanimously approved. Motion carried.

YES: 4/4; President: M. Mancini; Vice President: S. Russell; and Committee Members: S. Jacobus, E. Singleton | **NO: 0/4**

VIII. Adjournment

Motion to adjourn at 6:29 PM.

Motion by M. Mancini, 2nd S. Russell, unanimously approved. Motion carried.

YES: 4/4; President: M. Mancini; Vice President: S. Russell; and Committee Members: S. Jacobus, E. Singleton | **NO: 0/4**

Erin Singleton

Date