



Building & Maintenance Committee Meeting

Minutes of Meeting on March 25, 2026

I. Call to order: Meeting was called to order at 6:00 PM by M. Mancini

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

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

II. Roll call/Attendance

a. Library Trustees Present: President: M. Mancini; Vice President: S. Russell

b. Library Trustees Absent: none

c. Library Staff Present: S. Jacobus, E. Singleton

III. Approval of meeting agenda for March 25, 2026 meeting.

Motion to approve the agenda for the March 25, 2026 meeting.

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

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

IV. Approval of minutes from February 11, 2026 meeting

Motion to approve the minutes from the February 11, 2026 meeting.

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

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

V. Period of Public Expression: N/A

VI. Old Business

a. Elevator Floor Tile Wrap-Up

Work has been completed on the new carpet tile in the elevator. The committee reviewed the installation. A thank you letter has been sent to Schaffer Darpino Flooring.

b. Drain Project Phase 1 and Communication with the Village of Endicott

As approved by the board, we are waiting for the ground to thaw and then Tokos Contracting will begin Phase 1. Seth will send a memo to Anthony Bates, Village of Endicott Manager, to keep him apprised of the ongoing work.

c. Building Inspection Quote – M. Evan

The committee discussed information that there is no licensing for commercial building inspections in NYS. It was decided to proceed with recommending the approval of the quote from Marty Evan for \$2,000 at the next board meeting.

Motion to recommend the approval of the \$2,000 quote from Marty Evan at the April 15, 2026 Board of Trustees meeting.

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

YES: 4/4; President: M. Mancini; Vice President: S. Russell; Library Director: S. Jacobus; and Committee Member: E. Singleton | NO: 0/4

d. Parking Lot and Communication with Village of Endicott

M. Mancini and S. Russell are going to schedule a meeting with Mayor Burlingame about parking ASAP.

VII. New Business

VIII. Other Business

a. Parking Lot Resurfacing

There was discussion that the parking lot will need to be resurfaced in approximately 3 years. It was recommended that we try to lock in a price early to get a better rate and budget for the expense.

b. Carpet Cleaning

The library will need the carpet cleaned soon. We have most recently used Broome Steam and had a quote from Stanley Steamer. It was recommended that we get a quote from Schaffer Darpino before proceeding. It was also recommended that we check to see if there are any additives to help prevent bug problems.

IX. Adjournment

Motion to adjourn at 6:46 pm

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

YES: 4/4; President: M. Mancini; Vice President: S. Russell; Library Director: S. Jacobus; and Committee Member: E. Singleton | NO: 0/4

Erin Singleton

Date

The next committee meeting will be held on Wednesday, April 22, 2026 at 6:00 PM.