



Building & Maintenance Committee Meeting

Minutes of Meeting on April 22, 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: Director: S. Jacobus, E. Singleton

III. Approval of meeting agenda for April 22, 2026 meeting.

Motion to approve the agenda for the April 22, 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 March 25, 2026 meeting

Motion to approve the minutes from 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**

V. Period of Public Expression: N/A

VI. Old Business

- a. Drain Project Phase 1 and Communication with Village of Endicott
No new updates. Seth will check with Tokos Contracting next week if we haven't heard about a time to schedule the project.
- b. Building Inspection by M. Evan - scheduled for Sunday, 5/3/26 @ 9am
Seth and Erin will be present for inspection. It's not anticipated that we'll need to tear up carpet in the adult area to see the cracked floor.
- c. Parking Lot and Communication with Village of Endicott
A meeting with the Village has not yet occurred. They're planning to ask about the 15 minute parking on Park Street as well as the parking lot. There was also a discussion of the damaged granite curb in the lot.
- d. Carpet Cleaning by Broome Steam - scheduled for Sunday, 4/26/26 @ 8am
Seth and Erin will be present for carpet cleaning. Alex Kucera of Broome Steam responded to our inquiry that there is not an additive that can be added to the carpet cleaning that will deter bugs. He recommended spraying with vinegar, water, and peppermint oil. We're going to talk about doing that after we close for the weekend in the corners, near the windows, and near the furniture.

VII. New Business

VIII. Other Business

IX. Adjournment

Motion to adjourn at 6:23 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, May 6, 2026 at 6:00 PM pending the receipt of the building inspection report from M. Evan.