

The 833rd Meeting of the Board of Trustees of the Elmont Public Library, Elmont Union Free School District, Town of Hempstead Nassau County, New York was held via teleconference and in person at the Elmont Memorial Library on January 21, 2021.

CALL TO ORDER/EXECUTIVE SESSION

The Meeting was called to order by Mr. Livingstone Young, President at 7:10 p.m.

MEMBERS PRESENT:

Mr. Livingstone Young, President (present)
Ms. Gina Burnett, Vice President (via teleconference)
Ms. Ellice Bekier (via teleconference)
Ms. Monique Hardial (via teleconference)
Ms. Mimi PierreJohnson (via teleconference)
Ms. Suzanne Schatz (via teleconference)
Ms. Natasha Warburton Welch (via teleconference)

ALSO PRESENT:

Ms. Jean Simpson, Library Director (present)
Mr. Frank Marino, Advanced Consulting Corp. (present)
Tom Volz, Esq., Board Attorney (via teleconference)
Anthony DeLuca, Esq. Board Attorney (via teleconference)
Mr. Giovanni Perez, IT Consultant (present)
Ms. Catherine Antioco, Board Clerk (present)

Mr. Kevin Harrington, Owner of Plaza Theatrical Productions, Inc.

Ms. Schatz moved to go into Executive Session at 7:10 to discuss real estate, personnel and legal matters. Seconded by Ms. Burnett.

Unanimously carried.

The meeting reconvened at 8:10 p.m.

SALUTE TO THE FLAG

PUBLIC

Agenda Items Only

There was no public present.

Meeting Room Requests

There were no meeting room requests for the Board's review and approval.

APPROVAL OF THE MINUTES

Minutes of the Meeting of December 10, 2020

The Minutes were approved after one correction was made.

FINANCE

Ms. Burnett moved to approve Bill Warrant #2589 dated December 10, 2020 in the amount of \$34,233.57. Seconded by Ms. Bekier.

Unanimously carried.

Ms. Burnett moved to approve Payroll Warrant #2590 dated December 13, 2020 in the amount of \$54,257.95 Seconded by Ms. Bekier.

Unanimously carried.

Ms. Burnett moved to approve Payroll Warrant #2591 dated December 27, 2020 in the amount of \$51,621.41. Seconded by Ms. Bekier.

Unanimously carried.

Ms. Burnett moved to approve Payroll Warrant #2592 dated January 10, 2021 in the amount of \$50,991.47. Seconded by Ms. Bekier.

Unanimously carried.

Ms. Burnett moved to approve Bill Warrant #2593 dated January 21, 2021 in the amount of \$93,008.24. Seconded by Ms. Bekier.

Unanimously carried.

Ms. Burnett moved to approve Board Appointees Warrant #2594 dated February 1, 2021 in the amount of \$14,957.16. Seconded by Ms. Bekier.

Unanimously carried.

Ms. Burnett moved to approve the credit card expense report for the period December 8, 2020 to December 30, 2020. Seconded by Ms. Bekier.

Unanimously carried

The Trustees reviewed the Position Paper for the period December 5, 2020 through January 15, 2021.

LIBRARY DIRECTOR'S REPORT

Ms. Simpson reported.

The Board Members were in possession of Ms. Simpson's report to the Board for the month of December 2020 as well as reports from Youth Services and the Children's Departments.

Brief discussion and updates on Corona Virus Orders, Tax Assistance For Patrons being offered at the Library, the Annual Report for Public and Association Libraries, CSEA Update, Technology Updates, Outreach, and a Food Drive which is being held at the Library from January 11, 2021 through January 25, 2021.

A revised and updated Five-year Library plan was presented to the Board for its review.

As Independence Day falls on a Sunday this year, in accordance with the CSEA contract, Ms. Simpson requested the Library be closed on Monday, July 5, 2021.

Ms. Burnett moved to close the Library on Monday July 5, 2021.
Seconded by Ms. Bekier.

Unanimously carried.

The Library's newsletter will be mailed out the second week of February.

ADVANCED CONSULTING CORPORATION

Mr. Marino reported.

He reviewed the proposed contract with Plaza Theatrical Productions with the Board's attorney.

The updated Library insurance policies were renewed on January 20, 2021.

The \$50,000.00 grant approval was received from Senator Kaplan's Office and DASNY.

The Board received a recommended proposed 2021/2022 Library Working Budget.

COMMITTEE REPORTS

Policy Committee

With regard to Policy #300-7, Records Retention Policy, Mr. Young read the following into the record:

BE IT RESOLVED that the Board of Trustees of the Elmont Public Library hereby adopts the Retention and Disposition Schedule for New York Local Government Records (LGS-1) issued pursuant to Article 57-A of the Arts and Cultural Affairs Law and containing legal minimum retention periods for local government records for use by all officers in legally disposing of valueless records listed there and;

BE IT FURTHER RESOLVED that in accordance with Article 57-A:

(a) Only those records will be disposed of that are described in Retention and Disposition Schedule for New York Local Government Records (LGS-1) after they have met the minimum retention periods described therein;

(b) Only those records will be disposed of that do not have sufficient administrative, fiscal, legal or historical value to merit retention beyond established legal minimum periods.

Ms. Burnett moved to approve the changes to Policy #300-7, Records and Retention Policy as read into the record by Mr. Young. Seconded by Ms. Bekier.

Unanimously carried.

LEGAL

Mr. Volz reported.

In addition to routine representation and matters discussed in Executive Session, Mr. Volz is keeping the Board advised of all missives coming down from Albany regarding Covid and quarantine regulations.

CORRESPONDENCE

There was no correspondence for the Board's review.

NEW BUSINESS

Ms. Burnett moved to allow the Library Board President to sign a one-year lease with three three year options which has been reviewed by the Library's Attorney with Plaza Theatrical Productions, Inc. Seconded by Ms. Bekier.

Unanimously carried.

Meeting Room dates for February through July will be February 25, March 25, April 22, May 27, June 24 and July 22.

OLD BUSINESS

There was no unfinished business for the Board's consideration.

ADJOURNMENT


The next regularly scheduled meeting of the Board of Trustees will be held on February 25, 2021, the venue to be determined. There will be a Budget Workshop at 6:00 p.m. with the regular Board Meeting to Commence at 7:00 p.m. If necessary, the Board will convene into Executive Session followed by public session.

Ms. Pierre Johnson moved to adjourn the meeting at 8:35 p.m.
Seconded by Ms. Pierre Johnson.

Unanimously carried.

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Respectfully submitted,


Catherine Antioco, Board Clerk