

The 834th 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 February 25, 2021.

CALL TO ORDER/EXECUTIVE SESSION

The Meeting was called to order by Mr. Livingstone Young, President at 7:00 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)
Anthony DeLuca, Esq. Board Attorney (via teleconference)
Mr. William Barrett, CPA, Board Accountant (via teleconference)
Mr. Giovanni Perez, IT Consultant (present)
Ms. Catherine Antioco, Board Clerk (present)

Ms. Burnett moved to go into Executive Session at 7:00 to discuss real estate, personnel and legal matters. Seconded by Ms. Bekier.

Unanimously carried.

The meeting reconvened at 7:20 p.m.

SALUTE TO THE FLAG

PUBLIC

Agenda Items Only

There were no members of the 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 January 21, 2021

The Minutes were approved as presented.

LIBRARY BUDGET FOR 2021/2022

Prior to the monthly meeting, a work session to review the Administration's Recommendations for the 2021/2022 budget commenced at 6:00 p.m. The Trustees proceeded with a line-by-line review discussing increases and decreases to relevant budget items.

Ms. Burnett moved to adopt the no increase 2021/2022 library Working Budget in the amount of \$2,429,787.00, the amount to be raised by taxation. Seconded by Ms. Bekier.

Unanimously carried.

FINANCE

Ms. Burnett moved to approve Bill Warrant #2595 dated January 24, 2021 in the amount of \$52,715.05. Seconded by Ms. Bekier.

Unanimously carried.

Ms. Burnett moved to approve Payroll Warrant #2596 dated February 7, 2021 in the amount of \$54,401.37 Seconded by Ms. Bekier.

Unanimously carried.

Ms. Burnett moved to approve Bill Warrant #2597 dated February 11, 2021 in the amount of \$34,273.58. Seconded by Ms. Bekier.

Unanimously carried.

Ms. Burnett moved to approve Bill Warrant #2598 dated February 25, 2021 in the amount of \$80,914.12. Seconded by Ms. Bekier.

Unanimously carried.

Ms. Burnett moved to approve Board Appointees Warrant #2599 dated March 1, 2021 in the amount of \$15,497.16. Seconded by Ms. Bekier.

Unanimously carried.

Ms. Burnett moved to approve the credit card expense report for the period December 30, 2020 to January 30, 2021. Seconded by Ms. Bekier.

Unanimously carried

The Trustees reviewed the Monthly Position Paper for the period January 16, 2021 through February 19, 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 January 2021 as well as reports from Youth Services and the Children's Departments

Brief discussion and updates on Corona Virus protocols and procedures, NYLA Advocacy Day, Town of Hempstead CARES Act Funding, CSEA Update and RBDigital Magazines Update.

Ms. Burnett moved to hire Christiann Naeder, P/T Librarian at a salary of \$26.00 per hour effective February 1, 2021. Seconded by Ms. Bekier.

Unanimously carried.

Ms. Burnett moved to hire Ian Bloomfield, P/T Librarian at a salary of \$26.00 per hour effective February 1, 2021. Seconded by Ms. Bekier.

Unanimously carried.

Ms. Burnett moved to hire Whitney Harrison, P/T Page at a salary of \$13.26 per hour effective February 1, 2021. Seconded by Ms. Bekier.

Unanimously carried.

Ms. Burnett moved to hire Mary Ann Coffrini, P/T Typist Clerk at a salary of \$14.00 per hour effective February 8, 2021. Seconded by Ms. Bekier.

Unanimously carried.

ADVANCED CONSULTING CORPORATION

Mr. Marino reported.

At present we are looking at elections being scheduled for the unserved library districts in August.

The lease with Plaza Theatrical Productions, Inc. has been signed.

COMMITTEE REPORTS

Policy Committee

A second reading was placed on the record to finalize the adoption of Policy #300-7, Records Retention Policy as follows:

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 included in the record above. Seconded by Ms. Bekier.

Unanimously carried.

ACCOUNTANT'S REPORT

Mr. William Barrett reviewed the Financial Statements for the Six Months Ended December 31, 2020. After a brief discussion, he was excused.

LEGAL

Mr. DeLuca reported.

Other than that addressed in Executive Session, he had nothing to report.

CORRESPONDENCE

There was no correspondence for the Board's review.

OLD BUSINESS

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

ADJOURNMENT

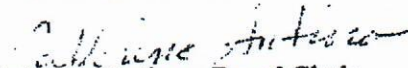
The next regularly scheduled meeting of the Board of Trustees will be held on March 25, 2021, the venue to be determined. If necessary, the Board will convene into Executive Session followed by public session.

Ms. Burnett moved to adjourn the meeting at 7:55 p.m. Seconded by Ms. Bekier.

Unanimously carried.

* * * * *

Respectfully submitted,


Catherine Antioco, Board Clerk

jh