

The 849th Meeting of the Board of Trustees of the Elmont Memorial Public Library, Elmont Union Free School District, Town of Hempstead, Nassau County, New York was held at the Elmont Memorial Library on July 28, 2022.

CALL TO ORDER/EXECUTIVE SESSION

The meeting was called to order by Mr. Livingstone Young, President at 7:15 p.m.

MEMBERS PRESENT: Mr. Livingstone Young, President
Ms. Gina Burnett, Vice President
Ms. Ellice Bekier
Ms. Natasha Warburton Welch

MEMBERS ABSENT Ms. Monique Hardial (prior notice given)
Ms. Mimi Pierre Johnson (prior notice given)
Ms. Suzanne Schatz (prior notice given)

ALSO PRESENT: Ms. Jean Simpson, Library Director
Mr. Frank Marino, Advanced Consulting Corp.
Joshua Shteierman, Esq., Board Attorney
Ms. Catherine Antioco, Library Board Clerk

At this time, Mr. Shteierman administered the oath of office to Ms. Elaine Bekier as trustee of the Board.

Mr. Shteierman administered the oath of office to Ms. Jean Simpson as Secretary of the Elmont Memorial Public Library.

Ms. Burnett moved to go into executive session at 7:20 p.m. to discuss personnel and legal matters. Seconded by Ms. Bekier.

Unanimously carried.

The meeting reconvened at 7:30 p.m.

SALUTE TO THE FLAG

ELECTION OF OFFICERS

Mr. Young turned the chair over to Ms. Antioco, as Board Secretary, to entertain nominations for officers of the Board of Trustees.

Ms. Antioco asked for nominations for the office of President of the Board of Trustees.

Ms. Bekier nominated Livingstone Young as President of the Board of Trustees. Seconded by Ms. Warburton Welch.

Ms. Antioco asked if there were any further nominations for the office of President.

As there were no further nominations, Ms. Antioco cast one vote for Livingstone Young as President of the Board of Trustees.

Mr. Shteierman administered the oath of office to Mr. Livingstone Young as President of the Board of Trustees.

Ms. Antioco asked for nominations for the office of Vice President of the Board of Trustees.

Mr. Warburton Welch nominated Gina Burnett as Vice President of the Board of Trustees. Seconded by Ms. Bekier.

Ms. Antioco asked if there were any further nominations for the office of Vice President.

As there were no further nominations, Ms. Antioco cast one vote for Gina Burnett as Vice President of the Board of Trustees.

Mr. Shteierman administered the oath of office to Ms. Gina Burnett as Vice President of the Board of Trustees.

Ms. Antioco relinquished the Chair to Mr. Young.

APPOINTMENT OF BOARD CONTRACTORS

Ms. Burnett moved to extend the contract of Advanced Consulting Corporation for the fiscal year 2022/2023 with an annual fee of \$137,289.00. Seconded by Ms. Bekier.

Unanimously carried.

Ms. Burnett moved to reappoint the Law Offices of Volz & Vigliotta, PLLC as Board Attorneys for the fiscal year 2022/2023 at an annual fee of \$18,000.00 plus \$235.00 per hour for litigation, labor and other matters not covered under the contract. Seconded by Ms. Bekier.

Unanimously carried.

Ms. Burnett moved to reappoint Rynkar, Vail and Barret LLP as Board Accountants for the fiscal year 2022/23 to continue the existing accounting services plus a year-end audit for the total sum of \$33,000.00. Seconded by Ms. Bekier.

Unanimously carried.

Ms. Burnett moved that the TD Bank of Franklin Square be designated the official bank of the Elmont Public Library for the fiscal year 2022/2023. Seconded by Ms. Bekier.

Unanimously carried.

Ms. Burnett moved that the Franklin Square/Elmont Herald and Valley Stream Herald be named as official publications of the Elmont Public Library for the year 2022/2023. Seconded by Ms. Bekier.

Unanimously carried.

Ms. Burnett moved to approve the current Library's Procurement Policy 300-6 with no changes. Seconded by Ms. Warburton Welch.

Unanimously carried.

Agenda Items Only

No discussion.

Meeting Room or Theater Requests

There were no meeting room or theater requests requiring Board action.

APPROVAL OF THE MINUTES

Minutes of the Meeting of June 23, 2022

The Minutes were approved as presented.

FINANCE

Ms. Burnett moved to approve Payroll Warrant #2682 dated June 26, 2022 in the amount of \$53,043.57. Seconded by Ms. Bekier.

Unanimously carried.

Ms. Burnett moved to approve Bill Warrant #2683 dated July 13, 2022 in the amount of \$26,835.69. Seconded by Ms. Warburton Welch.

Unanimously carried.

Ms. Burnett moved to approve Payroll Warrant #2684 dated July 10, 2022 in the amount of \$51,794.34. Seconded by Ms. Warburton Welch.

Unanimously carried.

Ms. Burnett moved to approve Bill Warrant #2685 dated July 28, 2022 in the amount of \$109,842.90. Seconded by Ms. Warburton Welch

Unanimously carried.

Ms. Burnett moved to approve Board Appointees Warrant #2686 dated August 1, 2022 in the amount of \$15,372.59. Seconded by Ms. Warburton Welch.

Unanimously carried.

Ms. Burnett moved to approve the Credit Card Expense Report for the period May 30, 2022 to June 30, 2022. Seconded by Ms. Warburton Welch.

Unanimously carried.

Ms. Burton moved to approve the Amazon Expense Report for the period May 2, 2022 to July 10, 2022. Seconded by Ms. Bekier.

Unanimously carried.

The Trustees reviewed the Monthly Position Paper for the period July 1, 2022 to July 22, 2022.

LIBRARY DIRECTOR'S REPORT

Ms. Simpson reported.

The Trustees were in possession of Ms. Simpson's report dated July 22, 2022 as well as reports from the Adult Reference Department, Young Adult Services Department and Children's Services Departments.

Ms. Simpson continues working with the IT Department and staff members to ensure maintenance and upgrading of all phases of computer usage and software content throughout the Library.

The four-hour leave time for employees to receive COVID vaccinations has been extended until December 31, 2023.

The LILRC Annual conference on Libraries and the Future will take place on October 7, 2022.

Ms. Simpson has been meeting with Children's and Young Adults Department Heads to discuss goals for those departments going forward. Of special interest is trying to bring Key Club members into the Library to assist younger students with curriculum and offering the Teen Annex to "tweens."

Folders full of activities and programs available at the Library will be available for patrons. Power point presentations will be offered once a month.

Ms. Burnett moved to promote Ms. Susan Collica to Senior Personnel Clerk with an annual salary increase of \$7,500.00 effective August 8, 2022. Seconded by Ms. Bekier.

Unanimously carried.

Ms. Burnett moved to promote Steven Harsch to Senior Typist Clerk and Department Head with an annual salary increase of \$3,500, effective August 8, 2022. Seconded by Ms. Warburton Welch.

Unanimously carried.

ADVANCED CONSULTING CORPORATION

Mr. Marino reported.

The power washing of the exterior of the Library has been completed.

Mr. Marino has been working with our attorney's office regarding the agreement with Plaza to revise the next three-year lease option.

Ms. Burnett moved to allow the Library Board President to sign the revised lease agreement with Plaza Theatrical Productions, Inc. which changes Rent Option #2 from one (1) three year option to three (3) one year options. Seconded by Ms. Warburton Welch.

Unanimously carried.

The accountants have commenced working on the 2021/2022 fiscal year audit.

LEGAL

Other than routine matters and that discussed in Executive Session, Mr. Shteierman had nothing to report.

CORRESPONDENCE

A thank you note was received from a scholarship winner.

COMMITTEE REPORTS

There were no committee reports for consideration.

NEW BUSINESS

There was no new business for the Board's attention

OLD BUSINESS

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

PUBLIC

There were no members of the public present.

ADJOURNMENT

The next regularly scheduled meeting of the Board of Trustees will be held on August 25, 2022 at 7:00 p.m. at the Elmont Memorial Public Library. If necessary, the Board will convene into Executive Session at 7:00 p.m. followed by public session.

Ms. Bekier moved to adjourn the meeting at 8:30 p.m. Seconded by Ms. Burnett.

Unanimously carried.

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Respectfully submitted,

Catherine Antioco
Catherine Antioco, Board Clerk