

The 854th 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 Public Library on December 15, 2022.

**CALL TO ORDER/EXECUTIVE SESSION**

The meeting was called to order by Mr. Livingstone Young, President at 7:05 p.m.

**MEMBERS PRESENT:** Mr. Livingstone Young, President  
Ms. Gina Burnett, Vice President  
Ms. Ellice Bekier  
Ms. Monique Hardial  
Ms. Mimi Pierre Johnson  
Ms. Natasha Warburton Welch

**MEMBERS ABSENT** Ms. Suzanne Schatz (prior notice given)

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

**PUBLIC**  
Dr. Anthony Battista

Ms. Burnett moved to go into executive session at 7:05 p.m.  
Seconded by Ms. Bekier.

Unanimously carried.

The meeting reconvened at 7:25 p.m.

**SALUTE TO THE FLAG**

**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 November 17, 2022**

The Minutes were approved as presented.

**FINANCE**

Ms. Burnett moved to approve Payroll Warrant #2707 dated November 27, 2022 in the amount of \$54,346.51. Seconded by Ms. Bekier.

Unanimously carried.

Ms. Burnett moved to approve Bill Warrant #2708 dated December 6, 2022 in the amount of \$113,767.98. Seconded by Ms. Bekier.

Unanimously carried.

Ms. Burnett moved to approve Bill Warrant #2709 dated December 15, 2022 in the amount of \$149,871.59. Seconded by Ms. Bekier.

Unanimously carried.

Ms. Burnett moved to approve Board Appointees Warrant #2710 dated January 1, 2023 in the amount of \$15,968.89. Seconded by Ms. Bekier.

Unanimously carried.

Ms. Burnett moved to approve Bill Warrant #2711 dated December 15, 2022 in the amount of \$8,081.08. Seconded by Ms. Bekier.

Unanimously carried.

Ms. Burnett moved to approve Bill Warrant 2712 dated December 15, 2022 in the amount of \$1,080.27. Seconded by Ms. Bekier.

Unanimously carried.

Ms. Burnett moved to approve the Amazon Expense Report for the period November 8, 2022 to November 30, 2022. Seconded by Ms. Bekier.

Unanimously carried.

Ms. Burnett moved to approve the Credit Card Expense Report for the period November 3, 2022 to November 30, 2022. Seconded by Ms. Bekier.

Unanimously carried.

The Trustees reviewed the Monthly Position Paper for the period November 11, 2022 through December 9, 2022.

#### **LIBRARY DIRECTOR'S REPORT**

Ms. Simpson reported.

The Trustees were in possession of Ms. Simpson's report dated December 9, 2022 as well as reports from the Adult Reference Department, Young Adult Services Department and Children's Services Departments. Included in Ms. Simpson's report was an update on Website Traffic

Ms. Simpson explained the necessary updates on the Library's computers and other technology related systems in the Library.

Update on the situation regarding parking in front of the Library on Hempstead Turnpike

The new Trustee Training Policy recommended by NLS is with the attorney for his review and recommendations.

Ms. Simpson requested reimbursement for Rosemarie Birofka for her attendance at the NCLA Children's Services Division Annual Installation Breakfast.

Ms. Burnett moved to reimburse Ms. Rosemarie Birofka for her attendance at the NCLA Children's Services Division Annual Breakfast on December 12, 2022 for a cost not to exceed \$50.00. Seconded by Ms. Bekier.

Unanimously carried.

Ms. Burnett moved to increase the annual salary of Cara Howfield, full-time Librarian II and Young Adult Department Head by \$2,500.00 for the successful completion of her probationary period, effective December 26, 2022. Seconded by Ms. Bekier.

Unanimously carried.

### **ACCOUNTANT'S REPORT**

Mr. William Barrett presented the Financial Statements for the quarter ending September 30, 2022 and the Annual Audit for the year ended June 30, 2022, a copy of which is annexed hereto and made a part hereof. He commented on the excellent financial situation of the Library.

### **ADVANCED CONSULTING CORPORATION**

Mr. Marino reported.

The final approval of the \$50,000 grant from DASNY which is being used for the new digital sign has been received.

Ongoing replacement of the LED light fixtures continues.

Mr. Marino has begun the process of developing the Administration's Proposed 2023/2024 Library Budget.

We have responded to the accountant's "noted matters" stated in his 2021/2022 Library Audit Management Letter.

### **LEGAL**

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

### **CORRESPONDENCE**

There was no correspondence for the Board's review.

### **COMMITTEE REPORTS**

There were no committee reports requiring action.

### **NEW BUSINESS**

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

### **OLD BUSINESS**

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

**PUBLIC**

Dr. Anthony Battista, a former trustee, complimented the Board and Director on the state of the Library.

**ADJOURNMENT**

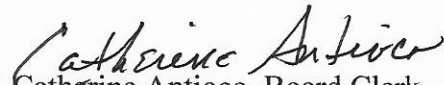
The next regularly scheduled meeting of the Board of Trustees will be held on January 26, 2023 at 7:00 p.m. at the Elmont Memorial Public Library. If necessary, the Board will convene into Executive Session at 7:00 p.m. followed by public session.

Ms. Bekier moved to adjourn the meeting at 8:10 p.m. Seconded by Ms. Pierre Johnson.

Unanimously carried.

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Respectfully submitted,

  
Catherine Antioco, Board Clerk