

# LIBRARY BOARD MINUTES

The 857th 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 March 25, 2023.

## CALL TO ORDER/EXECUTIVE SESSION

The meeting was called to order by Mr. Livingstone Young, President at 7:40 p.m.

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

**MEMBERS ABSENT:** Ms. Natasha Warburton Welch (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

## SALUTE TO THE FLAG

### PUBLIC

There were no members of the public present.

### Agenda Items Only

No discussion.

### Meeting Room or Theater Requests

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

**2023/2024 LIBRARY BUDGET HEARING**

Ms. Burnett moved to approve the 2023/2024 Proposed Library amount to be raised by taxation totaling \$2,475,101.00. The Proposed 2023/2024 Library Budget is a 1.86% increase from the previous year and will cost the average home in the district approximately \$3.38. Seconded by Ms. Bekier.

Unanimously carried.

**APPROVAL OF THE MINUTES**

**Minutes of the Meeting of February 23, 2023**

The Minutes were approved as presented.

**FINANCE**

Ms. Burnett moved to approve Payroll Warrant #2724 dated February 19, 2023 in the amount of \$57,059.12. Seconded by Ms. Bekier.

Unanimously carried.

Ms. Burnett moved to approve Payroll Warrant #2725 dated March 5, 2023 in the amount of \$54,247.12. Seconded by Ms. Bekier.

Unanimously carried.

Ms. Burnett moved to approve Bill Warrant #2726 dated March 7, 2023 in the amount of \$31,370.43. Seconded by Ms. Bekier.

Unanimously carried.

Ms. Burnett moved to approve Bill Warrant #2727 dated March 23, 2023 in the amount of \$67,608.91. Seconded by Ms. Bekier.

Unanimously carried.

Ms. Burnett moved to approve Board Appointees Warrant #2728 dated April 1, 2023 in the amount of \$16,074.64. Seconded by Ms. Bekier.

Unanimously carried.

Ms. Burnett moved to approve Bill Warrant #2729 dated March 23, 2023 in the amount of \$1,584.10. Seconded by Ms. Bekier.

Unanimously carried.

Ms. Burnett moved to approve the Amazon Expense Report for the period February 9, 2023 to March 7, 2023. Seconded by Ms. Bekier.

Unanimously carried.

Ms. Burnett moved to approve the Credit Card Expense Report for the period January 30, 2023 to February 28, 2023. Seconded by Ms. Bekier.

Unanimously carried.

The Trustees reviewed the Monthly Position Paper for the period February 18, 2023 to March 17, 2023.

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

Ms. Simpson reported.

The Trustees were in possession of Ms. Simpson's report dated March 17, 2023. Also provided were reports from the Adult Reference Department, Young Adult Services Department and Children's Services Departments.

Ms. Simpson recommended having an amnesty week to coincide with National Library Week April 23 through 29, 2023.

Ms. Burnett moved to not charge fines to patrons who return overdue materials during National Library Week, April 23 through April 29, 2023. Seconded by Ms. Bekier.

Unanimously carried.

Ms. Simpson gave an update on changes and recommendations for IT systems throughout the Library. A new color layout and look is being worked on for the next newsletter.

Our local history room is being organized in order to upload our collection onto the New York Heritage website.

Regarding the Library's Annual report,

Ms. Burnett moved to approve the Library's 2022 New York State Annual Report for Public Libraries. Seconded by Ms. Schatz.

Unanimously carried.

Long Island Library Conference.

Ms. Burnett moved to approve up to five staff members to attend the Long Island Library Conference on May 11, 2023 at a cost not to exceed \$400.00. Seconded by Ms. Bekier.

Unanimously carried.

Personnel

Ms. Burnett moved to hire Giovanni Madonna, Librarian I part-time, effective February 27, 2023 at a salary of \$26.00 per hour. Seconded by Ms. Bekier.

Unanimously carried.

Ms. Burnett moved to hire Kristina Polacco, Librarian I part-time, effective March 8, 2023 at a salary of \$26.00 per hour. Seconded by Ms. Bekier.

Unanimously carried.

Ms. Burnett moved to establish two part-time Librarian Trainee positions. Seconded by Ms. Bekier.

Unanimously carried.

Ms. Burnett moved to hire Jessica DiSibio, Librarian Trainee part-time, effective March 6, 2023 at a salary of \$20.00 per hour. Seconded by Ms. Bekier.

Unanimously carried.

Ms. Burnett moved to hire Coleen Higgins, Librarian Trainee part-time, effective March 6, 2023 at a salary of \$20.00 per hour. Seconded by Ms. Bekier.

Unanimously carried.

Ms. Simpson will be attending the Library Leadership Retreat at NLS on April 28, 2023 for Directors/Assistant Directors.

**ADVANCED CONSULTING CORPORATION**

Mr. Marino reported.

Workplace Violence Policy #400.12,

Ms. Burnett moved to approve the second reading of Workplace Violence Policy #400.12. Seconded by Ms. Schatz.

Unanimously carried.

The Policy is now in effect.

Regarding the Solar Energy and Roofing Project, Mr. Marino advised that, after approval from the Library's attorney, Mr. Young will sign a contract for the solar energy and roofing project with H2M. He also sent a letter to the Elmont School board requesting approval of the project. If approved, Mr. Marino will assist the School Board with obtaining a project number from the State Education Department and prepare the necessary documents for filing. The Library has also received a draft contract from National Solar Technologies which is being reviewed by Mr. Marino and our attorney.

As per Board approval, Bid EPL 2023-01 Printing, Sorting and Mailing of Library's Newsletter was awarded to Marsid M & M Group.

There is one more theatre production scheduled for the benefit of the Library's Scholarship Fund.

**LEGAL**

Other than routine matters, Mr. Volz had nothing to report.

**CORRESPONDENCE**

There was no correspondence for the Board's review.

**COMMITTEE REPORTS**

The new Workplace Violence Policy Committee and the report from the Scholarship Report is included in Mr. Marino's report.

**NEW BUSINESS**

Ms. Burnett moved to approve the Library Board President's signing of the Memorandum of Agreement with the CSEA Union dated March 23, 2023 regarding the early retirement incentive. Seconded by Ms. Bekier.

Unanimously carried.

**OLD BUSINESS**

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

**OTHER**

Discussion regarding the museum passes. Ms. Simpson advised that we have acquired discount tickets from the Riverhead Aquarium that we are authorized to sell at those lower prices to our patrons..

**ADJOURNMENT**

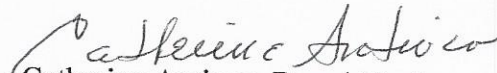
The next regularly scheduled meeting of the Board of Trustees will be held on April 27, 2023 at 7:00 p.m. at the Elmont Memorial Public Library. If necessary, the Board will convene into Executive Session at 7:00 p.m. followed by public session.

Ms. Pierre Johnson moved to adjourn the meeting at 8:45 p.m.  
Seconded by Ms. Schatz.

Unanimously carried.

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Respectfully submitted,

  
Catherine Antioco, Board Clerk