

UNAPPROVED MINUTES

The 867th 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 January 25, 2024.

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
Ms. Natasha Warburton Welch, Vice President
Ms. Ellice Bekier
Ms. Gina Burnett
Ms. Monique Hardial
Ms. Mimi Pierre Johnson
Ms. Suzanne Schatz

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

PUBLIC:
See attached sign in sheets.

EXECUTIVE SESSION:

Ms. Pierre Johnson moved to go into Executive Session at 7:00 p.m. to discuss any pending real estate, personnel or legal matters. Seconded by Ms. Schatz.

Unanimously carried.

The meeting reconvened at 7:30 p.m.

Agenda Items Only
No discussion.

Meeting Room or Theater Requests

There were no meeting room or theater requests for the Board's approval.

APPROVAL OF THE MINUTES

Minutes of the Meeting of December 21, 2023

The Minutes were approved as presented.

FINANCE

Ms. Warburton Welch moved to approve Bill Warrant #2777 dated December 18, 2023 in the amount of \$2,393.45. Seconded by Ms. Bekier.

Unanimously carried.

Ms. Warburton Welch moved to approve Payroll Warrant #2778 dated December 24, 2023 in the amount of \$58,676.13. Seconded by Ms. Bekier.

Unanimously carried.

Ms. Warburton Welch moved to approve Payroll Warrant #2779 dated January 7, 2024 in the amount of \$45,799.07. Seconded by Ms. Bekier.

Unanimously carried.

Ms. Warburton Welch moved to approve Bill Warrant #2780 dated January 18, 2024 in the amount of \$30,888.45. Seconded by Ms. Bekier.

Unanimously carried.

Ms. Warburton Welch moved to approve Bill Warrant #2781 dated January 25, 2024 in the amount of \$154,591.05. Seconded by Ms. Bekier.

Unanimously carried.

Ms. Warburton Welch moved to approve Board Appointees Warrant #2782 dated February 1, 2024 in the amount of \$17,250.47. Seconded by Ms. Bekier.

Unanimously carried.

Ms. Warburton Welch moved to approve the Amazon Expense Report for the period November 30, 2023 to January 9, 2024. Seconded by Ms. Bekier.

Unanimously carried.

Ms. Warburton Welch moved to approve the Credit Card Expense Report for the period December 4, 2023 to December 29, 2023. Seconded by Ms. Bekier.

Unanimously carried.

The Trustees reviewed the Monthly Position Paper for the period December 16, 2023 to January 19, 2024.

LIBRARY DIRECTOR'S REPORT

Ms. Simpson reported.

The Trustees were in possession of Ms. Simpson's report dated January 19, 2024. Also provided was the Personnel Report and reports from the Adult Reference Department, Young Adult Department and Children's Services Department.

The IRS Volunteer Income Tax Assistance program will be offered again this year at the Library from February 5th to April 8th. Appointments can be scheduled at the Reference Desk beginning Monday, January 22, 2024.

The access point installed above the quiet study area has significantly improved the Wi-Fi connection in that part of the library.

The monochrome printer in the Adult Computer Area was replaced as it had reached its "End of Life" period.

Ms. Simpson has been working in concert with the head of Teens, to develop orientations for class visits. She is also working on registration for programs in the Children's Department to enable more parents the opportunity to sign up.

A Trustee commented that alternating the days of programs has been helpful since it enables more families to participate on different days.

The Sensory Exploration Station was opened in January in the Children's Department and has instantly become a favorite part of Library visits.

Ms. Warburton Welch moved to hire Caren Anderson, Part-time Page, effective January 2, 2024 at a salary of \$15.23 per hour. Seconded by Ms. Bekier.

Unanimously carried.

Ms. Warburton Welch moved to hire Nina Raveendran, Part-time Typist Clerk effective January 22, 2024 at a salary of \$16.48 per hour. Seconded by Ms. Bekier.

Unanimously carried.

Ms. Warburton Welch moved to approve a temporary increase of \$5,000 to the annual salary for Cara Howfield for assisting the Director with additional responsibilities in the management of the Children's and Reference Department until a full time Department head is hired. Seconded by Ms. Bekier.

Unanimously carried.

Ms. Simpson advised that the March 25, 2024 board meeting of the Nassau Library System will be the date designated for the Elmont Trustees to attend.

ADVANCED CONSULTING CORPORATION

Mr. Marino reported.

He brought the trustees up to date on the solar energy/roofing project. The filing of our plans by H2M Architects & Engineers with the State Education Department has been delayed. Discussion followed.

The draft 2024 Scholarship Award Guidelines have been provided to the committee members,

As approved at the December Board meeting, the Library purchased a 2023 Ford F250 pick-up truck with a plow off a New York State contract for \$56,331.00. We will advertise the sale of our current truck and accept the best offers in a sealed envelope, similar to a public bid.

A New York State Certified Fire Inspector inspected the Library in December and found no violations. He complimented the Library on our fire safety and condition of the building and equipment.

A draft proposal of the administration's 2024/2025 Library Budget is being prepared.

The Trustees were given a summary of the Library's commercial insurance policies which are up for renewal and the recommendation was to renew with the our current carrier.

LEGAL

Other than routine matters handled by the law firm and that discussed in Executive Session, Mr. Shteierman had nothing to report.

CORRESPONDENCE

There was no correspondence for the Board's consideration.

COMMITTEE REPORTS

There were no reports for the Board's review.

NEW BUSINESS

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

PUBLIC

At this time, Mr. Young welcomed the many residents and read a prepared statement regarding the Trustee's decision to not allow early voting at the Library due to safety and security issues.

He invited the public to address the Board and the following people spoke:

Ms. Elizabeth Forbes
Ms. Trecia Wong
*Mr. Aubrey Phillips
Ms. Grace Palestino
Ms. Dwayne Palmer
Ms. Utricia Charles
Ms. Lynette Battle
Ms. Claudia Law
Ms. Denise Swavey
Mr. Sheldon Biegle
Assemblywoman Michaella Solages
Mr. Dale Davis
Legislator Carey Solages
Mr. Julius Faulk
Ms. Mickheita Jasmin Beamon
Ms. Brenda McDonald
Mr. Bob Barker

*Mr. Philips provided a letter from the Parkhurst Civic Association dated September 29, 2023 for each Trustee.

ADJOURNMENT

The next regularly scheduled meeting of the Board of Trustees will be held on Thursday, February 22, 2024 at 7:00pm at the Elmont Memorial Public Library. If necessary, the Board will convene into Executive Session at 7:00pm followed by public session.

Ms. Warburton Welch moved to adjourn the meeting at 10:10pm
Seconded by Ms. Burnett.

Unanimously carried.

Respectfully submitted,

Catherine Antioco, Board Clerk