

The 873rd 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 July 25, 2024.

CALL TO ORDER/EXECUTIVE SESSION

The meeting was called to order by Mr. Livingstone Young, President at 7:10 p.m.

MEMBERS PRESENT: Mr. Livingstone Young, President
Ms. Natasha Warburton-Welch, Vice President
Ms. Ellice Bekier
Ms. Mimi Pierre Johnson
Ms. Suzanne Schatz

MEMBERS ABSENT: Ms. Gina Burnett (prior notice given)
Ms. Monique Hardial (prior excuse given)

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

PUBLIC: There were no members of the public present.

EXECUTIVE SESSION:

Ms. Pierre Johnson moved to go into Executive Session at 7:10 p.m. to discuss any pending real estate, personnel or legal matters. Seconded by Ms. Schatz.

Unanimously carried.

The meeting reconvened at 8:45 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. Schatz.

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. Volz 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.

Ms. Bekier nominated Natasha Warburton-Welch as Vice President of the Board of Trustees. Seconded by Mr. Young.

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 Natasha Warburton Welch as Vice President of the Board of Trustees.

Mr. Volz administered the oath of office to Ms. Warburton Welch as Vice President of the Board of Trustees.

Ms. Antioco relinquished the Chair to Mr. Young.

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

APPOINTMENT OF BOARD CONTRACTORS

Ms. Warburton-Welch moved to extend the contract of Advanced Consulting Corporation for the fiscal year 2024/2025 with an annual fee of \$144,942.00. Seconded by Ms. Bekier.

Unanimously carried.

Ms. Warburton-Welch moved to reappoint the Law Offices of Volz & Vigliotta, PLLC as Board Attorneys at an annual fee of \$15,000 based on the 2023/2024 Agreement until August 30, 2024. Seconded by Ms. Bekier.

Unanimously carried.

Ms. Warburton-Welch moved to reappoint Rynkar, Vail and Barret LLP as Board Accountants for the fiscal year 2024/25 to continue the existing accounting services plus a year-end audit for the total sum of \$33,990.00. Seconded by Ms. Bekier.

Unanimously carried.

Ms. Warburton-Welch moved that the TD Bank of Franklin Square be designated the official bank of the Elmont Public Library for the fiscal year 2024/2025. Seconded by Ms. Bekier.

Unanimously carried.

Ms. Bekier moved that the Franklin Square/Elmont Herald and Valley Stream Herald be named as official publications of the Elmont Public Library for the year 2024/2025. Seconded by Ms. Bekier.

Discussion followed.

Unanimously carried.

The Library Board reviewed Procurement Policy #300-6 and had no changes.

The Library Board reviewed Investment Policy #300-15 and had no changes.

The Board reviewed Fund Balance Policy #300-16 and had no changes.

Agenda Items Only

No discussion.

Meeting Room or Theater Requests

There were no meeting room or theatre requests for the Board's consideration.

APPROVAL OF THE MINUTES

Minutes of the June 27, 2024

The Minutes were approved as presented.

FINANCE

Ms. Warburton-Welch moved to approve Bill Warrant #2809 dated July 9, 2024 in the amount of \$35,827.02. Seconded by Ms. Bekier.

Unanimously carried.

Ms. Warburton-Welch moved to approve Payroll Warrant #2810 dated June 23, 2024 in the amount of \$51,209.76. Seconded by Ms. Bekier.

Unanimously carried.

Ms. Warburton-Welch moved to approve Payroll Warrant #2811 dated July 7, 2024 in the amount of \$52,848.89. Seconded by Ms. Bekier.

Unanimously carried.

Ms. Warburton-Welch moved to approve Bill Warrant #2812 dated July 25, 2024 in the amount of \$149,879.79. Seconded by Ms. Bekier.

Unanimously carried.

Ms. Warburton-Welch moved to approve Board Appointees Warrant #2813 dated August 1, 2024 in the amount of \$15,866.42. Seconded by Ms. Bekier.

Unanimously carried.

Ms. Warburton-Welch moved to approve the Credit Card Expense Report for the period June 7, 2024 to June 21, 2024. Seconded by Ms. Bekier.

Unanimously carried.

Ms. Warburton-Welch moved to approve the Amazon Expense Report for the period June 8, to July 8, 2024. Seconded by Ms. Bekier.

Unanimously carried.

The Trustees reviewed the Monthly Position Paper for the period July 1, 2024 to July 19, 2024.

LIBRARY DIRECTOR'S REPORT

Ms. Simpson reported.

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

IT Update: Encore will be discontinued on September 30, 2024 and has been replaced by Vega.

The Annual Report to the State has been approved.

Elmont Family Day is scheduled for July 27th. Ms. Sonya Jones will represent the Library providing information to attendees. Ms. Simpson will attend two outreach events at Jones Beach preceding the concerts.

The staff is working on planning events and programs for September through December which will be advertised in the next newsletter.

The staff is in the process of planning events for the library's participation in this year's Great Give Back.

The Children's Department continues replacing and adding to the myriad of toys in the Castle as needed.

ADVANCED CONSULTING CORPORATION

Mr. Marino reported.

The Mini Bid for the solar project required by the State will be sent out this week with an opening date in August.

Our attorney has reviewed and approved the revised contract for Giomperez Inc. and it was subsequently signed by Mr. Young and Mr. Perez as approved by the Board at the June meeting.

Mr. Marino recommended replacing the fluorescent high hat lights in the theatre due to the difficulty in replacing the lamps because of the high ceilings, fixed seating and sloped floor. There are also eight metal halide fixtures on the stage which should be replaced. He has installed one sample LED high hat fixture which seems to be working fine. He is pricing out both 30 high hat LED fixtures and eight LED Hi-Bay fixtures for the stage and when that is done he will prepare a bid for the replacement of all fixtures in the theatre and on the stage.

He has been spending time with the new full time cleaner who is doing an excellent job keeping the building up to the high standards that we had with Ian.

Over the next several months, he will be working with and providing documents needed by the accountants for the 2023/24 Library audit.

LEGAL

Mr. Volz reported.
The firm attended to routine matters on the Board's behalf.

CORRESPONDENCE

A thank you letter was received from Madison DeMaio from Sewanhaka Highschool thanking the Library for the Scholarship Award.

COMMITTEE REPORTS

There were no committee reports to review.

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 but a trustee brought a matter before the Board regarding a person that is having difficulty using the automatic door opener to access the Library and asked if something could be done to make it easier to open.

ADJOURNMENT

The next regularly scheduled meeting of the Board of Trustees will be held on Thursday, August 22, 2024 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 9:30 p.m.
Seconded by Ms. Schatz.

Unanimously carried.

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Respectfully submitted,

Catherine Antioco
Catherine Antioco, Library Board Clerk