

The 874th 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 August 22, 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. Mimi Pierre Johnson  
Ms. Suzanne Schatz

**MEMBERS ABSENT:** Ms. Monique Hardial (prior excuse given)

**ALSO PRESENT:** Ms. Jean Simpson, Library Director  
Mr. Frank Marino, Business Manager  
Ms. Catherine Antioco, Library Board Clerk

**PUBLIC:** Ms. Lynette Battle  
Mr. Aubrey Phillips

**EXECUTIVE SESSION:**

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

Unanimously carried.

The meeting reconvened at 7:40 p.m.

**SALUTE TO THE FLAG**

**Agenda Items Only**

No discussion.

**Meeting Room or Theater Requests**

Mr. Aubrey Philips and Ms. Lynette Battle presented their request for use of a meeting room. Discussion followed. In order to review their request they were directed to present a copy of their bylaws, completed application and proposal.

**APPROVAL OF THE MINUTES**

**Minutes of the July 25, 2024**

The Minutes were approved as presented.

**FINANCE**

Ms. Warburton-Welch moved to approve Payroll Warrant #2814 dated July 21, 2024 in the amount of \$51,900.78. Seconded by Ms. Bekier.

Unanimously carried.

Ms. Warburton-Welch moved to approve Payroll Warrant #2815 dated August 4, 2024 in the amount of \$51,812.41. Seconded by Ms. Bekier.

Unanimously carried.

Ms. Warburton-Welch moved to approve Bill Warrant #2816 dated August 6, 2024 in the amount of \$35,439.87. Seconded by Ms. Bekier.

Unanimously carried.

Ms. Warburton-Welch moved to approve Bill Warrant #2817 dated August 22, 2024 in the amount of \$50,667.07. Seconded by Ms. Bekier.

Unanimously carried.

Ms. Warburton-Welch moved to approve Board Appointees Warrant #2818 dated September 1, 2024 in the amount of \$14,969.92. Seconded by Ms. Bekier.

Unanimously carried.

Ms. Warburton-Welch moved to approve the Amazon Expense Report for the period July 11, 2024 to August 11, 2024. Seconded by Ms. Bekier.

Unanimously carried.

Ms. Warburton-Welch moved to approve the Credit Card Expense Report for the period July 9, 2024 to July 29, 2024. Seconded by Ms. Bekier.

Unanimously carried.

The Trustees reviewed the Monthly Position Paper for the period July 19, 2024 to August 16, 2024.

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

Ms. Simpson reported.

The Trustees were in possession of Ms. Simpson's report dated July 16, 2024. Also provided was the Personnel Report and reports from the Adult Reference Department, Young Adult Department and Children's Services Department.

IT Update: With the goal of better serving our patrons, our IT consultant will create a format for the Director to prepare a questionnaire that will be available to patrons online as well as at the Library.

We are also working with Canva modernizing the newsletter to help keep patrons better informed about upcoming events.

Ms. Simpson will be attending the NLS roundtable on September 24<sup>th</sup> to review the proposed budget for the 2025-2028 Consortium year.

The Seaford Public Library will be hosting a session on "Intellectual Freedom and Public Libraries" for interested trustees and directors on September 10<sup>th</sup> from 7:00 to 9:00 p.m.

The fall newsletter is with the printer.

On September 21<sup>st</sup> and September 28<sup>th</sup>, coinciding with Library Card Sign-Up Month, we have scheduled two Welcome Sessions for our patrons and plan on continuing these sessions periodically throughout the year. In addition we will be offering an "Introduction to AI and ChatGPT" for our patrons in November.

The planning for the Great Give Back event has been finalized.

In accordance with Ms. Simpson's recommendations

Ms. Warburton-Welch moved to hire Marielle Lamothe, Part-time Page effective August 12, 2024 at a salary of \$16.00 per hour. Seconded by Ms. Pierre Johnson.

Unanimously carried.

Ms. Warburton-Welch moved to hire Amy Guardino, Part-time Typist-Clerk, effective August 14, 2024 at a salary of \$17.00 per hour. Seconded by Ms. Pierre Johnson.

Unanimously carried.

### **ADVANCED CONSULTING CORPORATION**

Mr. Marino reported.

Mr. Marino is reviewing the bids submitted in connection with the Photovoltaic Systems and Installation Services Mini-Bid. After meeting with the architects and obtaining additional information, a recommendation will be made to the Trustees at the September Board meeting.

Bid EPL 2024-2, Install Replacement LED Light Fixtures in Theatre has been completed. Once PSEG approves the light fixtures for rebate, the bids will be sent out.

The Library is in receipt of an E-rate rebate of \$3,517.00 for network services through NLS.

Brief discussion regarding Plaza Theatre.

### **LEGAL**

Ms. Warburton-Welch moved to approve the retention of the law firm of Bond, Schoeneck & King PLLC, as labor counsel per the terms stated in the engagement letter dated August 22, 2024. Seconded by Ms. Bekier.

Unanimously carried.

A Board meeting was scheduled for August 24, 2024 at 6:00 p.m. to meet with prospective Board attorneys.

**CORRESPONDENCE**

There was no correspondence needing the Board's attention.

**COMMITTEE REPORTS**

There were no committee reports to review.

**NEW BUSINESS**

Ms. Warburton-Welch moved to approve the Highlighting Success meeting room application pending the Director receiving the required application information. Seconded by Ms. Pierre Johnson.

Unanimously carried.

**OLD BUSINESS**

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

**PUBLIC**

There was no public input.

**ADJOURNMENT**

The next regularly scheduled meeting of the Board of Trustees will be held on Thursday, September 26, 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 8:45 p.m. Seconded by Ms. Schatz.

Unanimously carried.

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Respectfully submitted,

*Catherine Antioco*  
Catherine Antioco, Library Board Clerk