

UNAPPROVED MINUTES

The 876th 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 October 24, 2024.

CALL TO ORDER/EXECUTIVE SESSION

The meeting was called to order by Ms. Natasha Warburton-Welch, Vice President at 7:15 p.m.

MEMBERS PRESENT:

Ms. Natasha Warburton-Welch, Vice President
Ms. Gina Burnett
Ms. Mimi Pierre-Johnson
Ms. Suzanne Schatz

MEMBERS ABSENT:

Mr. Livingstone Young, President (prior notice given)
Ms. Ellice Bekier (prior notice given)
Ms. Monique Hardial (prior notice given)

ALSO PRESENT:

Ms. Jean Simpson, Library Director
Mr. Frank Marino, Business Manager

PUBLIC:

Mr. Rickey Roney

EXECUTIVE SESSION:

The Board did not adjourn into Executive Session.

SALUTE TO THE FLAG

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 September 26, 2024

The Minutes were approved as presented.

FINANCE

Ms. Warburton-Welch moved to approve Payroll Warrant #2825 dated September 29, 2024 in the amount of \$53,760.78. Seconded by Ms. Schatz.

Unanimously carried.

Ms. Warburton-Welch moved to approve Bill Warrant #2826 dated October 9, 2024 in the amount of \$35,639.74. Seconded by Ms. Pierre-Johnson.

Unanimously carried.

Ms. Warburton-Welch moved to approve Payroll Warrant #2827 dated October 13, 2024 in the amount of \$53,866.05. Seconded by Ms. Pierre-Johnson.

Unanimously carried.

Ms. Warburton-Welch moved to approve Bill Warrant #2828 dated October 24, 2024 in the amount of \$73,764.67. Seconded by Ms. Schatz.

Unanimously carried.

Ms. Warburton-Welch moved to approve Board Appointees Warrant #2829 dated November 1, 2024 in the amount of \$16,859.92. Seconded by Ms. Pierre-Johnson.

Unanimously carried.

Ms. Warburton-Welch moved to approve the Amazon Expense Report for the period September 1, 2024 to September 30, 2024. Seconded by Ms. Pierre-Johnson.

Unanimously carried.

Ms. Warburton-Welch moved to approve the Credit Card Expense Report for the period September 16, 2024 to September 30, 2024. Seconded by Ms. Pierre-Johnson.

Unanimously carried.

The Trustees reviewed the Monthly Position Paper for the period September 21, 2024 to October 18, 2024.

LIBRARY DIRECTOR'S REPORT

Ms. Simpson reported.

The Trustees were in possession of Ms. Simpson's report dated October 18, 2024. Also provided were reports from the Adult Reference Department, Young Adult Department and Children's Services Department.

IT Update: The library has transitioned from the Plymouth Rocket system for program and museum pass registrations to LibCal.

Ms. Simpson and other library staff had a meeting with the Nassau County Police Department/Homeland Security to discuss safety preparations with regard to early voting at the library and testing of the RAVE App.

BOCES has notified the library in an email that they will continue offering ESL classes at our location until December, after which they will transition to their new site.

The database subscriptions are being reviewed to determine which databases should be renewed or discontinued to best align with the needs of our patrons.

Discussion regarding NLS's ILS & Associated Services Budget for 2025.

Ms. Pierre-Johnson moved to deny the NLS ILS & Associated Services Budget proposal support for 2025. Seconded by Ms. Burnett.

Unanimously carried.

NYS Assemblymember Michaele Solages' office will be arranging a meeting with the Nassau County Civil Service Commissioner to include Ms. Simpson and Caroline Ashby of NLS to discuss civil service requirements for library positions.

ADVANCED CONSULTING CORPORATION

Mr. Marino reported.

Bid EPL 2024-01 Mini-Bid: An award letter was sent to National Solar Technologies based on Board approval at the September board meeting.

Bid EPL 2024-02, Install Replacement LED Light Fixtures in the Theatre was opened on October 22, 2024.

Ms. Warburton-Welch moved to award Bid EPL 2024-02, Install Replacement LED Light Fixtures in the Theatre to the low bidder, Palace Electrical Contractors, Inc. in strict accordance with bid specifications for a total lump sum price of \$24,900. Funding for this project will be taken from Unassigned Funds. Seconded by Mimi Pierre-Johnson.

Unanimously Carried.

The accountants have completed the Library's 2023/24 annual budget audit and will be at the November 2024 Board Meeting to present.

The window shades for Meeting Room 3 and the staff lounge have been ordered.

The Plaza Theatrical Productions, Inc. one year lease renewal was reviewed and revised by Howard Miller, Esq. The lease was sent to Plaza for review and signature.

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 new business for the Board's attention.

OLD BUSINESS

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

PUBLIC

Mr. Rickey Roney addressed the Board and requested a meeting room application to have a Kwanzaa celebration at the Library.

ADJOURNMENT

The next regularly scheduled meeting of the Board of Trustees will be held on Thursday, November 21, 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. Burnett moved to adjourn the meeting at 8:45pm. Seconded by Pierre-Johnson .

Unanimously carried.

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Respectfully submitted,

Frank Marino, Business Manager