

The 878th 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 December 19, 2024.

**CALL TO ORDER/EXECUTIVE SESSION**

The meeting was called to order by Mr. Livingstone Young, President at 7:05 p.m.

**MEMBERS PRESENT:**

- Mr. Livingstone Young, President
- Ms. Natasha Warburton-Welch, Vice President
- Ms. Gina Burnett
- Ms. Monique Hardial
- Ms. Mimi Pierre Johnson
- Ms. Suzanne Schatz

**MEMBERS ABSENT:**

- Ms. Ellice Bekier (prior notice given)

**ALSO PRESENT:**

- Ms. Jean Simpson, Library Director
- Mr. Frank Marino, Business Manager
- Ms. Catherine Antioco, Library Board Clerk

**PUBLIC:** There were no members of the public present.

**EXECUTIVE SESSION:**

Ms. Burnett moved to go into Executive Session at 7:05 p.m.  
Seconded by Ms. Pierre Johnson.

Unanimously carried.

The meeting reconvened at 7:35 p.m.

**SALUTE TO THE FLAG**

**Agenda Items Only**

No discussion.

**Meeting Room or Theater Requests**

There were no meeting room or theatre requests needing Board action.

**APPROVAL OF THE MINUTES**

**Minutes of the November 21, 2024 Meeting**

The Minutes were approved as presented.

**FINANCE**

Ms. Warburton Welch moved to approve Payroll Warrant #2835 dated November 24, 2024 in the amount of 53,544.90. Seconded by Ms. Burnett.

Unanimously carried.

Ms. Warburton Welch moved to approve Bill Warrant #2836 dated December 4, 2024 in the amount of \$265,117.60. Seconded by Ms. Schatz.

Unanimously carried.

Ms. Warburton Welch moved to approve Payroll Warrant #2837 dated December 8, 2024 in the amount of 52,617.61. Seconded by Ms. Burnett.

Unanimously carried.

Ms. Warburton Welch moved to approve Bill Warrant #2838 dated December 19, 2024 in the amount of \$70,235.65. Seconded by Ms. Burnett.

Unanimously carried.

Ms. Warburton Welch moved to approve Board Appointee's Warrant #2839 dated January 1, 2025 in the amount of \$16,709.78. Seconded by Ms. Burnett.

Unanimously carried.

Ms. Warburton Welch moved to approve the Amazon Expense Report for the period October 25, 2024 to December 1, 2024. Seconded by Ms. Burnett.

Unanimously carried.

Ms. Warburton Welch moved to approve the Credit Card Expense Report for the period November 8, 2024 to November 29, 2024, Seconded by Ms. Burnett.

Unanimously carried.

The Trustees reviewed the Monthly Position Paper for the period November 16, 2024 to December 13, 2024.

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

Ms. Simpson reported.

The Trustees were in possession of Ms. Simpson's report dated December 13, 2024. Also provided were reports from the Adult Reference Department, Young Adult Department and Children's Services Department.

Ms. Simpson updated the Trustees on the November 26, 2024 virtual meeting with the New York State Civil Service Committee which was facilitated by Assemblywoman Solages.

IT Update: Discussion regarding the recently installed LibCal system.

The Winter/Spring newsletter is out for delivery to our residents.

Class visits are occurring regularly.

Ms. Simpson discussed the NLS Annual Meeting. The presentation was on space planning entitled "How to Analyze Your Library Space." There was also a brief description of the proposed 2025 NLS Operating Budget.

The following motions were made in accordance with Ms. Simpson's request for the following changes to Library staffing.

Ms. Warburton Welch moved to eliminate a full-time typist clerk position. Seconded by Ms. Pierre Johnson.

Unanimously carried.

Ms. Warburton Welch moved to establish a full-time senior library clerk position. Seconded by Ms. Pierre Johnson.

Unanimously carried.

Ms. Warburton Welch moved to promote Sonya Jones, Full Time Typist Clerk to Full-Time Senior Library Clerk with an annual salary increase of \$1,500.00, effective January 6, 2025. Seconded by Ms. Scatz.

Unanimously carried.

Ms. Warburton Welch moved to increase the annual salary of Ahmet Kokoglu, Full-Time Cleaner by \$5,000.00 for the successful completion of his probationary period, effective January 6, 2025. Seconded by Ms. Pierre Johnson

Unanimously carried.

### **ADVANCED CONSULTING CORPORATION**

Mr. Marino reported.

Regarding the solar roof panel project, as soon as he receives a revised contract from National Solar, he will review it and send it to our attorney for review.

Bid EPL 2024-3, Landscaping Services has been prepared and sent to our attorney for review.

Bid EPL 2025-1, Video Surveillance System has been sent to our attorney for review.

Discussion followed regarding the New York State annual retirement system invoice.

The building's fire alarm system devices have been cleaned, tested and inspected.

This month the Library has received an additional \$3,077.46 from the school district for the Empire State Development Corporation funding agreement.

### **CORRESPONDENCE**

There was no correspondence needing the Board's attention.

### **COMMITTEE REPORTS**

There were no committee reports to review.

### **NEW BUSINESS**

There was no new business brought before the Board

### **OLD BUSINESS**

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

**PUBLIC**

There were no members of the public in attendance.

**ADJOURNMENT**

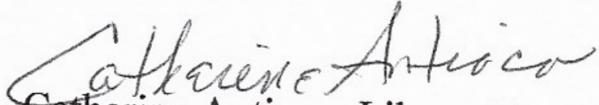
The next regularly scheduled meeting of the Board of Trustees will be held on Thursday, January 23, 2025 at 7:00 p.m. at the Elmont Memorial Public Library. If necessary, the Board will convene into Executive Session at 7:00 p.m. followed by public session.

Ms. Pierre Johnson moved to adjourn the meeting at 8:20 p.m.  
Seconded by Ms. Warburton Welch.

Unanimously carried.

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Respectfully submitted,

  
Catherine Antioco, Library Board Clerk