TRUSTEES AND OFFICERS PRESENT: Louise Sobin (President), Tharakaram Ravishankar (Vice-President), Kenneth Vey, Graciela E. Meyers (Secretary) Toby Shebiro arrived to the meeting at 8.00pm.

TRUSTEES AND OFFICERS ABSENT: Emilio Susa, Michael Castelli (Treasurer), Gale Zeidman (Clerk and Asst. Treasurer)-all with prior notice

LIBRARY ADMINISTRATORS AND STAFF PRESENT: Andrea Meluskey (Library Director), Yolanda Phillips (Assistant Library Director), Charisse Relyveld-Osnato (Assistant Business Manager)

CALL TO ORDER: Meeting was called to order by Louise Sobin at 7.37pm

MEMBER OF THE PUBLIC AND INTRODUCTION OF GUESTS Miles Mott, Patron

UNAPPROVED MINUTES OF September 9, 2021 Tabled until the arrival of Toby Shebiro.

BILLS TO BE PAID GENERAL FUND October 2021 A listing of the General Fund Bills to be paid for October 2021 totaling $84,901.21 was reviewed.

Tharakaram Ravishankar moved approval of the October 2021 General Fund bills. Seconded by Kenneth Vey.

The motion was passed as follows:
Yes: Ravishankar, Sobin, Vey No: None Abstain: None
FINANCIAL REPORT
September 2021

The motion was passed as follows:
Yes: Ravishankar, Sobin, Vey  No: None  Abstain: None

UNAPPROVED MINUTES OF

The motion was passed as follows:
Yes: Ravishankar, Shebiro, Sobin, Vey  No: None  Abstain: None

BANK RECONCILIATION
AUGUST 2021  Tharakaram Ravishankar moved acceptance of August 2021 Bank Reconciliations, prepared by Rynkar, Vail & Barrett following review by Michael Castelli, Treasurer. Mr. Castelli notified Charisse Relyveld-Osnato, Assistant Business Manager by e-mail that there were no questions and all appeared in order. The acceptance is pending Mr. Castelli’s signature on the e-mail. Seconded by Kenneth Vey.

The motion was passed as follows:
Yes: Ravishankar, Sobin, Vey  No: None  Abstain: None

DIRECTOR’S REPORT
Personnel:
Michelle Zwierski – Lib I PT Sub – Michelle has been a substitute librarian at Shelter Rock since November 10, 2000. She is retiring from her FT position at NLS on November 26th. The NYS pension system requires that we terminate her and rehire her since she will no longer be in the pension system.
Retirement LIB I PT Sub - effective November 26, 2021 salary - $29.69; Rehire Lib I PT Sub – effective November 27, 2021 – salary $29.69

Tharakaram Ravishankar moved approval of the rehiring of Michelle Zwierski, LIB I PT Sub as stated above. Seconded by Kenneth Vey

The motion was passed as follows:
Yes: Ravishankar, Sobin, Vey  No: None  Abstain: None
Re-evaluation of Building and Contents
The last complete appraisal was done in 2011 with updates occurring annually. A new evaluation with updated values has been recommended by both our current appraisal company and Mr. Castelli. Our insurance agent provided names of firms, only two of which are used by the local libraries.
The Proposals are as follows:

**Industrial Appraisal Company** – Inventory and Appraisal services -$2,315.00; Annual update of Property Inventory and Accounting Cost Record - $145.00; annual updating of Insurable Values - $175.00
**Appraisal Affiliates, Inc.** – Inventory and Appraisal $3,950.00; Annual Maintenance/updates - $900

We used Appraisal Affiliates in the past and switched to Industrial Appraisal in 2011.

Kenneth Vey moved approval of the Proposal presented by Industrial Appraisal Company as stated above.
Seconded by Tharakaram Ravishankar.

The motion was passed as follows:
Yes:  Ravishankar, Sobin, Vey    No: None Abstain: None

Civil Service – Online Reporting
Currently, only the Director is permitted to file the required Civil Service documents online. Documentation has been provided for Ms. Sobin to sign that would grant these permissions to Yolanda A. Phillips, Assistant Director. In addition, Ms. Sobin, Board President, must be established as the person responsible for the Annual Salary Certification and Ms. Relyveld-Osnato, Assistant Business Manager as the person who may input the information for the Annual Salary Certification.

Tharakaram Ravishankar made a motion to give permission to add Yolanda A. Phillips Assistant Director and Charisse Relyveld-Osnato, Assistant Business Manager as approved online users for The Nassau County Civil Service system as stated above.
Seconded by Kenneth Vey.

The motion was passed as follows:
Yes:  Ravishankar, Sobin, Vey    No: None Abstain: None

Patron Issue
On Thursday, October 7th, a Page found an envelope containing money and turned it in to a Clerk. The Clerk put the envelope on her desk and returned to the Circulation Desk to assist patrons. A few minutes later a patron came in asking if anyone had found an envelope that was left behind by his daughter and contained money for a tutor. The
Clerk went to retrieve the envelope from her desk, but the envelope was gone. The patron was advised that I would speak with the Board regarding this issue.

**TABLED FOR EXECUTIVE SESSION**

**Overdue Fines**
As of October 5th, the New York Public Library is no longer charging overdue fines and has eliminated all previous fines from patron records. This action was highlighted in an article in Newsday on October 10th about fine-free libraries on Long Island. According to the article, 55 out of 110 Long Island Libraries do not charge overdue fines for some or all of their materials. This topic was discussed at a previous Board meeting, but no action was taken at that time

Tharakaram Ravishankar made a motion to amend our overdue fines policy. When the new policy is instituted the library will continue to charge overdue fines for all New Materials, Museum Passes and Nooks. Seconded by Toby Shebiro.

The motion was passed as follows:
Yes: Ravishankar, Shebiro, Sobin, Vey  No: None  Abstain: None

**Information Item(s)**

**Donation to Fanny Dwight Clark Memorial Garden**
2 – 4’ planters were provided by the renovation contractor in 2011. The planters were never used because it was feared that the planters would be used as seats and the plants would not survive. On September 29th the Board was polled via email to vote as to whether or not the items could be donated to the local Garden. The items would either by used by the Garden or sold at their fundraiser on October 8th (prior to the Board Meeting). Trustees Sobin, Ravishankar, Vey and Shebiro voted in favor of the donation on 9/29 and the planters were picked up on 9/30.

**POLICY REVIEW-OPEN MEETINGS POLICY; COMMUNITY ROOM POLICY/FORM**

A motion was made by Kenneth Vey to affirm the current Open Meeting Policy and adopt the Community Room Form. Seconded by Toby Shebiro.

The motion was passed as follows:
Yes: Ravishankar, Shebiro, Sobin, Vey  No: None  Abstain: None
DRAFT TUTOR POLICY

A motion was made by Toby Shebiro to adopt the Tutor Policy. Seconded by Tharakaram Ravishankar.

The motion was passed as follows:
Yes: Ravishankar, Shebiro, Sobin, Vey    No: None   Abstain: None

CLERK’S REPORT – ANNUAL TRUSTEE ELECTION

Gale C. Zeldman, Clerk and Assistant Treasure was unable to attend the meeting and submitted the following report:
- Two election officials have been hired.
- The Notice of Annual Election in both English and Spanish was sent to Anton for publication in:
  a. The NHP Illustrated
  b. The Mineola American
  c. The Roslyn News
On: Wednesdays October 20, October 27, Nov 24 and Dec 1, 2021

COMMITTEE REPORTS
The Building Committee will follow up on the status of the Parking Lot Renovation Project.

PERIOD OF PUBLIC EXPRESSION

Miles Mott asked if all the contractors who work for the Library are required to be licensed and insured. Andrea Meluskey stated that this is required for all Library repairs/installations. Miles reported that he had visited Port Washington Library and found their patrons get unlimited time for computer use and the fee for copies is 5 cents for B&W and 50 cents for color copies.

EXECUTIVE SESSION

A motion was made by Toby Shebiro at 8:33 PM to suspend the order of business to enter Executive Session to discuss personnel and contract issues. Ms. Meluskey was requested to remain. Seconded by Tharakaram Ravishankar.

The motion was passed as follows:
Yes: Ravishankar, Shebiro, Sobin, Vey    No: None   Abstain: None
Kenneth Vey moved to exit Executive Session at 9:35 PM
Seconded by Toby Shebiro.

The motion was passed as follows:
Yes: Ravishankar, Shebiro, Sobin, Vey  No: None  Abstain: None

As a result of the Executive Session Toby Shebiro moved to approve the payment as discussed in Executive Session.
Seconded by Kenneth Vey.

The motion was passed as follows:
Yes: Ravishankar, Shebiro, Sobin, Vey  No: None  Abstain: None

ADJOURNMENT
A motion to adjourn was made by Toby Shebiro.
Seconded by Kenneth Vey.

The motion was passed as follows:
Yes: Ravishankar, Shebiro, Sobin, Vey  No: None  Abstain: None

Meeting was adjourned at 9:38 PM

NEXT SHELTER ROCK PUBLIC LIBRARY BOARD MEETING
Wednesday, November 9, 2021, 7:30 PM
SHELTER ROCK PUBLIC LIBRARY COMMUNITY ROOM.

TOWN OF NORTH HEMPSTEAD BUDGET HEARING (Virtual)
Thursday, October 21, 2021, 7:00 PM

Respectfully Submitted,

Graciela E. Meyers
Library Secretary