TRUSTEES AND OFFICERS PRESENT: Louise Sobin (Vice-President), Tharakaram Ravishankar (Vice-President), Toby Shebiro, Emilio Susa, Kenneth Vey, Gale Zeidman (Asst. Treasurer), Graciela E. Meyers (Secretary).

TRUSTEES AND OFFICERS ABSENT: Michael Castelli (Treasurer), - with prior notice.

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

CALL TO ORDER: Meeting was called to order by Ms. Sobin at 7:38 PM.

UNAPPROVED MINUTES OF November 9, 2021

Toby Shebiro moved approval of November 9, 2021 Minutes as amended. Seconded by Emilio Susa.

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

BILL TO BE PAID GENERAL FUND December 2021

A listing of the General Fund Bills to be Paid for December 2021 totaling $341,128.26 was reviewed.

Tharakaram Ravishankar moved approval of the December 2021 General Fund bills. Seconded by Toby Shebiro.

The motion was passed as follows:
Yes: Ravishankar, Shebiro, Sobin, Susa, Vey.
No: None Abstain: None
FINANCIAL REPORT
November 2021
GENERAL FUND

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

BANK RECONCILIATIONS
October 2021
Toby Shebiro moved acceptance of the October 2021 Bank Reconciliations as 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 e-mail is attached to the Bank Reconciliations. Seconded by Emilio Susa.

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

DIRECTOR’S REPORT
Personnel

Retirement – Chitra Dugar – Clerk PT – effective 12/16/2021 – salary $21.03 per hour. Chitra has worked in the Circulation Department since September 1988. We thank Chitra for her many years of service to the Library and we wish her a happy and healthy retirement.

Tharakaram Ravishankar moved acceptance of the Retirement of Chitra Dugar as stated above. Seconded by Toby Shebiro.

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

Re-hired – Michele Zwierski – Librarian I Sub – effective November 30, 2021 (pending Civil Service approval) - $29.69 per hour Michele retired from the Nassau Library System. The NYS Pension System required that Michele also retire from Shelter Rock and be re-hired in order to remain employed by the Library.

Tharakaram Ravishankar moved approval to re-hire Michele Zwierski as stated above. Seconded by Toby Shebiro.
The motion was passed as follows:
Yes: Ravishankar, Shebiro, Sobin, Susa, Vey.
No: None Abstain: None.

**Fines Free Status**
At the October 13th Board Meeting, the Board voted to become fines free excluding new materials, museum passes, nooks and lost or damaged materials. It was not determined whether or not existing fines would be eliminated. If old fines are forgiven it would be for all materials. The circulation system would not be able to differentiate between new and old materials. It will take some work to initiate the new procedures. We will aim to have everything completed and publicized sometime in January of 2022.

Toby Shebiro moved approval to eliminate old and existing fines and become fines free as stated above. Seconded by Emilio Susa.

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

**Information Items:**

**Emergency HVAC Repair**
Sav-Mor Mechanical – repair rooftop unit # AC-6 as per quote # 19359 - $9,298.00
Due to the immediacy required, Trustees Shebiro, Sobin and Vey approved the emergency repair via email on November 16, 2021. The repair was completed on Wednesday, December 1st.

**Funds Received Through NLS**

**E-Rate Reimbursement** for Crown Castle Connections via ILS Services - $3,040.08

2021 Fiscal Year “Plus Use” Payment for 2019 **Direct Access** - $540.46

**NLS Federal Cares Act** – reimbursement for a portion of libraries cost to purchase PPE supplies for COVID-19 - $475.05

**POLICY REVIEW-BYLAWS OF THE BOARD OF TRUSTEES; SMOKING POLICY**

A motion was made by Toby Shebiro to accept the By-laws for posting on the website. Seconded by Emilio Susa.

The motion was passed as follows:
Yes: Ravishankar, Shebiro, Sobin, Susa, Vey.
No: None Abstain: None
A motion was made by Kenneth Vey to adopt the Smoking Policy as amended to prohibit smoking on Library property. Seconded by Toby Shebiro.

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

CLERK’S REPORT ANNUAL TRUSTEE ELECTION

Gale Zeidman reported that on December 7, 2021 Kenneth F. Vey was elected to a five-year term as Trustee, commencing on January 1, 2022 and ending December 31, 2026.

A letter was mailed to Wayne Wink Jr., Town Clerk of the Town of North Hempstead, notifying him of the election results, along with the statement of election signed by the election inspectors.

A letter was also sent to Wayne Wink Jr. along with copies of the Affidavits that were published regarding the election in the Illustrated News, Mineola American and the Roslyn News.

The Oath of Office card duly signed and notarized will be forwarded to Mr. Wink following the swearing in of the Trustee at the Annual Reorganization meeting on January 2022.

Emilio Susa moved acceptance of the Clerk’s Report as stated above. Seconded by Toby Shebiro.

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

COMMITTEE REPORTS
NONE

PERIOD OF PUBLIC EXPRESSION
NONE

EXECUTIVE SESSION
A motion to adjourn was made by Toby Shebiro to suspend the order of business to enter Executive Session to discuss personnel and contracts issues. Ms. Meluskey was requested to remain for Executive Session. Seconded by Emilio Susa.
The motion was passed as follows:
Yes: Ravishankar, Shebiro, Sobin, Susa, Vey.
No: None  Abstain: None
Executive Session began at 8.02 PM.

Toby Shebiro moved to exit Executive Session.
Seconded by Emilio Susa.

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

Executive Session ended at 8:08 PM.

As a result of the Executive Session a motion was made by Kenneth Vey to close the Library at 1:00 PM on Christmas Eve and New Year's Eve. Seconded by Emilio Susa.

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

**ADJOURNMENT**
A motion to adjourn was made by Toby Shebiro.
Seconded by Emilio Susa.

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

Meeting was adjourned at 8:10 PM.

**NEXT BOARD MEETING**

**ANNUAL RE-ORGANIZATION MEETING**
Tuesday, January 18, 2022 - 7:30 PM
SHELTER ROCK PUBLIC LIBRARY COMMUNITY ROOM

Respectfully Submitted,

Graciela E. Meyers
Secretary.