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

TRUSTEES AND OFFICERS ABSENT: Michael J. 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 M. Relyveld-Osnato (Assistant Business Manager).

INTRODUCTION TO GUESTS AND MEMBERS OF THE PUBLIC:

Miles Mott, Patron
Bobby Lee, Patron
Robert Hersh, Patron

CALL TO ORDER: Meeting was called to order by Ms. Sobin at 7.30PM

UNAPPROVED MINUTES OF January 18, 2022

Tharakaram Ravishankar moved approval of January 18, 2022 Minutes. Seconded by Toby Shebiro.

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

BILLS TO BE PAID GENERAL FUND February 2022

A listing of the General Fund Bills to be Paid for February 2022 totaling $ 137,626.86 was reviewed.

Toby Shebiro moved approval of the February 2022 General Fund Bills. Seconded by Tharakaram Ravishankar.

The motion was passed as follows:
Yes: Ravishankar, Shebiro, Sobin, Susa, Vey.
No: None Abstain: None
FINANCIAL REPORT
JANUARY 2022
GENERAL FUND

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

DECEMBER 2021
BANK RECONCILIATIONS
Toby Shebiro moved acceptance of December 2021 Bank Reconciliations as prepared by Rynkar, Vail & Barrett following review by Michael Castelli, Treasurer. Mr. Castelli notified Charisse Relyveld-Osnato that there were no questions and all appeared in order. Seconded by Emilio Susa.

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

POLICY REVIEW-MASK MANDATE
Staff and Patrons will continue wearing masks in the Library. Mandate policy will be reviewed in March Board meeting.

DIRECTOR’S REPORT

Action Items
Resignation
Charisse Relyveld-Osnato, Assistant Business Manager FT – Effective March 4, 2022 – Salary $41.21 per hour ($75,000 annual). Charisse has accepted a position as the Business Manager at the Nassau Library System. We wish her much success in her new endeavor.

Retirement
Lloyd Ninesling, Custodian FT – effective April 29, 2022 – Salary $35.80 per hour ($65,156 annual) Lloyd has been working at Shelter Rock since June 18, 2001. Over the years, Lloyd has done an excellent job of maintaining the facility and the grounds. He was an important part of the team during the renovation, especially when we transitioned to and from the temporary library. We thank Lloyd for his years of service and wish him a happy and healthy retirement.
Toby Shebiro moved acceptance of the Resignation of Charisse Relyveld-Osnato, Assistant Business Manager, FT and the Retirement of Lloyd Ninesling, Custodian, FT and moved approval to canvass for both positions. Seconded by Emilio Susa.

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

MZ-9 Multi Zone Unit
This large, 5 zone unit controls the heat and air-conditioning for the Children's Room and several staff offices. The system was designed with only a 5 degree adjustment factor from the thermostats. Based on the complaints, it is apparent that the system needs to be recalibrated to eliminate or reconfigure the 5 degree temperature swing. The offices on the perimeter of the building have been adversely impacted by the extreme cold.
The technical aspect of this reconfiguration requires the combined efforts of Sav-Mor Mechanical and the factory representative.
The Proposal includes the following:
1. Onsite labor for factory rep and Sav-Mor Mechanical
2. Factory tech (offsite) support
3. Review configuration and program, update where necessary
4. Review thermostat control
5. Check-out and test system
Total - $4,080.00

Toby Shebiro made a motion to approve the proposal presented by Sav-Mor Mechanical as stated above pending discussion regarding providing insurance to guarantee their job. Seconded by Emilio Susa.

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

Contract Renewal
Sirina Fire Protection Services
The inspection requirements have been changed by the Nassau County Fire Marshal to include a more extensive annual inspection that was not on previous contracts.

Previous Contract – Quarterly Inspections - $657.00 per year
2022 Contract – Quarterly Inspections $518.00 plus annual inspection of Waterflow, Tamper & Main Drain Testing and annual inspection of sprinkler heads throughout the building $592.00 = $1,110.00 per year
Toby Shebiro moved approval for the Sirina Fire Protection Services Contract Renewal as stated above. Seconded by Emilio Susa.

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

Annual Civil Service Salary Certification
The Civil Service Salary Certification documents must be reviewed by 3 Trustees. Once approved by the 3 Trustees, the Board President is authorized to sign 2 copies of the Certification documents for submission to the Nassau County Civil Service Commission.

Tharakaram Ravishankar moved approval of Annual Civil Salary Certification to be signed by Louise Sobin and submitted to the Nassau Civil Service Commission as stated above. Seconded by Emilio Susa.

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

Information Item

Security Guard Services
Last month, I reported that Westech Security had issued a price increase which they said was based on their increased costs of operation. The Board suggested checking on other companies. On January 31st I sent an RFQ to 7 companies that are used by various libraries in Nassau County. Proposals were due at 5 PM on February 9th and will be presented to the Board at the March meeting.

Nassau County Department of Assessment

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NOTICE OF TENTATIVE ASSESSED VALUE FOR THE 2023-2024 ASSESSMENT ROLL
Nassau County has paused property valuation updates due to the continued instability of the real estate market.
STATISTICAL REPORT - 2021 YEAR END

Toby Shebiro moved acceptance of the Library 2021 Year End-Final Statistical Report. A copy is filed with the Minutes. Seconded by Emilio Susa.

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

COMMITTEE REPORTS

NONE

PERIOD OF PUBLIC EXPRESSION

Miles Mott asked about the parking lot Grant. Ms. Meluskey Responded that due to COVID, the Grant has been extended until June 2023.

Bobby Lee requested that the Board consider increasing the use of Computers from 2 to 5 hours in the Library

EXECUTIVE SESSION

A motion to suspend the order of business to enter Executive Session to discuss personnel and contract issues was made by Toby Shebiro at 8.05 PM. Ms. Meluskey was requested to remain for the Executive Session. Seconded by Emilio Susa.

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

Emilio Susa moved to exit Executive Session at 8:19 PM
Seconded by Toby Shebiro.

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

As a result of the Executive Session Toby Shebiro moved to amend the salary plan for Assistant Business Manager as follows: $30.22 ($55,000) - $45.06 ($82,000). Seconded by Emilio Susa.
The motion was passed as follows:
Yes: Ravishankar, Shebiro, Sobin, Susa, Vey.
No: None  Abstain: None

As a result of the Executive Session Toby Shebiro moved to assign $100,000 of the Library’s Fund Balance for Employee Benefits. 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 Kenneth Vey. Seconded by Tharakaram Ravishankar.

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

Meeting was adjourned at 8:26 PM.

**NEXT BOARD MEETING**

**Wednesday, March 9, 2022 - 7:30 PM**
SHELTER ROCK PUBLIC LIBRARY COMMUNITY ROOM

Respectfully Submitted,

Graciela E. Meyers
Library Secretary