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

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

LIBRARY ADMINISTRATORS AND STAFF PRESENT: Andrea Meluskey
(Library Director), Yolanda Phillips (Asst. Library Director).

INTRODUCTION OF GUESTS
AND MEMBERS OF THE PUBLIC

Miles Mott, Patron
Robert Hersh, Patron

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

UNAPPROVED MINUTES OF
FEBRUARY 9, 2022

Tharakaram Ravishankar moved approval of February 9, 2022
Minutes. Seconded by Toby Shebiro.

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

BILLS TO BE PAID
GENERAL FUND
MARCH 2022

A listing of the General Fund Bills to be Paid for March 2022
totaling $122,313.95 was reviewed.

Toby Shebiro moved approval of the March 2022 General Fund
bills. Seconded by Tharakaram Ravishankar.

The motion was passed as follows:
Yes: Ravishankar, Shebiro, Sobin. No: None Abstain: None
BUDGET TRANSFERS
YE DECEMBER 31, 2021

Tharakaram Ravishankar moved acceptance of the Budget Transfers YE December 31, 2021 as presented.
Seconded by Toby Shebiro.

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

FINANCIAL REPORT DECEMBER 2021 YEAR-END GENERAL FUND AND
FINANCIAL REPORT-FEBRUARY 2022 GENERAL FUND

Seconded by Tharakaram Ravishankar.

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

BANK RECONCILIATION
JANUARY AND FEBRUARY 2022

Toby Shebiro moved acceptance of the January and February 2022 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 Tharakaram Ravishankar.

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

NEW YORK STATE ANNUAL REPORT ASSURANCE

The 2021 NYS Annual Report was sent to the Trustees on March 1st for review. The Report was submitted to NLS with an assurance date of March 9th, 2022. The due date was prior to the Board Meeting, but NLS accepts the submission with an anticipated assurance date. A Board motion with the following information is required for submission:

“The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board.”
Tharakaram Ravishankar moved submission of the New York State Annual Report Assurance in accordance with the information mentioned above and assures that the "Annual Report" was reviewed and accepted by the Library Board.
Seconded by Toby Shebiro.

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

COVID RESTRICTIONS/SOCIAL DISTANCING

Toby Shebiro moved approval to lift COVID restrictions except the use of masks for children under 5. The Story Room will stay closed until further notice and Security Guard will go back to regular hours.
Seconded by Tharakaram Ravishankar.

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

DIRECTOR’S REPORT

Action Item(s)
NYS Annual Report Assurance
The 2021 NYS Annual Report was sent to the Trustees on March 1st for review. The Report was submitted to NLS with an assurance date of March 9th. The due date was prior to the Board Meeting, but NLS accepts the submission with an anticipated assurance date. A Board motion with the following information is required for submission:
“The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board.”

Community Room Fees
As per Board approval, we currently charge $40 each for technology, custodial and after-hours fees. Non-community groups pay a fee of $60. Inadvertently, we did not establish a fee for use of the piano. The piano is frequently used for music recitals by local music teachers for students who live in the district.

Toby Shebiro moved approval of $40 fee for use of the piano as stated above. Seconded by Tharakaram Ravishankar.

The motion was passed as follows:
Yes: Ravishankar, Shebiro, Sobin. No: None Abstain: None
Security Guard Proposals
In January, Westech Security raised the hourly rate from $24.25 to $26.50 per hour because of increases of prevailing wage and insurance costs. All of the libraries approved of the companies listed below and confirm that any company is only as good as the guards assigned.
An RFQ was issued to security firms used by other libraries.
The results are as follows:

<table>
<thead>
<tr>
<th>Security Guard RFQ Responses</th>
<th>Company Name</th>
<th>Rate</th>
<th>Library Clients</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Garrison Protective Services</td>
<td>$25.00</td>
<td>Farmingdale</td>
<td>has not responded re hiring current guard</td>
</tr>
<tr>
<td></td>
<td>Supreme A. Security</td>
<td>$26.00</td>
<td>Baldwin</td>
<td>Will hire current security guard</td>
</tr>
<tr>
<td></td>
<td>Westech Security</td>
<td>$26.50</td>
<td>Shelter Rock; Uniondale; Syosset</td>
<td>Pleased with service and current guard(s)</td>
</tr>
<tr>
<td></td>
<td>Allied Universal</td>
<td>$28.31</td>
<td>Bryant; Port Washington; Herricks</td>
<td></td>
</tr>
<tr>
<td></td>
<td>AJ Squared Security</td>
<td>$31.76</td>
<td>Rockville Centre</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Securitas Security Services</td>
<td>$35.26</td>
<td>Levitttown; Hempstead; Bellmore</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Upfront Security Assoc., LLC</td>
<td>$38.00</td>
<td>Merrick</td>
<td></td>
</tr>
</tbody>
</table>

The Board requested that Ms. Meluskey confirm with Counsel as to whether or not Security Services is considered a professional service and therefore not subject to the bidding process.

COMMITTEE REPORTS
A letter will be sent to the parties involved to attempt to schedule a meeting regarding the renovation of the parking lot.

PERIOD OF PUBLIC EXPRESSION
NO COMMENT

EXECUTIVE SESSION-PERSONNEL AND/OR CONTRACT ISSUES
A motion to suspend the order of business to enter Executive Session to discuss personnel and contract issues was made by Toby Shebiro at 8.04 pm. Ms. Meluskey was requested to remain. Seconded by Tharakaram Ravishankar.
The motion was passed as follows:
Yes: Ravishankar, Shebiro, Sobin. No: None Abstain: No

Toby Shebiro moved to exit Executive Session at 8:17 PM.
Seconded by Tharakaram Ravishankar.

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

No Action was taken as a result of Executive Session.

Executive session ended at 8:17 PM.

**ADJOURNMENT**

A motion to adjourn was made by Toby Shebiro.
Seconded by Tharakaram Ravishankar.

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

Meeting was adjourned at 8:19 PM.

**NEXT BOARD MEETING**

**Wednesday, April 13, 2022 at 7:30 PM**
SHELTER ROCK PUBLIC LIBRARY COMMUNITY ROOM

Respectfully Submitted,

Graciela E. Meyers
Secretary