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

TRUSTEES AND OFFICERS ABSENT: Toby Shebiro, Michael Castelli (Treasurer) Gale Zeidman (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
Bobby Lee, Patron

CALL TO ORDER: Meeting was called to order by Ms. Sobin at 7:31 pm

UNAPPROVED MINUTES OF March 9, 2022
Emilio Susa moved approval of March 9, 2022 Minutes. Seconded by Kenneth Vey.

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

BILLS TO BE PAID GENERAL FUND APRIL 2022 & BILLS TO BE PAID CAPITAL FUND APRIL 2022
A listing of the General Fund Bills to be Paid for April 2022 totaling $89,245.39 and a listing of the Capital Fund Bills to be Paid for April 2022 totaling $240.00 were reviewed.

Emilio Susa moved approval of the Bills to be Paid as stated above. Seconded by Kenneth Vey.

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

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

BANK RECONCILIATIONS
March 2022
TABLED

DIRECTOR’S REPORT
Personnel
Reinstatement

A motion was made by Emilio Susa to reinstate Kyle W. Mills. IT Aide PT as stated above. Seconded by Kenneth Vey.

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

Contract Renewal
Assa Abloy – automatic door maintenance 2022 -2023 annual contract $1,134.00 – no increase over current contract.

Tharakaram Ravishankar moved approval of Assa Abloy Contract Renewal as stated above. Seconded by Emilio Susa.

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

Building Repairs
Sav Mor Mechanical Inc.
HVAC repair – MZ-9 – Replace defective outdoor air temperature/humidity sensor, repair refrigerant leak on circuit #1 and top off charge. $2,251.00
This repair is unrelated to the recent recalibration of the HVAC unit. This repair is required in order to have air conditioning in several areas of the building.

Emilio Susa moved approval for HVAC repair-MZ-9 as stated Above. Seconded by Kenneth Vey.
The motion was passed as follows:
Yes: Ravishankar, Sobin, Susa, Vey. No: None Abstain: None

**Library Property/Equipment Update**
The following item(s) are broken beyond repair or beyond their useful life and are slated for discard. The Item(s) will be discarded appropriately. The item is not listed on the inventory because it is below the threshold for inclusion:
1 Fellowes Powershred – Shredder model C-120C

Emilio Susa moved approval of the discard of the Shredder model C-120C as stated above. Seconded by Kenneth Vey.

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

**Bird Netting**
**Magic Pest Management** – repair 4 sections of bird netting over rooftop air conditioners. Reinforce structure of bird netting on the largest section of bird netting over AC units and repair or replace all connections on all 3 units. **$1800.00**
The pigeons have already started to create nests in the units which can create a health issue due to the bird droppings. The cost is within the Director’s spending limit. The repair was approved prior to the Board Meeting and the Board was notified accordingly. Changes were made to the design to lessen future damage, but netting is subject to the weather. More permanent structures would not give the HVAC repair personnel the ability to access the unit effectively. The HVAC maintenance workers refuse to work on the units when the pigeon droppings create unsafe working conditions on the roof.

**Information Item(s)**
**2021 Local Library Service Aid (LLSA)**
LLSA is categorical system aid for member libraries. The Library received the final 10% payment in the amount of $777.00.

**NYSIF – New York State Insurance Fund**
**Dividend for Safety Group 497 – New York State Public Entities Safety Group**
The Library has received a dividend check in the amount of $3,425.42 representing 35% of the premium paid for the worker’s compensation policy July 1, 2020 to July 1, 2021. The dividend is evidence of the success of NYSIF’s safety group program and Safety Group 497 in particular.
PERIOD OF PUBLIC EXPRESSION

Miles Mott noticed that a stone in the rock wall outside of the entrance is loose and that one of the lights in the same area is falling down. Ms. Meluskey said she would investigate. He asked about the parking lot grant due date. He was informed it has been extended until June 2023.

Bobby Lee commented that the Wi-Fi does not always work properly. Ms. Meluskey said that she would check with IT staff.

EXECUTIVE SESSION

A motion was made by Emilio Susa at 7:58 pm to suspend the order of business to enter Executive Session to discuss personnel and contracts issues. Ms. Meluskey was requested to remain. Seconded by Kenneth Vey.

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

Executive Session began at 8:07 pm.

Emilio Susa moved to exit Executive Session at 8:10 pm. Seconded by Tharakaram Ravishankar.

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

As a result of the Executive Session Emilio Susa moved to approve the following salary ranges: Seconded by Kenneth Vey.
Administrative Assistant FT– $67,000 ($36.82) – $82,000 ($45.06)
Account Clerk FT - $40,040 ($22.00) - $50,960 ($28.00)

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

ADJOURNMENT

A motion to adjourn was made by Emilio Susa. Seconded by Kenneth Vey.

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

Meeting was adjourned at 8:13 pm
NEXT BOARD MEETING

Wednesday, May 11, 2022 – 7:30 PM
SHELTER ROCK PUBLIC LIBRARY COMMUNITY ROOM

Respectfully Submitted,

Graciela E. Meyers
Library Secretary