SHELTER ROCK PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

APPROVED MINUTES
May 11, 2022

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

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

CALL TO ORDER: Meeting was called to order by Ms. Sobin at 7:30 PM

INTRODUCTION OF GUEST
AND MEMBER OF THE PUBLIC:
Bobby Lee, Patron
Miles Mott, Patron

2021 AUDIT PRESENTATION-JILL SANDERS, CULLEN & DANOWSKI, LLP

TABLED

UNAPPROVED MINUTES OF
April 13, 2022
Tharakaram Ravishankar moved approval of April 13, 2022
Minutes. Seconded by Kenneth Vey.

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

BILLS TO BE PAID
GENERAL FUND
May 2022
A listing of the General Fund Bills to be Paid for May 2022
totaling $ 98,953.74 was reviewed.

Kenneth Vey moved approval of the May 2022 General Fund bills.
Seconded by Tharakaram Ravishankar.

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

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

BANK RECONCILIATIONS
MARCH 2022
Tharakaram Ravishankar moved acceptance of the March 2022 Bank Reconciliation as prepared by Rynkar, Vail & Barrett following review by Michael Castelli, Treasurer. Mr. Castelli notified Marilyn Levine by e-mail that there were no questions and all appeared in order. Seconded by Toby Shebiro.

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

DIRECTOR’S REPORT
Action Items
Personnel
Hired – Anthony Lombardo – Custodian FT – effective May 9, 2022 - $31.05 per hour
Toby Shebiro moved approval of the hiring of Anthony Lombardo as stated above. Seconded by Tharakaram Ravishankar.

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

Contract Renewal
Bibliotheca Service and Maintenance/Extended Warranty
August 8, 2022 – August 7, 2023 Coverage for the following equipment:
1 – 2 Aisle RFID gate
7 – RFID workstations
1 – Selfcheck Freestanding Kiosk
1 – Selfcheck Integrated Unlocker
1 – Selfcheck Coin & Bill Component
1 – staffConnect gate license
2 – libraryConnect subscription licenses
Total - $5,936.00 (no increase over current contract)
Approval of the quote will be documented now in order to obtain an invoice that will be paid at the July meeting.

Toby Shebiro moved approval for the Bibliotheca Service and Maintenance/Extended Warranty as stated above.
Seconded by Tharakaram Ravishankar.

The motion was passed as follows:
Yes: Ravishankar, Shebiro, Sobin, 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.
Inventory Tag #17 – Minolta Microfilm Reader – Serial # 32002730
Inventory Tag #18 – Minolta Microfilm Reader – Serial # 32002612
Inventory Tag #112 – Dell Optiplex 380 PC – Serial # 1y7gkq1
Inventory Tag #113 – Dell Optiplex 380 PC – Serial # 1y4jkq1
Inventory Tag #115 – Dell Optiplex 380 PC – Serial # 1y5gkq1
Inventory Tag #116 – Dell Optiplex 380 PC – Serial # 1y8gkq1
Inventory Tag #117 – Dell Optiplex 380 PC – Serial # 1y0hkq1

The following items beyond their useful life and are slated for discard, but not included in the inventory because the cost is below the threshold for inclusion:
Dell flat monitor – Serial # CN-ogrnwx72872ocearei
Dell flat monitor – Serial # CN-ornmh67444515ab2zl

The following items are beyond their useful life (2008/2011 purchases) and are slated for discard, but not listed on the inventory because the items were in storage and overlooked by the appraiser.
Dell Optiplex 380 PC – Serial # 1y2gkq1
Dell Optiplex 380 PC – Serial # 1y3hkq1
Dell Optiplex 380 PC – Serial # 1y1jkq1
Dell Optiplex 380 PC – Serial # 1y4gkq1
Dell Optiplex 380 PC – Serial # 1y6hkq1
Dell PowerEdge T610 Server – Serial # BQQQPS1
Dell PowerEdge T610 Server – Seri

Toby Shebiro moved approval of the discard of the items listed and as stated above. Seconded by Tharakaram Ravishankar.

The motion was passed as follows:
Yes: Ravishankar, Shebiro, Sobin, Vey. No: None Abstain: None
PANDEMIC PROTOCOLS
No changes will be made to the pandemic protocols at this time. Masks will remain recommended, but optional.

STATISTICAL REPORT
FIRST QUARTER 2022
A copy is filed with the Minutes.

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

COMMITTEE REPORTS  NONE

PERIOD OF PUBLIC EXPRESSION
Miles Mott still concerned about the parking lot holes and flooding issues. Ms. Meluskey responded that the issue is greater than what the Library can solve on its own. The Town Of North Hempstead, Nassau County and the Village of Williston Park would have to partner with the Library to find a solution.
Miles asked to check on the soap dispenser in the bathroom because they are hard to use. The caulking on the countertop is also in need of maintenance.

Bobby Lee mentioned that people in the Library are too loud.

EXECUTIVE SESSION-PESONNEL AND OR CONTRACT ISSUES
A motion was made by Toby Shebiro at 8:03 pm to suspend the Order of business to enter Executive Session. 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

Executive session began at 8:04 pm.

Toby Shebiro moved to exit Executive Session at 8:17 pm. Seconded by Kenneth Vey.

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 amend the Benefits Summary for Full-Time Non-Union Employees and Employees Not Otherwise Covered by the Union Contract to reflect the following change: All full-time employees hired after December 14, 2011 shall receive 20 vacation days after 10 years of service. Seconded by Kenneth Vey.

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

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 8:18 pm.

NEXT BOARD MEETING

Wednesday, June 8, 2022 - 7:30 PM
SHELTER ROCK PUBLIC LIBRARY COMMUNITY ROOM

Respectfully Submitted,

Graciela E. Meyers