SHELTER ROCK PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

APPROVED MINUTES
June 08, 2022

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

TRUSTEES AND OFFICERS ABSENT: Toby Shebiro, Michael J. Castelli (Treasurer), Gale Zeidman (Asst. Treasurer), --all with prior notice

LIBRARY ADMINISTRATORS AND STAFF PRESENT: Andrea Meluskey (Library Director), Yolanda Phillips (Assistant Library Director), Marilyn Levine (Consultant).

CALL TO ORDER: Meeting was called to order by Louise Sobin at 7:33 pm

INTRODUCTION OF GUESTS AND MEMBERS OF THE PUBLIC:
Jill Sanders, Cullen and Danowsky, LLP
Bobby Lee, Patron
Miles Mott, Patron

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

Emilio Susa moved acceptance of the 2021 Audit Report Prepared by Library Auditors Cullen & Danowsky, LLP.
Seconded by Kenneth F. Vey.

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

UNAPPROVED MINUTES OF MAY 11, 2022
Tharakaram Ravishankar moved approval of May 11, 2022 Minutes. Seconded by Emilio Susa.

The motion was passed as follows:
Yes: Ravishankar, Sobin, Susa, Vey. No: None Abstain: None
BILLS TO BE PAID
GENERAL FUND
JUNE 2022
A listing of the General Fund Bills to be Paid for June 2022 totaling $110,435.48 was reviewed.

Emilio Susa moved approval of the June 2022 General Fund bills. Seconded by Kenneth F. Vey.

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

BILLS TO BE PAID
CAPITAL FUND
JUNE 2022
A listing of the Capital Fund Bills to be Paid for June 2022 totaling $ 79.20 was reviewed.

Emilio Susa moved approval of the June 2022 Capital Fund Bills to be Paid. Seconded by Kenneth F. Vey.

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

FINANCIAL REPORT
May 2022
GENERAL FUND

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

DIRECTOR’S REPORT

Hired
Marie Doyle-Ponsot – Administrative Assistant – effective 06/20/22 – salary $76,000 annual ($41.76 hourly)
Sophia B. Boniello – Clerk PT – salary $15.00 per hour – start date pending Civil Service Approval.

Emilio Susa moved approval of the hiring of Marie Doyle-Ponsot and Sophia B. Boniello as stated above. Seconded by Kenneth F. Vey.

The motion was passed as follows:
Yes: Ravishankar, Sobin, Susa, Vey. No: None Abstain: None
Omni Group – July 1, 2022 – June 30, 2023
Third Party Administrator for 403b and 457 Plans
P3 Administrative Fee - $1,500
Non-P3 Service Provider 403b – 0 accounts
457(b) Accounts - $0.00 (6 accounts- included)
Vanguard Accounts - $144.00 – 4 accounts @ $36.00 each
$1,644.00 – no increase over current contract

Emilio Susa moved approval of Omni Group Contract Renewal as stated above.
Seconded by Tharakaram Ravishankar.

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

Library Property/Equipment Update
The following items are beyond their useful life and are slated for discard, but not included in the inventory because the cost is below the threshold for inclusion:
1 Minolta Microfilm printer – Serial # 31176511 (included in inventory with item #17, a Microfilm Reader that was slated for discard in the Minutes of 5-11-2022)
14 computer keyboards
2 star Micronics tsp600 receipt printers
2 star Micronics tsp650 receipt printer

Emilio Susa moved approval of the discard of the items listed and stated above.
Seconded by Tharakaram Ravishankar.

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

New York Fire Service – Fire Suppression Equipment
July 1, 2022 – June 30, 2023
Test & Inspect - $2,250.00
Central Station Monitoring - $360.00
Extended Warranty - $1,200.00
Total - $3,810.00
No increase over current contract.

Emilio Susa moved approval of New York Fire Service-Fire Suppression Equipment Renewal as stated above.
Seconded by Kenneth F. Vey.

The motion was passed as follows:
Yes: Ravishankar, Sobin, Susa, Vey. No: None Abstain: None
Teen Room Furniture
After 11 years, the furniture in the Teen Room is in need of replacement. It is worn and stained beyond repair. In addition, couches are not the best solution for the Library. Patrons are not comfortable sharing their space with people they do not know. The furniture listed on Quote # JC11-559694/C is on state contract therefore additional quotes are not required.
2 Lounge Chairs with ottomans; 4 Armless Chairs, 2 Lounge Chairs with tablet arms; 1 charging station - $7,738.71 plus $1,920.00 for Delivery and Installation
Total $9,658.71

Ravishankar Tharakaram moved approval of the purchase of the furniture pending Ms. Meluskey investigation of obtaining a reduction of the shipping and handling costs.
Seconded by Kenneth Vey.

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

COMMITTEE REPORTS

NONE

PERIOD OF PUBLIC EXPRESSION

Miles Mott asked for pictures of the Teen Room Furniture which were not included in the packet. Ms. Meluskey reported that she would get Miles a copy. Miles asked about the caulking that was removed from the sink in the men’s restroom and if some molding would be added. Ms. Meluskey reported that she and the custodian agreed to leave the countertop as is.
Miles expressed continued concern about the parking lot project. He also asked to extend the amount of time for computers use. Ms. Meluskey replied that the options for the parking lot project are still being investigated and that computer use time is extended when no one is waiting.

Bobby Lee reported that it is hard to checkout magazines because the barcodes do not work. He also reported that the Zoom link for the Meditation program did not work. Ms. Meluskey is aware of these issues.
Bobby would like to have Book Discussions back in the Library. Ms. Meluskey informed him that after surveying the registrants, the discussions will remain virtual for now.
Bobby also asked about the use of the Conference Room booking. Ms. Meluskey will let Bobby when know that applications are available.

EXECUTIVE SESSION

NOT REQUIRED

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

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

Meeting was adjourned at 8:12 pm.

NEXT BOARD MEETING

Wednesday, July 13, 2022 at 7:30 PM
SHELTER ROCK PUBLIC LIBRARY COMMUNITY ROOM.

Respectfully Submitted,

Graciela E. Meyers
Secretary