TRUSTEES AND OFFICERS PRESENT: Louise Sobin (President), Toby Shebiro, Emilio Susa, Kenneth F. Vey.

TRUSTEES AND OFFICERS ABSENT: Tharakaram Ravishankar (Vice-President), Graciela E. Meyers (Secretary), Michael 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), Marie Doyle-Ponsot (Administrative Assistant).

CALL TO ORDER – PUBLIC HEARING PROPOSED 2023 BUDGET
Meeting was called to order by Louise Sobin at 7:36 pm

INTRODUCTION OF GUESTS AND MEMBERS OF THE PUBLIC
Conner Dunleavy, representative from the Town of North Hempstead.
Miles Mott, Patron.

PUBLIC HEARING FOR PROPOSED 2023 BUDGET
Louise Sobin moved to open the Public Hearing for the Proposed 2023 Budget. Seconded by Toby Shebiro.

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

As part of the Budget presentation of the Proposed 2023 Budget, Ms. Sobin explained that in 2009, the Town of North Hempstead approved a bond in the amount of $5,600,000 for the Library’s Renovation. At that time, the Board was informed that the interest on the 15-year loan would be $1,757,587.80. In August of 2020, the Town refinanced a total of $7.5 million in outstanding debt for several special districts. Subsequently, a new bond repayment schedule was established. The payment schedule was done proportionately, based on the percentage of the outstanding debt.
that was owed by each district. The refunding bond was sold at a 5% tax free interest rate which was way above the tax-free market interest rate. Purchasers of the bond paid a premium to the Town to get that interest rate. The premium is being used by the Town to pay a portion of the principal payments. According to the Town’s records, the Library saved $107,741.43 on the principal as well as $36,704.88 in interest. According to Library records, the savings on interest was $47,020.55.

PRESENTATION OF PROPOSED 2023 BUDGET

Ms. Meluskey presented the Proposed 2023 Budget. The Proposed Budget has a tax levy of $3,898,058 which is lower than the 2022 Budget. The decrease is due the Town of North Hempstead’s bond refinancing as detailed by Ms. Sobin. Copies of the proposed budget are attached to these Minutes, posted on the Library’s website and distributed via the Library’s Constant Contact email blast.

PUBLIC COMMENTS PERTAINING TO PROPOSED 2023 BUDGET

Mr. Dunleavy, inquired if the proposed budget was above or below the tax cap. Ms. Meluskey informed us that the proposed budget is below the tax cap for 2023.

MOTION TO ADOPT AND APPROVE THE PROPOSED 2023 BUDGET FOR SUBMISSION TO THE TOWN OF NORTH HEMPSTEAD

Toby Shebiro moved to Adopt and Approve the Proposed 2023 Budget for submission to the Town of North Hempstead. Seconded by Emilio Susa

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

MOTION TO CLOSE THE PUBLIC HEARING FOR THE PROPOSED 2023 BUDGET

Louise Sobin moved to close the Public Hearing for the Proposed 2023 Budget. Seconded by Kenneth Vey.

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

A copy of the Proposed 2023 Budget is filed with the Minutes.
CALL TO ORDER
SEPTEMBER BOARD MEETING
Meeting was called to order by Ms. Sobin at 7:49 pm

UNAPPROVED MINUTES OF
JUNE 8, 2022; JULY 13, 2022 AND AUGUST 10, 2022
Emilio Susa moved approval of the June 8, 2022; July 18, 2022 and
August 10, 2022 Minutes. Seconded by Toby Shebiro.

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

Minutes of July 13, 2022: Tabled

BILLS TO BE PAID
GENERAL FUND
SEPTEMBER 2022
A listing of the General Fund Bills to be paid for September 2022
totaling $93,410.66 was reviewed.

Emilio Susa moved approval of the September 2022 General Fund
bills. Seconded by Toby Shebiro.

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

BILLS TO BE PAID
CAPITAL FUND
SEPTEMBER 2022
A listing of the Capital Fund Bills to be paid for September 2022
totaling $120.00 was reviewed.

Emilio Susa moved acceptance of September 2022 Capital Fund
Bills. Seconded by Toby Shebiro.

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

FINANCIAL REPORT
AUGUST 2022 GENERAL FUND AND
REVISED BANK DETAIL JULY 2022
Emilio Susa moved acceptance of August 2022 General Fund
Seconded by Toby Shebiro.

The motion was passed as follows:
Yes: Shebiro, Sobin, Susa, Vey  No: None  Abstain: None
FINANCIAL REPORT
AUGUST 2022 CAPITAL FUND


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

BANK RECONCILIATIONS – JULY 2022

Toby Shebiro moved acceptance of July 2022 Bank Reconciliations, prepared by Rynkar, Vail & Barrett following review by Michael Castelli, Treasurer. Mr. Castelli notified Marie Doyle-Ponsot (Administrative Assistant) by e-mail that there were no questions and all appeared in order. Seconded by Emilio Susa.

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

DIRECTOR’S REPORT

Personnel
John Infranca
Sadly, John passed away suddenly on Sunday, August 28th. John worked at the Library as a Typist Clerk PT since January 5, 2019. His pleasant demeanor will most certainly be missed.

Equipment Purchase
Dell – Quote # 3000129666858.2
6 - OptiPlex 5400 AIO computers @ $1,431.49 each = $8,588.94
The computers will be purchased under NYS State Umbrella Contract #PM20820

Toby Shebiro moved approval of the Dell Quote to purchase six (6) new AIO (All In One) computers listed and as stated above. Seconded by Emilio Susa.

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

Furniture Discard
Board approval is required for the disposal of the old furniture in the Teen Room. The furniture is 11 years old, stained beyond cleaning and not acceptable for donation. The 4 chairs that are still useful will be offered to the staff. The inventory item ID numbers for the sofas and ottomans are 348, 349 and 900062
Toby Shebiro moved approval of the discard of the items listed and as stated above. Seconded by Ken Vey.

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

**Information Item(s)**

**Teen Room Furniture**
The new furniture for the Teen Room will be delivered and installed on Friday, September 9th.

**Nassau Library System – Area 7**
The current term for the Area 7 representative on the NLS Board of Trustees will expire on December 31, 2022. Bill Keller of Port Washington is the incumbent who is completing an unexpired term. He is eligible for a full term and is seeking re-election for a term beginning January 1, 2023 and ending on December 31, 2027. A virtual meeting will be scheduled, sometime in the fall, for Area 7 Trustees to vote on the nomination of a representative to the NLS Board.

**CLERK’S REPORT – ANNUAL TRUSTEE ELECTION**

The Trustee Election will be held on Tuesday December 6, 2022 from 2 to 9 PM at the Library. Toby Shebiro is running as incumbent.

Petitions will be available in the business office and are due back no later than Saturday, November 26, 2022 by 5 PM.

Notice of the Annual Election will run in the Illustrated News and the Roslyn News. Two election inspectors will be hired at the rate of $15 per hour. Ballot boxes will be ordered. I will order envelopes for mailing ballots to voters on the disabled voters list. Once the petition deadline passes, we will order one ballot from the Nassau Board of Elections, run the amount needed and mail them out. The Board of Elections provides us affidavit ballots and absentee ballots as well.

Toby Shebiro moved to approve the rental of the two boxes and authorize Mrs. Zeidman to make arrangements for two election inspectors. The salaries for each inspector will be paid in accordance with current Town Law. Seconded by Emilio Susa.

The motion was passed as follows:
Yes: Shebiro, Sobin, Susa, Vey. No: None. Abstain: None.
BOARD POLICY REVIEW – PANDEMIC RESPONSE POLICIES AND PROCEDURES

Toby Shebiro moved to suspend all Pandemic Policies and Procedures. Seconded by Emilio Susa.

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

COMMITTEE REPORTS

Ms. Meluskey reported for the Building Committee that D&B Engineers informed her that they hope to have a design ready for the Board to review by the end of September.

PERIOD OF PUBLIC EXPRESSION

Miles Mott wanted to know what steps the Board has taken to have the parking lot project started.
Ms. Meluskey re-stated that the engineers hope to have a design for Board Review by the end of September.

Conner Dunleavy informed the Board that there was NYS Duplicative Service Grant where the library could submit for reimbursements of monies spent on furniture, computers, etc. Nassau County has an office dedicated to handling these submissions. He will check on the information and contact Ms. Meluskey.

EXECUTIVE SESSION

A motion was made by Toby Shebiro at 8:19 pm to suspend the order of business to enter Executive Session to discuss personnel and contract issues. Ms. Meluskey was requested to remain. Seconded by Emilio Susa.

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

A motion was made by Kenneth F. Vey to exit Executive Session at 8:37 PM. Seconded by Toby Shebiro.

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

As a result of Executive Session Emilio Susa moved to increase the starting salary range for the Account Clerk position to $45,500 ($25.00) - $56,500 ($31.00). Seconded by Kenneth Vey.
The motion was passed as follows:
Yes: Shebiro, Sobin, Susa, Vey. No: None. Abstain: None

As a result of Executive Session, Kenneth Vey moved to increase
the Library Director’s salary for 2021 and 2022 retroactively as
discussed in Executive Session. Seconded by Toby Shebiro.

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

ADJOURNMENT
A motion to adjourn was made by Toby Shebiro.
Seconded by Kenneth Vey.

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

Meeting adjourned at 8:45 PM.

NEXT BOARD MEETING:

Wednesday, October 12, 2022
7:30 pm in the Library’s Community Room
Subsequently time of Meeting was changed to 5:30 PM

Respectfully Submitted

Yolanda Phillips
Assistant Library Director