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

TRUSTEES AND OFFICERS ABSENT: Toby Shebiro, 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 (Assistant Library Director), Marie Doyle-Ponsot (Administrative Assistant)

CALL TO ORDER: Meeting was called to order by Louise Sobin at 6:10 pm.

MEMBER OF THE PUBLIC AND INTRODUCTION OF GUESTS Miles Mott, Patron

UNAPPROVED MINUTES OF JULY 13, 2022 AND SEPTEMBER 8, 2022 TABLED

BILLS TO BE PAID GENERAL FUND AND BILLS TO BE PAID CAPITAL FUND October 2022

A listing of the General Fund Bills to be paid for October 2022 totaling $73,593.35 and a listing of the Capital Fund Bills to be paid for October 2022 totaling $667.68 were reviewed.

Tharakaram Ravishankar moved approval of the October 2022 General Fund bills and Capital Fund bills. Seconded by Emilio Susa.

The motion was passed as follows: Yes: Ravishankar, Sobin, Susa No: None Abstain: None
FINANCIAL REPORT GENERAL FUND
AND FINANCIAL REPORT CAPITAL FUND
September 2022


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

BANK RECONCILIATION
AUGUST 2022

Tharakaram Ravishankar moved acceptance of August 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. The acceptance is pending Mr. Castelli’s signature on the e-mail. Seconded by Kenneth Vey.

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

DIRECTOR’S REPORT
Action Items:

Papiro Landscaping – 2022- 2023 Snow Removal Contract

Only the 2\textsuperscript{nd} Increase in 10 years of service
Papiro has always been reliable and gets the library parking lot cleared as early as possible, depending on the timing of the event. The increase is due to Papiro’s increased costs for labor, materials, equipment and insurance.

Provide plow service for 1” (or more) of snowfall and will salt and sand under 1” of snow and plow until snow subsides. A plow truck with a sander/salter, and shovelers will be assigned to the property. Skid machinery provided when necessary. Quoted price pertains to the parking areas. The parking area and all the walks will receive salt and calcium chloride for de-icing when necessary. If it is snowing during business hours, areas will be serviced throughout the storm, if it is necessary.

Salt and sand automatically = $700 (previous - $600 per application)

2-5 inches = base charge $1000 (previous - $900)
5.5 – 8.5 inches = 1.5 times base charge - $1,500 (previous - $1,350)
9 – 12 inches = 2 times base charge - $2,000 (previous - $1,800)
12.5 - 15.5 inches = 2.5 times base charge - $2,500 (previous - $2,250)
16 - 19 inches = 3 times base charge - $3,000 – (previous - $2,700)
19.5 – 22.5 = 3.5 times base charge - $3,500 (previous - $3,150)
23 inches and up – 4 times base charge $4,000 (previous - $3,600)
Price for shoveling walkways dependent on time, which sidewalks, if late at night = **$450** (previous - $350) - **$650** (previous - $550).

**Deposit required - $1,000** I was able to get this reduced from $2,172.50.

Emilio Susa moved approval of Papiro Landscaping 2022-2023 Snow Removal Contract as stated above.
Seconded by Tharakaram Ravishankar

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

**Boiler Repair**
**Z&G Plumbing Corp**
Replace leaking R.P.Z. on Boiler feed line with new lead-free D.C.V – price includes labor and materials = **$795**.

Emilio Susa moved approval of Z&G Plumbing Corp’s quote as stated above to repair the boiler.
Seconded by Tharakaram Ravishankar.

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

**Approval of ILS (Circulation System) and Associated Services – 2023 Fees**
Vote on the 2023 ILS & Associated Services Budget and/or appoint the Library Director as the Library Board’s Representative to a Vote on the budget. The following resolution is required following review of the ILS documentation:

The Board of Trustees of the Shelter Rock Public Library, upon due consideration of the proposed 2023 ILS & Associated Services Budget and Participating Libraries Schedule of Fees ($43,358.61 and $1,884.76 for Acquisitions License), hereby resolves to vote in favor of said recommended budget and schedule of fees and hereby appoints Andrea Meluskey to submit this authorization to NLS prior to the November 17, 2022 deadline.

The fees listed above reflect a $1,521.83 increase of the ILS fee and an increase of $63.73 for the Acquisitions software used for ordering library materials.

Emilio Susa moved approval of ILS (Circulation System) and Associated Services-2023 Fees as stated above.

The motion was passed as follows:
Yes: Ravishankar, Sobin, Susa  No: None  Abstain: None
**Auditor’s Engagement Letter**
Library Auditors, Cullen & Danowski, LLP, have submitted an Audit Engagement Letter for the year ending December 31, 2022. The proposed fee is $12,600. No fee increase over last audit.

Tharakaram Ravishankar moved approval of the Audit Engagement letter submitted by Library Auditors, Cullen & Danowski, LLP for the 2022 audit as stated above.

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

**Sav-Mor Contract Renewal**

**HVAC RFP Response**
The Library’s HVAC maintenance contract with Sav-Mor is due for renewal. As a matter of due diligence, we sent an RFP to 7 additional companies. Based on the responses to the RFP, I recommend that the Board approve the renewal of the Sav-Mor contract. Two companies, Full Force HVAC Services and Cardinal Control Systems, declined to submit proposals.

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Proposed Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comfort Kool</td>
<td>15,370.00</td>
</tr>
<tr>
<td>Inter-County Mechanical</td>
<td>12,800.00</td>
</tr>
<tr>
<td>Lake Hills Mechanical, Inc.</td>
<td>15,120.00</td>
</tr>
<tr>
<td>Pyramid Air Conditioning &amp; Heating</td>
<td>13,306.57</td>
</tr>
<tr>
<td>Quinn &amp; Feiner</td>
<td>13,700.00</td>
</tr>
<tr>
<td><strong>Sav-Mor Mechanical</strong></td>
<td><strong>11,000.00</strong></td>
</tr>
</tbody>
</table>

Emilio Susa moved approval of Sav-Mor Mechanical maintenance contract as stated above.
Seconded by Tharakaram Ravishankar

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

**Konica Minolta Maintenance Contract – January 1, 2023 – December 31, 2023**
The contract covers the staff and public Konica copy machines as follows:
Staff - $205 per month = $2,460 (higher volume with more features)
Public - $45 per month = $540
No increase over current contract.
Emilio Susa moved approval of Konica Minolta Maintenance Contract-January 1, 2023-December 31, 2023 as stated above. Seconded by Tharakaram Ravishankar

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

POLICY REVIEW

2022 and 2023 HOLIDAY SCHEDULES

A motion was made by Emilio Susa to amend the 2022 Holiday Schedule and approve the 2023 Holiday Schedule. We will now be closed on Monday, December 26th. The Library will remain open on January 2nd, 2023.  
Seconded by Tharakaram Ravishankar.

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

CLERK’S REPORT – ANNUAL TRUSTEE ELECTION

Andrea Meluskey reported on behalf of Gale Zeidman. The Trustee Election will be held on Tuesday, December 6, 2022 from 2-9PM 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 have been ordered and will run in The New Hyde Park Illustrated News and The Roslyn News on 10/19, 10/26, 11/23 and 11/30/202.

Two Election Inspectors will be hired at the rate of $15 per hour.

Ballot boxes will be ordered.

Envelopes for mailing ballots to voters on the disabled voters list have arrived.

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 and absentee ballots as well.

Annual Trustee Resolution

The election is to be held on Tuesday, December 6, 2022 from 2:00 p.m. to 9:00 p.m. The following motion was made by Emilio Susa, seconded by Tharakaram Ravishankar and carried:
WHEREAS, the term of Office of Trustee ends December 31, 2022, TOBY SHEBIRO, being the last incumbent, and

RESOLVED, That petitions nominating candidates for the Office of Trustee of the Shelter Rock Public Library be filed with the Clerk of the Library at 165 Searingtown Road, Albertson, New York 11507, no later than November 26th between the hours of 9:00 a.m. and 5:00 p.m. to fill the vacancies for the full five-year term of the Office of Trustee, commencing January 1, 2023 and ending December 31, 2027;

That the election for the Office of Trustee of SHELTER ROCK PUBLIC LIBRARY be held at the Library, 165 Searingtown Road, Albertson, New York 11507 on Tuesday, December 6, 2022, between the hours of 2:00 p.m. (prevailing time) and 9:00 p.m. (prevailing time);

That a notice of Annual Election for Trustee be published in the following publications on the following days:

1. The Illustrated News on October 19, October 26, November 23 and November 30; and

2. The Roslyn News on October 19, October 26, November 23 and November 30; and That two ballot boxes be ordered.

Emilio Susa then moved to approve the rental of the two ballot boxes and to authorize Mrs. Zeidman to make arrangements for two election inspectors. The salaries for each inspector will be paid in accordance with current Town Law. The motion was seconded by Tharakaram Ravishankar and carried.

COMMITTEE REPORTS

NONE

PERIOD OF PUBLIC EXPRESSION

Miles Mott inquired when the parking lot plans would be available for the public. Ms. Meluskey responded that the Board has to approve the plan before it can be made public.

Miles also inquired about shoveling the sidewalks. Ms. Meluskey responded that this is done by both the contractor and staff.

Miles asked about the cleaning of the parking lot after the pipe was repaired. Ms. Meluskey responded that the contractor and Library staff did their best to clean up the dirt, but it was raining the day of the repair which made cleaning difficult.
EXECUTIVE SESSION

A motion was made by Emilio Susa at 6:44 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 Tharakaram Ravishankar.

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

Tharakaram Ravishankar moved to exit Executive Session at 7:10 PM. Seconded by Emilio Susa.

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

No was taken as a result of Executive Session.

ADJOURNMENT

A motion to adjourn was made by Emilio Susa. Seconded by Tharakaram Ravishankar.

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

Meeting was adjourned at 7:12 pm.

NEXT SHELTER ROCK PUBLIC LIBRARY BOARD MEETING
WEDNESDAY, NOVEMBER 9, 2022, 7:30 PM - COMMUNITY ROOM

TOWN OF NORTH HEMPSTEAD BUDGET HEARING
THURSDAY, November 3, 2022, 7 PM at Town Hall

Respectfully Submitted,

Graciela E. Meyers
Library Secretary