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

TRUSTEES AND OFFICERS ABSENT: Toby Shebiro, Michael Castelli (Treasurer), Gale Zeidman (Assistant 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 7:33 PM

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

UNAPPROVED MINUTES OF
July 13, 2022, September 8, 2022 and October 12, 2022.

Minutes of July 13, 2022: TABLED

Emilio Susa moved approval of the September 8, 2022 and October 12, 2022 Minutes. Seconded by Tharakaram Ravishankar.

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

BILLS TO BE PAID GENERAL FUND November 2022 & BILLS TO BE PAID CAPITAL FUND November 2022

A listing of the General Fund Bills to be Paid for November 2022, totaling $93,702.18 and a listing of the Capital Fund Bills to be paid for November 2022 totaling $4,334.14 were reviewed.
Emilio Susa moved approval of the November 2022 General Fund and November 2022 Capital Fund bills. Seconded by Kenneth Vey.

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

FINANCIAL REPORT GENERAL FUND & FINANCIAL REPORT CAPITAL FUND
October 2022

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

BANK RECONCILIATIONS SEPTEMBER 2022
Emilio Susa moved acceptance of September 2022 Bank Reconciliation as 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 e-mail is attached to the Bank Reconciliations. Seconded by Tharakaram Ravishankar.

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

DIRECTOR’S REPORT
Action Item
Arty’s Sprinkler Service, Inc. – Service Contract
Spring Turn on; Winterization and Service Calls - $130 ($10 increase due to increase gas and supply costs. Backflow Test and Report if required – additional $40 (also $10 increase over last year).

Emilio Susa moved approval of Arty’s Sprinkler Service, Inc Contract as stated above. Seconded by Kenneth Vey.

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

Donation
On Sunday, October 2nd a young adult patron, Franciscus Chang, offered a concert in the Community Room as a community service project. In appreciation of the opportunity, his parents (Mr. and Mrs. Bum Y. Chang) raised funds and made a $3,000 donation to the Library. I recommend that the funds be used toward the purchase of
additional chair seats and backs for the Community Room. There are still approximately 26 chairs that are in need of repair.

Emilio Susa moved approval to use the donation funds as stated above. Seconded by Tharakaram Ravishankar.

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

**Patron Request(s)**
Recently, we have had requests for in-person exercise classes. At one time, we offered Chair Yoga in the Library because we thought it was relatively safe. We were always cautious about potential injuries, but many libraries do offer in-person exercise classes of various types. During the pandemic we offered yoga classes via Zoom. Is the Board interested in offering in-person exercise classes? If so, should we charge a fee. Running multi-session classes on a regular basis can become costly.

Following Board discussion, it was determined that Counsel should be consulted to expand the disclaimer and require medical clearance whether or not the classes were in person or virtual. The Board also determined that a fee should be charged for multi-session classes to defer the cost to the Library. These determinations will be reviewed further to determine whether or not exercise classes will be offered.

**Information Items**

**Personnel**

**Account Clerk Canvass** – The list was canvassed twice with the second canvass done with an increased salary range. No candidates from either canvas. Rather than hiring provisionally, a third canvass will be conducted when the new list is issued in December or January.

**Information Technology Aide I PT Canvass** – The first canvass did not provide a selection of viable candidates. A second canvass letter was mailed and the responses must be postmarked by November 18, 2022.

**AED (Defibrillator) Training for Staff**
On October 19th three EMTs from the Garden City Park Fire Department trained 16 staff members on how to use the Library’s AED. At some point, we will have an afternoon session to train additional staff.

**Workplace Violence and Sexual Harassment Training**
It is time for the annual staff and trustee training. Emails will be issued from Kantola with reminders of the training and the requisite completion dates.
**Town of North Hempstead Budget Hearing**
On Thursday, November 3rd, I attended the TONH hearing. The Library has not been notified of any issues with the budget that was submitted.

**RESOLUTION TO AMEND THE SHELTER ROCK PUBLIC LIBRARY 403(b) RETIREMENT PLAN**

RESOLUTION TO AMEND
THE Shelter Rock Public Library
403(b) RETIREMENT PLAN
WHEREAS, the Shelter Rock Public Library (“District”) maintains the Shelter Rock Public Library 403(b) Retirement Plan (“Plan”); and
WHEREAS, the Plan was duly adopted on the 1st day of January, 2009 by the District’s Board of Education (“Board”); and
WHEREAS, the Board desires to restate and amend the Plan as regards section 5.4 Hardship Withdrawals;
NOW, THEREFORE, BE IT RESOLVED that section 5.4 of the Plan is hereby restated and amended to read as follows:

**5.5 Hardship Withdrawals**
(a) Hardship withdrawals shall be permitted under the Plan to the extent permitted by the Individual Agreements controlling the Account assets to be withdrawn to satisfy the hardship.
(b) The Individual Agreements shall provide for the exchange of information among the Employer or Employer’s agent and the Service Provider(s) to the extent necessary to implement the Individual Agreements, including, in the case of a hardship withdrawal that is automatically deemed to be necessary to satisfy the Participant’s financial need (pursuant to Section 1.401(k)-1(d)(3)(iv)(E) of the Income Tax Regulations). In addition, in the case of a hardship withdrawal that is not automatically deemed to be necessary to satisfy financial need (pursuant to Section 1.401(k)-1(d)(3)(iii)(B) of the Income Tax Regulations), the Service Provider shall obtain information from the Employer or other Service Provider(s) to determine the amount of any plan loans and rollover accounts that are available to the Participant under the Plan to satisfy the financial need.
(c) Safe Harbor Contributions/QNECs/QMACs. Effective 1/1/2020, hardship distributions are permitted from Qualified Non-Elective Contributions, Qualified Matching Contributions or contributions used to satisfy the safe harbor requirements of Code sections 401(k)(12) or 401(k)(13), or 401(m)(11) or 401(m)(12), if available under the Plan and not held in a Custodial Account.
(d) Amount Necessary to Satisfy Need Requirement. Effective 1/1/2020, a distribution will be determined to satisfy an immediate and heavy financial need only if the three criteria listed below are met:
   i. The distribution is not in excess of the amount required to satisfy the financial need (including any amounts necessary to pay any federal, state or local income taxes or penalties reasonably anticipated to result from the distribution);
   ii. The Participant has obtained all other currently available distributions, other than hardship distributions, under any deferred compensation plan, whether qualified or nonqualified, maintained by the Employer; and
   iii. The Participant has represented (in writing or by an electronic medium) that he has insufficient cash or other liquid assets to satisfy the financial need.
(e) Six-Month Suspension. Effective 1/1/2020, the Plan will not initiate a six-month suspension period on Elective Deferrals (and after-tax contributions) following a hardship distribution.
(f) Loan Requirement. Effective 1/1/2020, Participants are not required to take all available nontaxable loans before applying for a hardship distribution.
(g) Modification of Repair Expense. Between 1/1/18 and 2/17/19, the plan modified the safe harbor immediate and heavy financial need expense relating to damage to a principal residence (i.e., §1.401(k)-1(d)(3)(iii)(B)(6) and Basic Plan Document 5.5(g)) to include expenses for the repair of damage to the Employee's principal residence that would qualify for the casualty deduction under Code section 165. Effective 2/19/19, the plan modified the safe harbor immediate and heavy financial need expense relating to damage to a principal residence (i.e., §1.401(k)-1(d)(3)(iii)(B)(6)) to include expenses for the repair of
damage to the Employee’s principal residence that would qualify for the casualty deduction under Code section 165 (determined without regard to section 165(h)(5) and whether the loss exceeds 10% of adjusted gross income).

(h) New Safe Harbor Financial Need Provision. Effective 1/1/2020, the following immediate and heavy financial need will be considered as a safe harbor criteria for hardship distributions in addition to the safe harbor financial need provisions outlined in 5.5(g) of the Basic Plan Document and §1.401(k) - 1(d)(3)(iii)(B):

i. Expenses and losses (including loss of income) incurred by the Employee on account of a disaster declared by the Federal Emergency Management Agency (FEMA) under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, provided that the Employee's principal residence or principal place of employment at the time of the disaster was located in an area designated by FEMA for individual assistance with respect to the disaster.

A motion was made by Emilio Susa to amend the Shelter Rock Public Library 403(b) Retirement Plan as stated in the Motion above.
Seconded by Tharakaram Ravishankar.

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

STATISTICAL REPORT – 3RD QUARTER

Emilio Susa moved acceptance of the Library’s 2022 Third Quarter Statistical Report. A copy is filed with the Minutes.
Seconded by Kenneth Vey.

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

CLERK’S REPORT – ANNUAL TRUSTEE ELECTION

Andrea Meluskey reported on behalf of Gale Zeidman. The report reads as follows:

The Trustee Election will be held on Tuesday, December 6, 2022 from 2-9 PM at the Library.

Toby Shebiro is running as incumbent.

The Annual Trustee Election Resolution was read and adopted at October’s Board Meeting.

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

Two Election Inspectors have been hired at the rate of $15 per hour.

Ballot boxes have been requested.

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.

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 once the Board approves the plan, it will be available upon request.

Miles complained that on rainy days the library gets wet newspapers. Some of them in a really bad shape that are not readable. Ms. Meluskey responded she is aware of the problem and staff has contacted the carrier company in the past and will do so again.

Ms. Sobin left the meeting at 7:59 PM. Vice-President, Tharakaram Ravishankar presided over the remainder of the Meeting.

EXECUTIVE SESSION

A motion to suspend the order of business to enter Executive Session to discuss personnel and contract issues was made by Emilio Susa at 8:00 PM. Ms. Meluskey was requested to remain for the Executive Session. Seconded by Kenneth Vey.

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

Emilio Susa moved to exit Executive Session at 8:18 PM. Seconded by Kenneth Vey.

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

As a result of the Executive Session Emilio Susa moved to approve the Parking Lot Drainage Improvement Plan for submission to the Town of North Hempstead for building permits and the required bidding process. Seconded by Kenneth Vey.
The motion was passed as follows:
Yes: Ravishankar, Susa, Vey. No: None Abstain: None

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

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

The meeting was adjourned at 8:20 PM.

NEXT MEETINGS - SHELTER ROCK PUBLIC

TRUSTEE ELECTION
Tuesday, December 6, 2022, 2:00 PM-9:00 PM (in the lobby)
followed by ELECTION Certification at 9:00 PM

MONTHLY BOARD MEETING
Wednesday, December 14, 2022 7:30 PM in the Community Room

Respectfully Submitted,

Graciela E. Meyers
Secretary