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

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

LIBRARY ADMINISTRATORS AND STAFF PRESENT: Andrea Meluskey
(Library Director), Yolanda Phillips (Asst. Library Director),
Marie Doyle-Ponsot (Administrative Assistant).

CALL TO ORDER: Meeting was called to order by Ms. Sobin at 7:46 PM

INTRODUCTION OF GUESTS AND MEMBER OF THE PUBLIC

Bobby Lee, Patron
Miles Mott, Patron

UNAPPROVED MINUTES OF JULY 13, 2022,
NOVEMBER 9, 2022 AND DECEMBER 6, 2022.

July 13, 2022 Minutes: TABLED

Tharakaram Ravishankar moved approval of November 9, 2022 and with correction, December 6, 2022 Minutes. Seconded by Kenneth Vey.

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

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

A listing of the General Fund Bills to be Paid for December 2022 totaling $342,637.94 and a listing of the Capital Fund Bills to be paid for December 2022 totaling $199.20 were reviewed.
Tharakaram Ravishankar moved approval of the December 2022 General Fund and December 2022 Capital Fund bills.
Seconded by Kenneth Vey.

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

FINANCIAL REPORT
GENERAL FUND & CAPITAL FUND
December 2022


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

BANK RECONCILIATIONS
October 2022

Tharakaram Ravishankar moved acceptance of the October 2022 Bank Reconciliations 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 Kenneth Vey.

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

DIRECTOR’S REPORT

Personnel:
Resigned:
Lauren M. Siemann – Page PT – Effective 12/17/22 – salary $17.50 per hour. Lauren has worked at the Library since 3/29/2012 and is resigning for personal reasons. Request permission to hire a Page PT – up to 17 hours @ a starting salary of $16.00 per hour.

Michele Zwierski – Librarian I PT Sub – Effective 12/14/2022 – salary $30.58 per hour. Michele has worked for the Library as a fill-in Librarian since November 10, 2000. She has retired from her FT job at NLS and has several other PT jobs. Request permission to hire a PT Librarian – up to 17 hours per week @ a starting salary of $30.00 per hour.

Kenneth Vey moved acceptance of the resignation of Lauren M. Siemann, Page PT and Michele Zwierski, Librarian I PT Sub and moved approval to canvass for both positions.
The motion was passed as follows:
Yes: Ravishankar, Sobin, Vey.  No: None  Abstain: None.

**HVAC Repair Prior Approval**
Sav-Mor Mechanical Services In. - Emergency Repair - Replace defective combustion
fan assembly for unit designated AC-7 - $1,298 - Approved via email by Trustees
Sobin, Shebiro and Vey on 11/23/22.

**Furniture Repair:**
**Source International Corp.** – 30 seats and backs and 18 sets of felt gliders for Tier
Chairs in Community Room as per Quote # Q028830 - $6,960. The $3,000 patron
donation that was collected for use of the Community Room by the Chang family will be
used to offset the cost.

Tharakaram Ravishankar moved approval for the repair of Tier
Chairs in Community Room as stated above.  Seconded by
Kenneth Vey.

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

**Insurance Renewal**
Following quotes for insurance were submitted and reviewed by Michael Castelli,
Treasurer:
**Salerno Brokerage** – Utica National Insurance with Cyber Security Policy with Corvus -
$21,730.58
**Regan Agency** – By the Cover Insurance Program - $26,682.00

Tharakaram Ravishankar moved approval for the Salerno
Brokerage Insurance Renewal with additional Cyber Security as
stated above.

The motion was passed as follows:
Yes: Ravishankar, Sobin, 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 Blue 4 Drawer File Cabinet – no lock
1 Beige 3 Drawer File Cabinet – no lock
2 Microfilm Cabinets – no longer need microfilm storage.
3 “Paper Clip” style chairs no longer needed in the Teen Room.

Tharakaram Ravishankar moved approval of the discard of the
Items listed and stated above.  Seconded by Kenneth Vey.
The motion was passed as follows:
Yes: Ravishankar, Sobin, Vey. No: None Abstain: None.

Staff Request
Roth 403b – an employee has requested to participate in this program through our 403b administrator, Omni. It is a payroll deduction. The Board typically decides on whether or not to add such an option. The implementation of this option does not have an additional cost to the Library and does not require additional work by Business Office Staff after the initial set-up.

Kenneth Vey moved approval to add Roth 403b program as an employee Payroll deduction option.
Seconded by Tharakaram Ravishankar.

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

Information Item:
Patron Comment:
On November 18, 2022 Mr. Paul Saluja commented on the lighting in the main reading area of the adult section.
Mr. Saluja believes it is not adequate for reading. The lighting is impacted by the height of the ceiling in that area of the Library as opposed to other areas where the ceiling is lower. I told him that I would bring this matter to the attention of the Board.

TRUSTEE EDUCATION POLICY

Tharakaram Ravishankar moved to adopt the Trustee Education Policy. A copy of the Trustee Education Policy will be filed with the Minutes. Seconded by Kenneth Vey.

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

CLERK’S REPORT
ANNUAL TRUSTEE ELECTION

On December 6, 2022 Toby Shebiro was elected to a five-year terms Trustee, commencing on January 1, 2023 and ending on December 31, 2027. A letter will be mailed to the Town Clerk of the Town of North Hempstead, notifying of the election results, along with the statement of election signed by the election inspectors.

A letter will also be sent along with copies of the Affidavits that were published regarding the election in the Nassau Illustrated News and the Roslyn News.
The Oath of Office card duly signed and notarized will be forwarded to the Clerk following the swearing in on the Trustee at the Annual Reorganization meeting in January 2023.

COMMITTEE REPORTS
NONE

PERIOD OF PUBLIC EXPRESSION
Miles Mott inquired as to who was paying for the dirt that was used to fill the whole created when a pipe was repaired by the VFW. Ms. Meluskey responded that the Library paid for it.

Miles Mott also made some suggestions for the parking lot project. His suggestions for a retaining wall and larger drywells will be reviewed with the engineer.

Miles had questions regarding the Election Certification. Ms. Meluskey responded that she did not realize that the candidates were waiting to enter for the count. As soon as she was made aware, the candidates were invited to witness the counting of the votes. Mr. Truncale (Library Counsel) supervised the votes because the Clerk was ill. Ms. Meluskey was there to record the count.

Tharakaram Ravishankar, Vice President of the Board of Trustees asked Ms. Meluskey to find out the procedure should there be a tie.

Miles Mott inquired if the hours would be restored to pre-covid hours. Ms. Meluskey responded that the current hours would remain in effect. Miles Mott also commented that patrons are still taking more than one newspaper at a time.

Bobby Lee commented that there was a day when internet and Wi-Fi was not working for two hours. Ms. Meluskey responded that she was not aware that there was an issue and that she would ask the staff.

EXECUTIVE SESSION
A motion to adjourn was made by Tharakaram Ravishankar to suspend the order of business to enter Executive Session to discuss personnel and contracts issues. Ms. Meluskey was requested to remain for Executive Session. Seconded by Kenneth Vey.

The motion was passed as follows:
Executive Session began at 8:27 pm

Ken Vey moved to exit Executive Session. Seconded by Tharakaram Ravishankar.

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

Executive Session ended at 8:43 pm

No Action was taken as a result of Executive Session.

**ADJOURNMENT**

A motion to adjourn was made by Tharakaram Ravishankar. Seconded by Ken Vey.

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

Meeting was adjourned at 8:44 pm.

**NEXT BOARD MEETING**

Wednesday, January 11, 2023

6:30 PM Executive Session
7:30 PM ANNUAL RE-ORGANIZATION MEETING

SHELTER ROCK PUBLIC LIBRARY COMMUNITY ROOM

Respectfully Submitted,

Graciela E. Meyers
Secretary.