SHELTER ROCK PUBLIC LIBRARY
ANNUAL RE-ORGANIZATION MEETING OF THE BOARD OF TRUSTEES

APPROVED MINUTES
JANUARY 11, 2023

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

TRUSTEES AND OFFICERS ABSENT: Louise Sobin (President), 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), Anthony Lombardo (Custodian).

CALL TO ORDER: Meeting was called to order by Mr. Ravishankar at 6:40 pm.

MOTION TO ENTER EXECUTIVE SESSION FOR THE PURPOSE OF REVIEWING BID DOCUMENTS

A motion was made by Toby Shebiro to suspend the order of business to enter Executive Session to review Bid Documents. Seconded by Kenneth F. Vey.

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

Executive Session began at 6:45 pm.

Toby Shebiro moved to exit Executive Session. Seconded by Emilio Susa.

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

Executive Session ended at 7:30 pm.

No Action was taken as a result of Executive Session.

A motion was made by Emilio Susa to enter the Annual Re-Organization Meeting of the Board of Trustees. Seconded by Toby Shebiro.

The motion was passed as follows:
Yes: Ravishankar, Shebiro, Susa, Vey No: None Abstain: None
CALL TO ORDER: Meeting was called to order by Mr. Ravishankar at 7:32 pm.

Swearing-in of elected Toby Shebiro:
“I, Toby Shebiro do solemnly swear and affirm that I will support the
Constitution of the United States and the Constitution of the State of New
York and that I will faithfully discharge the duties of the Office of Trustee of
the Shelter Rock Public Library of the Town of North Hempstead according
to the best of my ability.”

Toby Shebiro signs the official Oath of Office document, and her signature
is notarized.

INTRODUCTION OF GUESTS AND MEMBERS OF THE PUBLIC:
Miles Mott, Patron
Bobby Lee, Patron

ELECTION OF OFFICERS-NOMINATIONS, VOTE, APPOINTMENTS,
RE-APPOINTMENTS AND FEES

Mr. Ravishankar asks for nominations for the Offices of President and Vice
President for 2023.

The floor is open for nominations.

    Motion by Toby Shebiro to nominate Louise Sobin for President. Seconded
    by Kenneth Vey.

    Hearing no further nominations Tharakaram Ravishankar moves that the
    nominations for President are closed. Seconded by Emilio Susa.

    Motion is passed as follows:
    Yes: Ravishankar, Shebiro, Susa, Vey    No: None    Abstain: None

    Tharakaram Ravishankar declared Louise Sobin elected as President.

    The gavel was passed to Kenneth F. Vey.

    Motion by Toby Shebiro to nominate Tharakaram Ravishankar for
    Vice President. Seconded by Emilio Susa.

    Hearing no further nominations, Emilio Susa moves that the nominations
    for Vice President are closed. Seconded by Kenneth Vey.

    The Motion is passed as follows:
    Yes Ravishankar, Shebiro, Susa, Vey    No: None    Abstain: None
Kenneth F. Vey declared Tharakaram Ravishankar elected as Vice-President.

The gavel is passed to Tharakaram Ravishankar.

**Officers' fees – TABLED**

**The 2023 Committee Assignments are as follows:**

<table>
<thead>
<tr>
<th>Committee</th>
<th>Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building &amp; Grounds</td>
<td>Louise Sobin &amp; Emilio Susa</td>
</tr>
<tr>
<td>Budget &amp; Audit Control</td>
<td>Michael J. Castelli &amp; Kenneth F. Vey</td>
</tr>
<tr>
<td>Policies &amp; Personnel</td>
<td>Tharakaram Ravishankar and Kenneth F. Vey</td>
</tr>
<tr>
<td>Publicity and Public Relations</td>
<td>Louise Sobin and Toby Shebiro</td>
</tr>
</tbody>
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**Adoption of 2023 Board Meeting Calendar**

The following resolution was moved by Emilio Susa.
Seconded by Toby Shebiro and unanimously passed by the Board:

RESOLVED, that the Board authorizes the Adoption of Board Meeting Calendar for the year 2023.

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

A copy of the Board Meeting Calendar will be filed with the Minutes.

**Confirmation of the Library’s 2023 Holiday/Closing Schedule**

The following resolution was moved by Toby Shebiro.
Seconded by Emilio Susa and unanimously passed by the Board:

RESOLVED, that the Board authorizes Confirmation of the Library’s 2023 Holiday/Closing Schedule.

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

A copy of the Holiday/Closing Schedule will be filed with the Minutes.

**Designation of Official Newspapers: NHP Illustrated News, Roslyn News.**

The following resolution was moved by Emilio Susa.
Seconded by Kenneth F. Vey and unanimously passed by the Board:

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

Appointment of Investment Officer and Financial Clerk

The following resolution was moved by Emilio Susa. Seconded by Kenneth F. Vey and unanimously passed by the Board:

RESOLVED, that the Board authorizes Appointment of Marie Doyle-Ponsot (Administrative Assistant) as Investment Officer and Financial Clerk for the Shelter Rock Public Library for the year 2023.

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

Confirmation of Auditor

Emilio Susa moved to confirm the appointment of the firm Cullen & Danowski, LLP as the auditors for the Shelter Rock Public Library for the 2022 audit as per Engagement Letter dated September 2, 2022 – Audit Fee $12,600. Copy of Letter was signed by Board President and attached to September Minutes. Seconded by Kenneth F. Vey.

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

Confirmation of Accountant

Toby Shebiro moved approval to confirm the Engagement of Rinkar, Vail and Barrett and the contract as per letter dated December 27, 2022 (Decrease of Senior Associate’s fee from $160 to $145 per hour; all other fees remain the same). Letter to be signed by Board President and a copy attached to the January Minutes. Seconded by Kenneth F. Vey.

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

Confirmation of the Firm of Spellman Gibbons Polizzi Truncale & Trentacoste, LLP as General Counsel

Toby Shebiro moved approval of the confirmation of Spellman Gibbons Polizzi Truncale & Trentacoste, LLP as General Counsel, Fee schedule
noted in Engagement Letter January 1, 2023 – through December 31, 2023 - $250 per hour (Increase $10 per hour) – Copy to be attached to the January 2023 Minutes. Seconded by Emilio Susa.

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

**Approval of Board President to Certify Payroll** – Payroll of February 2, 2023 and letter of all employees and salary ranges to be submitted for Board review on or before the February Board Meeting.

The following resolution was moved by Emilio Susa. Seconded by Toby Shebiro and unanimously approved by the Board:

RESOLVED, that the Board authorizes approval of Board President to Certify Payroll as stated above.

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

**Re-establishment of Petty Cash Fund ($100)**

**Re-establishment of Imprest Account ($500)**

**Confirmation of the Director’s Approval Limit of $2,500**

**Designation of Bank Signatures for Check Signing - 1.** All Trustees, Treasurer and Assistant Treasurer are authorized 2. Two signatures (1 Trustee and Treasurer or Assistant Treasurer are required). Where electronic signatures are required for payroll, it is restricted to those currently on file-Board President and Treasurer.

**Designation of Bank – TD Bank**

**Authorization for Certain Payments to be made between Board Meetings and Listed on the List of Bills of the Following Month** – Credit Card; utilities; postage checks; performer’s fees; reimbursement to petty cash fund and imprest account, health insurance premiums and museum pass memberships-Amended 5/8/13.

**Confirmation of Omni Group as Third-Party Administrator of 403b And 457 Investment Contributions** as per renewed Service Agreement effective July 1, 2022-June 30, 2023

The following resolution was moved by Emilio Susa:
RESOLVED, that the Board authorizes approval of Board President to certify Re-establishment of Petty Cash Fund, Re-establishment of the Imprest Account, Confirmation of Director’s Approval limit, Designation of Bank signatures for check signing, Designation of Bank, Authorization for Certain Payments to be made between Board Meetings and listed on the list of Bills to Be Paid of the following month, Confirmation of Omni Groups as Third Party Administrator of 403b and 457 Investment Contributions as stated below. Seconded by Toby Shebiro.

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

**Confirmation of Library Trustees, Officers and Employees Code of Ethics and Conflict of Interest Policy** - Adopted 12/13/06, amended and adopted 5/19/11.

**Confirmation of Procurement Policy** – Adopted 7/10/02, amended 2/09/11 & adopted 5/19/11

**Confirmation of Investment Policy** – Adopted 7/10/02, amended & adopted 8/13/03, 8/16/12 and 1/13/16.

**Confirmation of the Bylaws of the Board of Trustees** – Adopted 8/27/62, amended 2/14/01 and amended 3/12/03

**Confirmation of Capitalization Policy** – Adopted 5/12/08, amended and adopted 1/13/16.

**Confirmation of Library’s Collections - Books and Audiovisual Materials Policy** - Adopted May 23, 2016, Retroactive to December 31, 2014

**Confirmation of Fund Balance Policy** – Adopted 4/12/12. Amended and adopted 2/10/21

**Confirmation of Cellular Phone Policy** – Adopted 9/13/06

**Confirmation of the Conference Leave and Professional Activities Participation Policy** – Adopted 3/14/07, amended 1/10/18.

**Confirmation of Policy on Confidentiality of Library Records** –
Adopted 10/13/14; amended and adopted 2/13/1

**Confirmation of Credit Card Policy** – Adopted 8/15/06, amended and adopted 9/6/12, 1/13/16, reaffirmed 7/11/18.
Confirmation of Eligibility Requirements for Coverage under NYSHIP
Adopted 4/12/12, as amended by employee contract beginning January 1, 2015, adopted 1/13/16, amended 1/10/18, amended 5/9/18.

Confirmation of Gift and Donations Policy – Adopted 5/10/05, Amended and adopted 8/10/21.

Confirmation of Library Internet / Wireless Policy – Adopted 5/13/98, revised 4/21/08

Confirmation of Meals and Refreshments Policy – Adopted 7/12/06; Amended and Adopted 5/21/19

Confirmation of Required ID for Library Card Policy – Adopted 2/21/07

Confirmation of Maintenance of Public Order at Library Facility Policy
- Adopted 6/11/14


Confirmation of Unattended Children Policy – Adopted 4/14/04; Amended June 8, 2004


Confirmation of the Workplace Violence Prevention Policy – Adopted 11/14/12

Confirmation of the Whistleblower Policy – Adopted 12/10/14

Confirmation of the Non-Discrimination and Harassment Policy – Adopted 11/14/18.


Confirmation of the Automated External Defibrillator Policy – Adopted 10/10/18; amended 4/9/19.

Confirmation of Pet/Animal Policy – Adopted 4/19/19

Confirmation of the Open Meeting Policy – Adopted 3/10/21

Confirmation of the Tutor Policy - Adopted 10/13/21
Confirmation of the Collection Development Policy – Adopted 10/13/21

Confirmation of the Community Room Policy/Form – Revised 7/2022

Confirmation of the Petty Cash Policy – Adopted 11/9/21

The following resolution was moved by Toby Shebiro:

RESOLVED, that the Board authorizes Confirmation of the following Board Policies: Library Trustees, Officers, and Employees Code of Ethics and Conflict of Interest Policy; Procurement Policy; Investment Policy; Bylaws of the Board of Trustees Policy; Capitalization Policy; Library’ Collections-Books and Audiovisual Materials Policy; Fund Balance Policy; Cellular Phone Policy; Conference Leave and Professional Activities Participation Policy; Confidentiality of Library Records Policy; Credit Card Policy; Eligibility Requirements for Coverage Under NYSHIP Policy; Gift and Donations Policy; Library Internet/Wireless Policy; Meals and Refreshments Policy; Required ID for Library Card Policy; Maintenance of Public Order at Library Facility Policy; Long Range Plan; Unattended Children’s Policy; Vehicles for Personal and Library Use and Mileage Reimbursement Policy; Workplace Violence Prevention Policy; Whistleblower Policy; Non-Discrimination and Harassment Policy; Records Retention and Disposition Policy; Automated External Defibrillator Policy; Pet/Animal Policy; Open Meeting Policy, Tutor Policy; Collection Development Policy; Community Room Policy/Form; Petty Cash Policy as stated above. Seconded by Kenneth Vey.

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

UNAPPROVED MINUTES OF JULY 13, 2022, MINUTES OF DECEMBER 6, 2022 AND MINUTES OF DECEMBER 14, 2022.


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

MINUTES OF DECEMBER 14, 2022: TABLED

APPROVAL OF DECEMBER 2022 BILLS TO BE PAID JANUARY 2023-GENERAL FUND

A listing of the December 2022 General Fund Bills totaling $32,173.62 was reviewed.
Kenneth F. moved approval of the December 2022 General Fund Bills as stated above. Seconded by Toby Shebiro.

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

APPROVAL OF JANUARY 2023 BILLS TO BE PAID JANUARY 2023-GENERAL FUND

A listing of the January 2023 General Fund Bills totaling $69,001.58 was reviewed.

Emilio Susa moved approval of the January 2023 General Fund Bills as stated above. Seconded by Toby Shebiro.

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

APPROVAL OF DECEMBER 2022 BILLS TO BE PAID JANUARY 2023-CAPITAL FUND

Toby Shebiro moved acceptance of December 2022 Bills to be paid January 2023-Capital Fund as presented.
Seconded by Emilio Susa.

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

FINANCIAL REPORT
DECEMBER 2022-GENERAL FUND


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

FINANCIAL REPORT
DECEMBER 2022-CAPITAL FUND


The motion was passed as follows:
Yes: Ravishankar, Shebiro, Susa, Vey No: None Abstain: None
BANK RECONCILIATIONS
November 2022

Emilio Susa moved acceptance of November 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 Reconciliation. Seconded by Toby Shebiro.

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

DIRECTOR’S REPORT

Personnel
Resignation:
Marion J. Dodson – Librarian I PT Sub – effective December 19, 2022 – salary – $ 29.63 – Marion has been employed since 8/24/2015. She is employed FT at another library and is unable to provide the Library with sufficient work hours.

Emilio Susa moved to accept the resignation of Marion J. Dodson, Librarian I PT Sub as stated above. Seconded by Toby Shebiro.

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

Contract Renewal
Assa Abloy – Automatic Door Maintenance asper quote #CQ-000260502-1
3-year contract beginning 4/1/2023 - $ 1,247.40 annual - $113.40 increase over last contract. A 10% increase, however this is the first increase in 5 years. The contract includes a 5% discount on parts and labor. Assa Abloy is the manufacturer of the existing doors.

Emilio Susa moved approval for Assa Abloy Contract Renewal as stated Above. Seconded by Kenneth F. Vey

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

Repair – New Thermostat Wire Installation
MZ-9 – installation of new thermostat control cables to 5 thermostats. The heating to these 5 zones is intermittent due to a wiring issue. The following 3 quotes have been submitted:
K.J. Kenny Inc. - $3,850.00
Corkrey Electric Services Inc. - $5,276.25
Sav – Mor Mechanical Services Inc. - $16,795.00
Recommend that the contract be awarded to K. J. Kenny which has been in business for over 70 years.

Emilio Susa moved approval for K.J. Kenny Inc. quote for new Thermostat Wire Installation as stated above. Seconded by Toby Shebiro.

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

Information Item:
Senate Bullet Aid
The Library has received $10,000 in Bullet Aid from Senator Anna Kaplan. In years past, the money was allocated to public facing purchase. Most likely the funds will be used to replace furniture, when needed. A thank you letter will be sent to the Senator’s office.

COMMITTEE REPORTS
NONE

PERIOD OF PUBLIC EXPRESSION
Miles Mott questioned the Automatic Door Maintenance cost. Ms. Meluskey responded that the contract includes periodic maintenance to keep the doors in running order. Mr. Mott complained about patrons who sneeze and cough without covering their mouth. Ms. Meluskey responded that complaints of this nature should be reported directly to staff or administration. Patrons should not confront other patrons directly. Mr. Mott also suggested that the Library hours should go back to normal and be posted accordingly. Ms. Meluskey responded that current staffing does not allow for the additional hours.

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, Shebiro, Susa, Vey  No: None  Abstain: None

Meeting was adjourned at 8:22 pm
NEXT BOARD MEETING

Wednesday, February 8, 2023 at 7:30 PM
SHELTER ROCK PUBLIC LIBRARY COMMUNITY ROOM

Respectfully Submitted,

Graciela E. Meyers
Library Secretary