SHELTER ROCK PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

APPROVED MINUTES
FEBRUARY 8, 2023

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

TRUSTEES AND OFFICERS ABSENT: Emilio Susa, Michael J. 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)

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

CALL TO ORDER: Meeting was called to order by Ms. Sobin at 7:34 pm

UNAPPROVED MINUTES OF DECEMBER 14, 2022 AND JANUARY 11, 2023

Tharakaram Ravishankar moved approval of December 14, 2022 and January 11, 2023 Minutes. Seconded by Toby Shebiro.

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

BILLS TO BE PAID GENERAL FUND December 2022 & February 2023

A listing of the General Fund Bills to be Paid for December 2022 totaling $3,980.00 was reviewed.
A listing of the General Fund Bills to be Paid for February 2023 totaling $152,688.69 was reviewed.

BILLS TO BE PAID CAPITAL FUND February 2023

A listing of the Capital Fund Bills to be Paid for February 2023 totaling $730.00 was reviewed.
Kenneth F. Vey moved approval of the December 2022 and February 2023 General Fund Bills and the February 2023 Capital Fund Bills as stated above.
Seconded by Tharakaram Ravishankar.

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

FINANCIAL REPORT JANUARY 2023 GENERAL FUND &
FINANCIAL REPORT JANUARY 2023 CAPITAL FUND


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

BANK RECONCILIATIONS
DECEMBER 2022

Toby Shebiro moved acceptance of December 2022 Bank Reconciliations as prepared by Rynkar, Vail & Barrett following review by Michael Castelli, Treasurer. Mr. Castelli notified Marie Doyle-Ponsot, Administrative Assistant that there were no questions and all appeared in order. Seconded by Kenneth Vey.

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

2023 SALARY CERTIFICATION

The Salary Certification was prepared by Marie Doyle-Ponsot, was Reviewed by Andrea Meluskey, Kenneth Vey, Tharakaram Ravishankar and Toby Shebiro. No errors were found.

The following statement is attached to the Certification and signed by Ms. Sobin: I hereby certify that the persons named in the payroll attached are employed solely in, and have actually performed, the proper duties of positions and employments indicated; and that the persons described herein as “laborers” are employed at ordinary unskilled labor only; that said payroll for the period designated above is approved at the amount shown for payment from the appropriations authorized; that the persons named herein, except those appointed and employed as laborers, have taken and filed the constitutional oath or subscribed and filed an appropriate statement as prescribed by law, and that they are members of an appropriate retirement system where mandated in accordance with the provisions of the Retirement and Social Security laws.
Toby Shebiro moved approval of the submission of the 2023 Salary Certification as stated above. Seconded by Tharakaram Ravishankar.

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

DIRECTOR’S REPORT

Action Item(s):
Contract Renewal
Sirina Fire Protection Corp
Quarterly inspection services of one (1) wet sprinkler system = $544.00
Annual Waterflow, Tamper & Main Drain Testing with Annual Visual Inspection of sprinkler heads throughout the building - $592.00
Total = $1,136.00 - $26 increase over last year’s contract

Toby Shebiro moved approval for Sirina Fire Protection Corp Contract Renewal as stated above. Seconded by Kenneth Vey.

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

Information Item(s)
Correction - Insurance Renewal
At the December meeting the quote was approved by the Board after it was reviewed by Mr. Castelli and me.
Salerno Brokerage – Utica National Insurance with Cyber Security Policy with Corvus - $21,730.58
Regan Agency – By the Cover Insurance Program - $26,682.00

Unfortunately, the Salerno quote did not include the amount for the Commercial Umbrella Policy because the cost had not increased from the previous year. The whole cost for the insurance is $25,484.90 plus the Cyber Security Policy for $2,043.24. This revision is still below the Regan Agency quote because Regan was not providing the more inclusive cyber security policy.

Kenneth Vey moved approval of the amended quote as stated Above. Seconded by Toby Shebiro.

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

Milliman – Other Than Post Employment (OPEB) Software
The software license expired and renewal was required prior to the Board Meeting in preparation for the 2022 Audit. Email approval for the 2-year license at $2000 (no
increase) was approved on January 27th by Trustees Shebiro, Sobin and Vey and on February 1st by Trustee Ravishankar via email.

**Westech Security and Investigations**
On January 23rd we were notified that on February 1, 2023, the rate charged by Westech would increase from $26.00 to $32.50 per hour. The rate change is a result of the increase in the prevailing wage rate on 7/1/2022. An RFP was conducted in March 2022. As a result of this increase, another RFP will be conducted to confirm that we are still getting the best price.

**Nassau County Department of Assessment**

<table>
<thead>
<tr>
<th>LIBRARY PROPERTY</th>
<th>NOTICE OF TENTATIVE ASSESSED VALUE FOR THE 2024/2025 ASSESSMENT ROLL Tax Class 4</th>
</tr>
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<tbody>
<tr>
<td>VALUATION</td>
<td>VALUATION DATE 1/2/2023</td>
</tr>
<tr>
<td>FULL MARKET VALUE</td>
<td>8,259,673</td>
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<tr>
<td>LEVEL OF ASSESSMENT</td>
<td>1%</td>
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<tr>
<td>TENTATIVE ASSESSED VALUE</td>
<td>82,597</td>
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<tr>
<td>TRANSITIONAL ASSESSED VALUE</td>
<td>81,516</td>
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</tbody>
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**STATISTICAL REPORT – 2022 YEAR END**

Toby Shebiro moved acceptance of the 2022 Year End Statistical Report as presented. Seconded by Kenneth Vey.

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

**COMMITTEE REPORTS**

**Public Relations**
Ms. Sobin reported that a patron had emailed the Library regarding a book that was put on display in the Children's Room. After some discussion, Ms. Sobin said she would reply to the patron’s email on behalf to the Board. In addition, the Board requested that Ms. Meluskey display the American Library Association Bill of Rights and Freedom to Read Statement.
PERIOD OF PUBLIC EXPRESSION
Miles Mott stated that the Town of North Hempstead Supervisor’s office was not aware of the letters or emails sent to them by Shelter Rock Public Library regarding the flooding conditions in the Library parking lot.

EXECUTIVE SESSION
Executive Session was not required.

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

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

Meeting was adjourned at 8:09 PM

NEXT BOARD MEETING

Wednesday, March 8, 2023 - 7:30 PM
SHELTER ROCK PUBLIC LIBRARY COMMUNITY ROOM

Respectfully Submitted,

Graciela E. Meyers
Library Secretary