TRUSTEES AND OFFICERS PRESENT: Louise Sobin (President),
Tharakaram Ravishankar (Vice-President), Kenneth Vey,

TRUSTEES AND OFFICERS ABSENT:
Toby Shebiro, Emilio Susa, Graciela Meyers (Secretary), Michael
Castelli (Treasurer), Gale Zeidman (Clerk and Asst. Treasurer) -all
with prior notice.

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

LIBRARY STAFF ABSENT: Yolanda Phillips (Asst. Library Director)

INTRODUCTION OF GUESTS
AND MEMBERS OF THE PUBLIC

Miles Mott, Patron

CALL TO ORDER: Meeting was called to order by Ms. Sobin at 7.45 pm

UNAPPROVED MINUTES OF
FEBRUARY 8, 2023

Tharakaram Ravishankar moved approval of February 8, 2023
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
MARCH 2023

A listing of the General Fund Bills to be Paid for March 2023
totaling $29,665.30 was reviewed.

Kenneth Vey moved approval of the March 2023 General Fund
bills. Seconded by Tharakaram Ravishankar.

The motion was passed as follows:
Yes: Ravishankar, Sobin Vey. No: None Abstain: None
A listing of the Capital Fund Bills to be Paid for March 2023 totaling $1,980.87 was reviewed.

Tharakaram Ravishankar moved approval of the March 2023 General Fund bills. Seconded by Kenneth Vey.

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

Tharakaram Ravishankar moved approval of the Budget Transfers YE December 31, 2022 as presented.
Seconded by Kenneth Vey.

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


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

Seconded by Tharakaram Ravishankar.

The motion was passed as follows:
Yes: Ravishankar, Sobin, Vey. No: None Abstain: None
BANK RECONCILIATION-JANUARY 2023

Tharakaram Ravishankar moved acceptance of the January 2023 Bank Reconciliations as prepared by Rynkar, Vail & Barrett. Following review by Michael Castelli, Treasurer. Mr. Castelli notified Marie Doyle-Ponsot that there were no questions and all appeared in order. Seconded by Kenneth Vey.

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

NEW YORK STATE ANNUAL REPORT ASSURANCE

The 2022 NYS Annual Report was sent to the Trustees on March for review. The Report was submitted to NLS with an assurance date of March 8, 2023. A Board motion with the following information is required for submission:

“The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board.”

Kenneth Vey moved submission of the New York State Annual Report Assurance in accordance with the information stated above and assures that the "Annual Report" was reviewed and accepted by the Library Board.” Seconded by Tharakaram Ravishankar.

The motion was passed as follows:
Yes: Ravishankar, Sobin, Vey  None  Abstain: None

DIRECTOR’S REPORT

Action Item(s)
Security Guard Services
On January 23rd we were notified that Westech Security and Investigations, Inc. would be increasing their hourly rate from $26.00 per hour to $32.50. The increase was based on the fact that prevailing wage increased in July 2022. An RFQ was issued to 6 Security companies. Only the following responses were received:
One Service Security Services - $33.41 per hour
Upfront Security Associates LLC - $40 per hour
Based on the response to the RFQ, it is recommended that we stay with Westech for an hourly rate of $32.50 per hour.
Kenneth Vey moved approval for Westech Security and Investigations, Inc. new hourly rate as mentioned above. Seconded by Tharakaram Ravishankar. The motion was passed as follows:
Yes: Ravishankar, Sobin, Vey  None  Abstain: None

Informational Item(s)
2022-2023 Local Library Service Aid (LLSA)
LLSA is categorical system aid for member libraries from NYS. The Library received 100% of the amount due - $8,275.

Emergency Heating Repair
Sav Mor Mechanical Services, Inc.
Replacement of defective combustion fan motor for unit designated as MZ-9 Burner - $1,304.00
Trustees were asked to approve this repair via email due to the emergency nature of the repair. On February 17th Trustees Shebiro, Vey and Ravishankar approved the repair.

Donation
The Library received a $25 donation from Mr. and Mrs. Paul Krische in memory of Anne Parizek, an avid library user. A thank you letter was sent to the Krisches and a letter of acknowledgement was sent to the Parizek family.

COMMITTEE REPORTS  NONE

PERIOD OF PUBLIC EXPRESSION
Miles Mott inquired about getting additional signage for the newspapers. Mr. Mott requested copies of the TONH email response to Ms. Sobin’s email regarding the parking lot. To date no response has been received and therefore could not be provided. Mr. Mott pointed out that the hiring of a new Librarian was not in the Minutes. Ms. Meluskey said she thought it was, but investigate the matter.

EXECUTIVE SESSION-PERSONNEL AND/OR CONTRACT ISSUES
NOT REQUIRED

ADJOURNMENT  A motion to adjourn was made by Kenneth Vey Seconded by Tharakaram Ravishankar.
The motion was passed as follows:
Yes: Ravishankar, Sobin, Vey  No: None  Abstain: None

Meeting was adjourned at 8.16 PM.

NEXT BOARD MEETING

Wednesday, April 12, 2023 at 7:30 PM
SHELTER ROCK PUBLIC LIBRARY COMMUNITY ROOM

Respectfully Submitted,

Andrea Meluskey
Library Director