SHELTER ROCK PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

APPROVED MINUTES
May 10, 2023

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

TRUSTEES AND OFFICERS ABSENT:  Emilio Susa, Michael J. Castelli (Treasurer),
Gale Zeidman, (Clerk and 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 Ms. Sobin at 7:37 pm

INTRODUCTION OF GUESTS AND MEMEBR OF THE PUBLIC:

Bobby Lee, Patron
Miles Mott, Patron

2022 AUDIT PRESENTATION-JILL SANDERS, CULLEN & DANOWSKI, LLP

Ms. Sanders reviewed a draft of the Audit with the Board. Acceptance of the Report will take place at the following Meeting when the final document has been reviewed by the Board.

UNAPPROVED MINUTES OF April 12, 2023

Tharakaram Ravishankar moved approval of April 12, 2023 Minutes. Seconded by Kenneth Vey.

The motion was passed as follows:
Yes: Ravishankar, Shebiro, Sobin, Vey.  No: None Abstain: None
A listing of the General Fund Bills to be Paid for May 2023 totaling $78,135.90 and a listing of the Capital Fund Bills to be Paid for May 2023 totaling $2,255.12 were reviewed. Kenneth Vey moved approval of the May 2023 General Fund bills and the May 2023 Capital Fund bills as presented. Seconded by Toby Shebiro.

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


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

Tharakaram Ravishankar moved acceptance of Revised December/Year End Financial Report with Budget Transfers as presented. Seconded by Toby Shebiro.

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

Tharakaram Ravishankar moved acceptance of the March 2023 Bank Reconciliations as prepared by Rynkar, Vail & Barrett following review by Michael Castelli, Treasurer. Mr. Castelli notified Marie Doyle-Administrative Assistant by email that there were no questions and all appeared in order. Seconded by Toby Shebiro.

The motion was passed as follows:
Yes: Ravishankar, Shebiro, Sobin, Vey. No: None Abstain: None
DIRECTOR’S REPORT - REVISED

Personnel
2 Typist Clerk PT Positions - $18.00 Per hour up to 17 hours per week – pending Civil Service Certification

Marianne Hart
Richard W. Masterson
After a very detailed explanation of our staffing shortages, Civil Service approved 2 Non-Competitive PT Typist Clerk positions. The approval was granted despite the fact that the Library has exceeded the PT to FT ratio established by Civil Service. Both Ms. Hart and Mr. Masterson have worked at the Circulation Desk in other public libraries. Full-time hires are still required for staffing when the new Typist/Clerk is graded and made available to the Library.

Tharakaram Ravishankar moved approval of the hiring of Marianne Hart and Richard W. Masterson as Non-Competitive PT Typist Clerks as stated above pending final Civil Service certification. Seconded by Toby Shebiro.

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

Canvass
Librarian I FT – Young Adult Service
Canvass letters were sent out to 50 candidates. Only one person responded with interest. Unfortunately, this candidate does not have experience as a Young Adult Librarian. The others declined for a variety of reasons – salary, hours, currently employed and personal reasons. We will re-canvas when a new list is available.

Action Item(s)
Dell Extended Service Contracts
30 Extended Warranties as per Quote v 3000152112830.1 = $2,506.43 (reduced from $6,266.09 with a 60% discount) – These computers are still useful for our purposes for the next 1-2 years.

Toby Shebiro moved acceptance of the Purchase of Dell Extended Service Contracts as stated above. Seconded by Tharakaram Ravishankar who has requested a report about the computers we order for the Library.

The motion was passed as follows:
Yes: Ravishankar, Shebiro, Sobin, Vey. No: None Abstain: None
**Contract Renewal(s)**

**Bibliotheca Service and Maintenance/Extended Warranty**

August 8, 2023 – August 7, 2024 Coverage for the following equipment:
1 – 2 Aisle RFID gate  
7 – RFID workstations  
1 – Selfcheck Freestanding Kiosk  
1 – Selfcheck Integrated Unlocker  
1 – Selfcheck Coin & Bill Component  
1 – staffConnect gate license  
2 – libraryConnect subscription licenses  
**Total - $5,936.00** (no increase over current contract)

Approval of the quote will be documented now in order to obtain an invoice that will be paid at the July meeting.

Toby Shebiro moved approval for Bibliotheca Service and Maintenance/Extended Warranty renewal contract as stated above. Seconded by Kenneth Vey.

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

**TKE Elevator Maintenance**

**Thyssenkrupp Elevator – Serial #EAM143**

Service term – 60 months from date of execution.  
$270 per month, payable quarterly in advance as per Gold Service Agreement dated April 19, 2023.  
Library is currently paying $265.32 per month (1.75 % increase)  
TKE reserves the right to annually increase all charges under this Agreement five percent, plus any additional amount resulting from any increase of any TK Elevator’s expenses relating to one or more categories as stated in the agreement.

Kenneth Vey moved approval for TKE Elevator Maintenance Renewal contract as stated above. Seconded by Toby Shebiro.

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

**Information Item(s)**

**NYS Safety Group 497 Dividend Announcement for 2021-22 Policy Year**

Refund $3,691.65 – 35% dividend on earned premium of $10,547.57  
New York State Public Entities Safety Group 497 and the New York State Insurance Fund issued a 35 percent dividend for the policy year July 1, 2021 to July 1, 2022. This marks the 40th consecutive year Safety Group 497 has paid a dividend to its members.
**Utica National Insurance Company Dividend**
Utica issued a dividend for the Library’s Business Auto policy in the amount of $26.25 for our excellent experience. This coverage part is designed to cover instances where an employee may be using their vehicle for library business and is involved in an accident. Once it is determined that the employee was using his or her vehicle for library purposes, the library would automatically be included in the claim. The employee’s personal auto policy would be primary.

**COMMITTEE REPORTS**

NONE

**PERIOD OF PUBLIC EXPRESSION**

Miles Mott stated that the Draft Auditor’s Report is missing pages 42-44. Ms. Meluskey said she would provide the pages.
Mr. Mott stated that the Banc Recs were not in his packet. Ms. Meluskey explained that these documents are not in the Board’s packet so they are not included in the guests’ packets.
Mr. Mott asked about an e-mail that he requested in a FOIL request. Ms. Meluskey responded that she would respond that the email he requested was not in existence.
Mr. Mott inquired who would be attending the next Parking Lot Meeting from the TONH. Ms. Meluskey responded that the Assistant Superintendent would most likely attend.
Mr. Mott asked about scooters permitted in the Library. Ms. Meluskey responded that this has been addressed with the staff and scooters are not permitted.
Mr. Mott was displeased that the newspapers are not always put on the shelves on time. For example, on May 10 the papers were put out at 1:20 PM. Ms. Meluskey responded that unfortunately we had employees out sick that day.
Mr. Mott asked about a piece of plastic that is coming out from the roof. Ms. Meluskey said that she would investigate the matter.

Bobby Lee wanted the Board to be aware that the ESL classes are loud in Conference Room and that patrons using cell phones are too loud. Ms. Meluskey responded that if someone is using a cell phone too loudly, staff has been instructed to speak with them. Unfortunately, the Conference Room is not sound proof.

**EXECUTIVE SESSION-PERSONNEL AND OR CONTRACT ISSUES**

A motion was made by Toby Shebiro at 8:33 pm to suspend the Order of business to enter Executive Session. Ms. Meluskey was requested to remain. Seconded by Kenneth Vey.
The motion was passed as follows:
Yes: Ravishankar, Shebiro, Sobin, Vey. No: None Abstain: None

Executive session began at 8:34 pm.

Toby Shebiro moved to exit Executive Session at 8:46 pm.
Seconded by Tharakaram Ravishankar.

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

No action was taken as a result of the Executive Session.

**ADJOURNMENT**

A motion to adjourn was made by Tharakaram Ravishankar at 8:48 pm. Seconded by Kenneth Vey.

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

Meeting was adjourned at 8:48 pm.

**NEXT BOARD MEETING**

*Wednesday, June 14, 2023 - 7:30 PM*
SHELTER ROCK PUBLIC LIBRARY COMMUNITY ROOM

Respectfully Submitted,

Graciela E. Meyers