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

TRUSTEES AND OFFICERS ABSENT: Emilio Susa, Kenneth F. Vey, Michael J. Castelli (Treasurer), Gale Zeidman (Asst. Treasurer), -- all with prior notice

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

CALL TO ORDER: Meeting was called to order by Louise Sobin at 7:36 pm

INTRODUCTION OF GUESTS AND MEMBERS OF THE PUBLIC:

Bobby Lee, Patron
Miles Mott, Patron

UNAPPROVED MINUTES OF
MAY 10, 2023
Tharakaram Ravishankar moved approval of May 10, 2023 Minutes. Seconded by Toby Shebiro.

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

BILLS TO BE PAID GENERAL FUND
AND BILLS TO BE PAID CAPITAL FUND
JUNE 2023

A listing of the General Fund Bills to be Paid for June 2023 totaling $126,546.51 and a listing of the Capital Fund Bills to be paid for June 2023 totaling $480.00 were reviewed.

Toby Shebiro moved approval of the June 2023 General Fund and 2023 Capital Funds bills. Seconded by Tharakaram Ravishankar.

The motion was passed as follows:
Yes: Ravishankar, Shebiro, Sobin. No: None  Abstain: None
FINANCIAL REPORT GENERAL FUND AND FINANCIAL REPORT CAPITAL FUND

May 2023

Toby Shebiro moved acceptance of May 2023 General Fund and Capital Fund Reports. Seconded by Tharakaram Ravishankar.

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

MOTION TO ACCEPT THE SRPL FINANCIAL STATEMENTS DECEMBER 31, 2022 AS PREPARED BY AUDITORS CULLEN & DANOWSKY, LLP

Toby Shebiro moved acceptance of the SRPL Financial Statements December 31, 2022 as prepared by Auditors Cullen & Danowsky, LLP. Seconded by Tharakaram Ravishankar.

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

BANK RECONCILIATIONS
APRIL 2023

Tharakaram Ravishankar moved acceptance of the April 2023 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. Seconded by Toby Shebiro.

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

REVISED DIRECTOR’S REPORT
Personnel
Resignation
Joshua L. Guerrieri – Page PT – effective 5-17-2023 @ $20.00 per hour
Josh worked as a Page at the Library since June 16, 2005. He is a full-time teacher and has decided to give up his part-time job at the Library. Josh’s many years of service to Library are greatly appreciated and we wish him all the best.
With Board approval, this Page PT position will be filled at the Library’s starting salary of $16.00 per hour.

Toby Shebiro moved acceptance of Joshua L. Guerrieri resignation as Page PT and approval of the hiring of a replacement for this position as stated above. Seconded by Tharakaram Ravishankar.

The motion was passed as follows:
Yes: Ravishankar, Shebiro, Sobin. No: None Abstain: None
**HVAC Repair**
Refrigerant leak repair to circuits 1 & 2 for unit designated AC-4 as per description on quote # 20831:
- Material - $1,935.00
- Labor - $2,320.00
**Total - $4,255.00**

Toby Shebiro moved approval to repair HVAC as stated above.
Seconded by Tharakaram Ravishankar

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

**Community Room Chairs**
The Library currently has 45 chairs still in need of new seats and backs. The chairs were originally purchased in 2011 and are in serious need of repair.
The quotes to repair or replace the 45 chairs and purchase 20 sets of glides are as follows:

**Source International Group – manufacturer of existing chairs**
- New chairs w/ glides on NYS Contract - $13,336.00
- Replacement seats & backs w/ glides - $10,300.00

Toby Shebiro moved approval to replace seats & backs w/glides of Community Room chairs as stated above.
Seconded by Tharakaram Ravishankar.

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

**Information Items:**

**Active Shooter Training**
On Wednesday, June 7th, Todd Atkin, Homeland Security School Resource Coordinator for the Nassau County Police Department conducted a workshop on Situational Awareness Training for the staff. 24 employees were able to attend the workshop.

**Museum Passes**
The Museum Pass program continues to be an extremely popular service. Passes to the Whaling Museum and Education Center at Cold Spring Harbor, Planting Fields Arboretum in Oyster Bay, Harbes Family Farm in Mattituck and the Brooklyn Botanic Garden have recently been added to the Library’s holdings. Shelter Rock Public Library cardholders now have access to 25 museums.
Nassau County Library Tour
June 12 – August 12
The Nassau County Libraries are once again participating in a tour of all 58 Library buildings in the County. The last time the tour was conducted was in 2019. This is an opportunity for families or individuals to have fun exploring libraries and areas of the County that they have not seen before. The tour map (available at the service desks) not only shows library locations, but also lists places of interest. Prizes are awarded commensurate with the number of library visits completed.

COMMITTEE REPORTS
Ms. Sobin reported that she took the 2-hour Trustee education course offered by the Nassau Library System. There is a minimum of 2 hours of training required annually for all library trustees.

PERIOD OF PUBLIC EXPRESSION
Mr. Mott expressed concerns regarding Trustee Susa’s absence from several Board meetings. In addition, he asked if any decisions were made regarding the parking lot and if Ms. Sobin had any email transmissions relating to the parking lot.

Ms. Meluskey responded that there is no rule regarding Trustee absences. Mr. Susa is on the Building Committee and actively involved with the details of the parking lot project. No final decisions have yet been made regarding the parking lot. Ms. Sobin replied that she has researched this and does not have any emails to the Town regarding the parking lot.

Mr. Mott also expressed his opinion that he thought that the price for the chairs and HVAC repair were excessive.

Mr. Lee commented that 2 hours was not sufficient time to use the public computers and that the tutors are too loud.

Ms. Meluskey responded that the staff is working on restoring more of the public computers and that currently patrons are given more time if no one is waiting.

The Board recognizes the issue of the tutors, but also understands the patrons’ need for the study time.

EXECUTIVE SESSION
TO DISCUSS PERSONNEL AND/OR CONTRACT MATTERS
NOT REQUIRED

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

Meeting was adjourned at 8:28 PM

NEXT BOARD MEETING
Wednesday, July 12, 2023 at 7:30 PM
SHELTER ROCK PUBLIC LIBRARY COMMUNITY ROOM.

Respectfully Submitted,

Graciela E. Meyers
Secretary