SHELTER ROCK PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

APPROVED MINUTES
July 12, 2023

TRUSTEES AND OFFICERS PRESENT: Louise Sobin (President), Kenneth F. Vey, Emilio Susa, Graciela E. Meyers (Secretary)

TRUSTEES AND OFFICERS ABSENT: Tharakaram Ravishankar (Vice-President), Toby Shebiro, 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)

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

INTRODUCTION OF GUESTS AND MEMBERS OF THE PUBLIC:

UNAPPROVE MINUTES OF JUNE 14, 2023 TABLED

BILLS TO BE PAID GENERAL FUND July 2023 & BILLS TO BE PAID CAPITAL FUND July 2023

A listing of the General Fund Bills to be Paid for July 2023 totaling $154,846.37 and a listing of the Capital Fund Bills to be Paid for July 2023 totaling $2,839.23 were reviewed.

Emilio Susa moved approval of the July 2023 General Fund Bills and the July 2023 Capital Fund bills as presented. Seconded by Kenneth Vey.

The motion was passed as follows:
Yes: Sobin, Susa, Vey.
No: None
Abstain: None.
2nd QUARTER MEDICARE REIMBURSEMENT AND BOARD OFFICERS’ FEES-PAID POST JUNE BOARD MEETING

Kenneth Vey moved approval of 2nd Quarter Medicare Reimbursement and Board Officer’s Fees. Seconded by Emilio Susa.

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

FINANCIAL REPORT JUNE 2023 GENERAL FUND & FINANCIAL REPORT JUNE 2023 CAPITAL FUND


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

BANK RECONCILIATIONS
MAY 2023

TABLED

DIRECTOR’S REPORT

Action Items:
Personnel
Hired:
Paul J. Fadoul – Page PT - $16.00 per hour– effective July 13, 2023 - Pending Civil Service CS-39 Certification

Emilio Susa moved approval of the hiring of Paul J. Fadoul, Page PT as stated above pending final Civil Service CS-39 Certification. Seconded by Kenneth Vey.

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

Omni Group – July 1, 2023 – June 30, 2024
Third Party Administrator for 403b and 457 Plans
P3 Administrative Fee - $1,500
Non-P3 Service Provider 403b – 0 accounts
457(b) Accounts - $0.00 (6 accounts- included)
Vanguard Accounts - $144.00 – 4 accounts @ $36.00 each
$1,644.00 – no increase over current contract
Emilio Susa moved approval of Omni Group Contract Renewal as stated above. Seconded by Kenneth Vey.

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

**Replacement of AC Unit in IT Room**
The Daikin unit in the IT Room is 12 years old and cannot be repaired to be fully function. Replacing this unit is critical to the functioning of the computer and telephone equipment and must be done asap.  

The quotes are as follows:
- **Sav Mor Mechanical** - $9,375.00 as per quote # 20958  
- **Lake Hills Mechanical** - $5,625.00 as per quote # J23-0707-466  
- **Lane Associates** - $5,575 as per quote # PG-23-1101

As per Counsel we may select Lake as the lowest responsible quote. Having done work at the Library previously, Lake is familiar with the facility and we are familiar with the quality of their work.

Kenneth Vey moved approval of the replacement of AC Unit in IT Room as stated above. Seconded by Emilio Susa

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

**Computer Purchases**
All PC specs are as per NLS recommended specifications for staff computers.  
The prices are based on NYS Contract #C0000000886542 and #C000000005000  
Dell – Quotes 3000155600234.3 and 3000155936308.1  
4 – Precision 3460 Small Factor Computers - $5,781.40  
1 – Precision 3460 Small Factor Computer w/ optical drive - $1,455.77  
7 – Dell 24” Video Conferencing Monitors - $1,213.27  
Total - $8,450.44

Emilio Susa moved approval of the Dell quotes to purchase Computers as stated above. Seconded by Kenneth Vey.

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

**2023 Financial Audit Engagement Letter**
Cullen & Danowski, LLP.  
We have received the Audit Engagement Letter for the year ending December 31, 2023. The proposed fee is $12,800, an increase of $200 over the last audit. I discussed the auditors and accountants with Mr. Castelli. We will be issuing an RFP for accounting services for 2024 and there could be a change in accounting firms. He recommended keeping the auditor in place and not running the risk of changing both in
the same year. I agree with him that changing these firms simultaneously would be
difficult.

Kenneth Vey moved approval of the 2023 Financial Audit
Engagement Letter submitted by Library Auditors Cullen &
Danowsky, LLP as stated above. Seconded by Emilio Susa.

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

**Contract Renewal**
**Winter Bros Waste Systems**
July 12, 2023 – July 11, 2025
As per agreement # 75527 the cost of 8 Yard trash service is $285.26 – no increase
over current fee.

Kenneth Vey moved approval of Winter Bros Waste Systems
Contract as stated above. Seconded by Emilio Susa.

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

**Information Item(s)**

**Pilot Payment (Payment in Lieu of Taxes)**
On June 15, 2023, the Library received the 1st half of the 2023 LIPA Pilot payment in the
amount of $66,153.04

**COMMITTEE REPORTS**

NONE

**PERIOD OF PUBLIC EXPRESSION**

The following attendees spoke in favor of the speaker, Salvatore Babones, who is the
scheduled speaker for the Hindu Organization of Long Island meeting, to be held in the
Community Room on Tuesday, July 18, 2023:
Nalini Chugh, Raj Modi, Vasundra Sureka, Neelam Modi, Usha Bonsal, Anil Saxena,
Jaya Kunnel, and Ravindra Goyal

The following attendees spoke in opposition of the speaker, Salvatore Babones, who is
the scheduled speaker for the Hindu Organization of Long Island meeting, to be held in
the Community Room on Tuesday, July 18, 2023:
Habeeb Ahmed, Ali Mohammed, Israrul Hasan, Abdul Modi, Ahsan Syed and Abdul
Aziz
Miles Mott questioned the various Amazon bills to be paid. Ms. Meluskey explained that the bills are listed by budget code and items purchased through Amazon fall in a variety of budget codes. Mr. Mott also asked about the progress with the parking lot project. Ms. Meluskey explained that it is taking time to find the best solution.

Bobby Lee asked about having 2 book discussions. Ms. Meluskey responded that it is necessary to serve patrons who are able to visit the Library those who cannot.

EXECUTIVE SESSION

A motion to enter Executive Session was made by Emilio Susa at 8:56 pm. Seconded by Kenneth Vey.

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

A motion to exit Executive Session was made by Emilio Susa at 8:58 pm. Seconded by Kenneth Vey.

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

No Action was taken as of Executive Session.

ADJOURNMENT

A motion to adjourn was made by Emilio Susa at 8:59 pm. Seconded by Kenneth Vey.

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

Meeting was adjourned at 9:00 pm.

NEXT BOARD MEETING

Wednesday, August 9, 2023 at 7:30 pm in the Library’s Community Room.

Respectfully Submitted,

Graciela E. Meyers
Library Secretary