TRUSTEES AND OFFICERS PRESENT: Louise Sobin (President), Tharakaram Ravishankar (Vice-President), Toby Shebiro, Kenneth F. Vey, Michael Castelli (Treasurer), Gale Ziedman (Clerk and Asst. Treasurer), Graciela E. Meyers (Secretary)

TRUSTEES, STAFF AND OFFICERS ABSENT: Emilio Susa, Yolanda Phillips (Assistant Library Director)—all with prior notice.

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

CALL TO ORDER – PUBLIC HEARING PROPOSED 2023 BUDGET
Meeting was called to order by Louise Sobin at 7:35 pm

INTRODUCTION OF GUESTS
Miles Mott, Patron
Bobby Lee, Patron

PUBLIC HEARING FOR PROPOSED 2024 BUDGET
Louise Sobin moved to open the Public Hearing for the Proposed 2024 Budget. Seconded by Toby Shebiro.

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

PRESENTATION OF PROPOSED 2024 BUDGET
Ms. Meluskey presented the Proposed 2024 Budget. The Budget that is being submitted to the Town of North Hempstead represents a tax levy with approximately a 5% decrease from the 2023 Library Budget.

A copy of the proposed budget is attached to these Minutes, posted on the Library’s website and distributed to the Community via the Library’s Constant Contact email blast.
PUBLIC COMMENTS PERTAINING TO PROPOSED 2024 BUDGET

No public comments were made regarding the Proposed 2024 Budget.

MOTION TO ADOPT AND APPROVE THE PROPOSED 2024 BUDGET FOR SUBMISSION TO THE TOWN OF NORTH HEMPSTEAD

Toby Shebiro moved to Adopt and Approve the Proposed 2024 Budget for submission to the Town of North Hempstead. Seconded by Tharakaram Ravishankar.

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

MOTION TO CLOSE THE PUBLIC HEARING FOR THE PROPOSED 2024 BUDGET

Louise Sobin moved to close the Public Hearing for the Proposed 2024 Budget. Seconded by Tharakaram Ravishankar.

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

CALL TO ORDER SEPTEMBER BOARD MEETING

Meeting was called to order by Ms. Sobin at 7:44 pm.

UNAPPROVED MINUTES OF JUNE 14, 2023

Toby Shebiro moved approval of the June 14, 2023 Minutes. Seconded by Kenneth Vey.

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

UNAPPROVED MINUTES OF AUGUST 10, 2023

TABLED

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

A listing of the General Fund Bills to be paid for September 2023 totaling $90,790.87 and a listing of the Capital Fund Bills to be paid for September 2023 totaling $315.00 were reviewed.
Toby Shebiro moved approval of the September 2023 General Fund bills and the September 2023 Capital Fund bills as presented. Seconded by Kenneth Vey.

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

**FINANCIAL REPORT AUGUST 2023 GENERAL FUND AND CAPITAL FUND**


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

**BANK RECONCILIATIONS – JULY 2023**

Toby Shebiro moved acceptance of July 2023 Bank Reconciliations, prepared by Rynkar, Vail & Barrett and reviewed by Michael Castelli, Treasurer. Seconded by Tharakaram Ravishankar.

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

**DIRECTOR’S REPORT**

**Personnel**

**Resignations:**

Cecillia J. Reitmann – Typist Clerk FT – effective September 2, 2023 - $20.72 per hour
Bridget Curtin – Typist Clerk FT – effective September 15, 2023 - $20.72 per hour.

Cecillia and Bridget have been employed by the Library since April 6, 2021. Cecillia will be working at another library and Bridget will be working for a school district. We will miss them and wish them all the best in these new endeavors.

At the September Board Meeting, The Board approved the hiring of 2 Typist Clerks at a salary of $19.75 per hour. Based on these latest resignations, I would ask the Board to approve the hiring of 2 more Typist Clerk at a salary of $19.75 per hour.

We recently mailed 682 canvass letters and are hopeful that we will be able to fill 4 positions.

Toby Shebiro moved to accept the resignation of Cecilia J. Reitmann, Typist Clerk FT and Bridget Curtin, Typist Clerk FT and approve the hiring of 2 more Typist Clerks for the Circulation Department as stated above. Seconded by Tharakaram Ravishankar.
The motion was passed as follows:
Yes: Ravishankar, Shebiro, Sobin, Vey
No: None   Abstain: None.

**Community Room – Audio Visual Equipment Upgrade**
The projector and screen are not up to the current standard for HDMI and wide screen projection.
In 2021 we worked with an AV company, Adwar Video, which is on NYS Contract to review the replace other AV equipment in the Community Room. By using NYS Government contracts we do not have to go out to public bid. The state has already done the vetting for us. Public bid would invite bidders who do not specialize in this type of equipment and the lowest bidder may not be the best choice for our needs.
The existing equipment dates back to the building renovation in 2011.

**Adwar Video – Quote #AAAQ52934-01 - $19,558.18**

**Scope of work:** Overview: Remove existing the standard definition analog projector and replace with HD 12K lumen digital projector. Remove and replace existing 4:3 projection screen with 16:9 electric projection screen. Remove and install 2 Crown CDi 2000 amplifiers that are broken and beyond repair.

Tharakaram Ravishankar moved approval to remove Audio Visual Equipment in the Community Room and replace it as stated above.

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

**Library Property/Equipment Update**
The following item(s) are broken beyond repair or beyond their useful life and are slated for discard. The Item(s) will be discarded appropriately. Items listed in the inventory will be removed from the inventory prior to discard.

<table>
<thead>
<tr>
<th>ITEMS FOR DISCARD LISTED ON INVENTORY</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITEM DESCRIPTION</td>
</tr>
<tr>
<td>------------------</td>
</tr>
<tr>
<td>PC DELL OPTIPLEX 380</td>
</tr>
<tr>
<td>PC DELL OPTIPLEX 380</td>
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<tr>
<td>PC DELL OPTIPLEX 380</td>
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<td>PC DELL OPTIPLEX 780</td>
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<tr>
<td>PC DELL OPTIPLEX 755</td>
</tr>
<tr>
<td>PC DELL OPTIPLEX 755</td>
</tr>
</tbody>
</table>
### ITEMS FOR DISCARD - BELOW THRESHOLD FOR LISTING ON INVENTORY

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Model Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>DELL MONITOR</td>
<td>CN-OGRNWX-72872-OCE-A2KI</td>
</tr>
<tr>
<td>DELL MONITOR</td>
<td>CN-ORNMH6-74445-15A-AVTL</td>
</tr>
<tr>
<td>DELL MONITOR</td>
<td>CN-ORNMH6-74445-15A-ASPL</td>
</tr>
<tr>
<td>DELL MONITOR</td>
<td>CN-ORNHH6-74445-15A-AW9L</td>
</tr>
<tr>
<td>DELL MONITOR</td>
<td>CN-ORNHH6-74445-15A-AVEL</td>
</tr>
<tr>
<td>DELL MONITOR</td>
<td>CN-ORNHH6-74445-15A-AWBL</td>
</tr>
<tr>
<td>DELL MONITOR</td>
<td>CN-ORNHH6-74445-15A-AV5L</td>
</tr>
<tr>
<td>DELL MONITOR</td>
<td>CN-ORNHH6-74445-15A-AVEL</td>
</tr>
<tr>
<td>DELL MONITOR</td>
<td>CN-ORNHH6-74445-15A-AW9L</td>
</tr>
<tr>
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<tr>
<td>8 WIFI ACCESS POINTS</td>
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<tr>
<td>4 HONEYWELL METROLOGIC BARCODE SCANNERS</td>
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<tr>
<td>12 be550 POWER BACKUP UNITS</td>
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<tr>
<td>14 APC BATTERIES</td>
<td>NONE</td>
</tr>
<tr>
<td>1 LAPTOP BAG</td>
<td>NONE</td>
</tr>
</tbody>
</table>

Toby Shebiro moved approval to discard all items listed above. Seconded by Kenneth Vey. The motion was passed as follows: Yes: Ravishankar, Shebiro, Sobin, Vey No: None Abstain: None.
Information Item(s)

**Nassau Library Tour**
This summer, the Library participated in the county’s 2023 Library Tour. Shelter Rock had 1,514 visitors. At least two Shelter Rock families, the Nabs and the Kos, visited all 58 library stops and qualified for the final raffle.

**E-rate Reimbursement – Funding Year 2022-23**
NLS applies for an E-rate discount for the ILS Member Library’s Crown Castle fiber circuits for the Library’s fiscal year ending December 31, 2022. Shelter Rock has received a check for $3,040.08 for its share of the rebate.

**2023-2024 LLSA (LOCAL LIBRARY SERVICES AID)**
LLSA is categorical system aid for member libraries. The Library has received a check in the amount of $7,463.70, 90% of the amount due to the Library. The funds come to the Library through the Nassau Library System. The remaining 10% will be issued by NYS following the approval of all of the annual reports from the Nassau County Libraries.

**CLERK’S REPORT – ANNUAL TRUSTEE ELECTION**

Annual Trustee Election Resolution:

The election is to be held on Tuesday, December 5, 2023 from 2:00 p.m. to 9:00 p.m. The following motion was made by Toby Shebiro, seconded by Kenneth Vey, and carried:

WHEREAS, the term of Office of Trustee ends December 31, 2023, Louise Sobin being the last incumbent, be it

RESOLVED, That petitions nominating candidates for the Office of Trustee of the Shelter Rock Public Library be filed with the Clerk of the Library at 165 Searingtown Road, Albertson, New York 11507, no later than November 25th between the hours of 9:00 a.m. and 5:00 p.m. to fill the vacancy for the full five-year term of the Office of Trustee, commencing January 1, 2024 and ending December 31, 2028;

That the election for the Office of Trustee of SHELTER ROCK PUBLIC LIBRARY be held at the Library, 165 Searingtown Road, Albertson, New York 11507 on Tuesday, December 5, 2023, between the hours of 2:00 p.m. (prevailing time) and 9:00 p.m. (prevailing time);

That a notice of Annual Election for Trustee be published in The Illustrated News and the Roslyn News on the following Fridays, October 13th, October 27th, November 10th and November 24th, 2023; and

That two ballot boxes will be ordered.

Toby Shebiro then moved to approve the rental of the two ballot boxes and to authorize Mrs. Zeidman to make arrangements for two election inspectors. The salaries for each
inspector will be paid in accordance with current rate established by the Nassau County Board of Elections. The motion was seconded by Kenneth Vey and carried.

**CAPITAL PROJECT REVIEW**
The Building Committee is planning to meet with the D&B Engineers on Tuesday September 12th to further discuss options to improve the parking lot drainage during heavy rainstorms.

**COMMITTEE REPORTS**
The Building Committee Report is listed above.
No further reports.

**PERIOD OF PUBLIC EXPRESSION**
Mile Mott questioned the price that the Library pays for Newsday. Ms. Meluskey said we are still looking investigating the issue and hope to have an answer next month.

**EXECUTIVE SESSION**
A motion was made by Louise Sobin at 8:14 pm to suspend the order of business to enter Executive Session to discuss personnel and contract issues. Ms. Meluskey was requested to remain. Seconded by Toby Shebiro.

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

A motion was made by Toby Shebiro to exit Executive Session at 8:28 pm. Seconded by Kenneth Vey.

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

As a result of Executive Session no action was taken.

**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 adjourned at 8:30 pm.
NEXT BOARD MEETING:

Wednesday, October 11, 2023
7:30 pm in the Library’s Community Room

Respectfully Submitted

Graciela E. Meyers
Secretary