TRUSTEES AND OFFICERS PRESENT: Louise Sobin (President), Kenneth Vey, Emilio Susa

TRUSTEES, OFFICERS AND STAFF ABSENT: Tharakaram Ravishankar (Vice-President), Toby Shebiro, Michael Castelli (Treasurer), Gale Zeidman (Clerk and Asst. Treasurer), Graciela E. Meyers (Secretary), Marie Doyle-Ponsot (Administrative Assistant), all with prior notice

LIBRARY ADMINISTRATORS AND STAFF PRESENT: Andrea Meluskey (Library Director), Yolanda Phillips (Assistant Library Director),

CALL TO ORDER: Meeting was called to order by Louise Sobin at 7:37 pm.

MEMBER OF THE PUBLIC AND INTRODUCTION OF GUESTS
Miles Mott, Patron
Bobby Lee, Patron

UNAPPROVED MINUTES OF AUGUST 10, 2023
Emilio Susa moved approval of the August 10, 2023 Minutes. Seconded by Kenneth Vey.

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

UNAPPROVED MINUTES OF SEPTEMBER 7, 2023

TABLED

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

A listing of the General Fund Bills to be paid for October 2023 totaling $104,932.54 and a listing of the Capital Fund Bills to be paid for October 2022 totaling $582.50 were reviewed.

Emilio Susa moved approval of the October 2023 General Fund bills and Capital Fund bills as listed above. Seconded by Kenneth Vey.
The motion was passed as follows:
Yes: Sobin, Susa, Vey  No: None  Abstain: None

FINANCIAL REPORT GENERAL FUND
AND FINANCIAL REPORT CAPITAL FUND
September 2023

Emilio Susa moved acceptance of the September 2023 General Fund
Seconded by Kenneth Vey.

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

BANK RECONCILIATION
AUGUST 2023

TABLED

DIRECTOR’S REPORT

Action Items:
Personnel
Hired:
Maria Reale – Clerk Typist/Typist Clerk FT – Circulation Department– Effective October 11,
2023 - $19.75 per hour. Maria has been working as a PT Page at the Library since
9/11/2017. Maria took the Civil Service test and we were able to reach her and hire Maria for
this FT position, pending Civil Service certification.
We will canvass again for additional clerical positions in the future.
Currently we are canvassing to fill 2 vacant Librarian positions.

Contract Renewals
HVAC Maintenance
The renewal date was prior to the October Board meeting date. The Board was asked
to approve the following contract via email to avoid a lapse in service.
Proposals were obtained from two companies that have work histories with the Library.
Sav Mor and Lake Hills - both do good work and have good reputations. Lake Hills’
proposal is $168 higher, but the Library’s Facilities Manager and I think that it may be time
for a change.
Some of the proposals we have received from Sav Mor for work outside of regular
maintenance have been way too high. Examples:
Thermostat Wiring for unit MZ-9
Sav Mor $16,795 KJ Kenny Inc $3,850 – The Library selected KJ Kenny Inc to do the work.
Daikin Ductless Unit for IT Room
Sav Mor $9,375 Lake Hills $5,625 – Lake Hills was awarded the project.
In addition, Lake Hills is the company that installed the very large roof HVAC unit and they
are well versed in calibrating and maintaining that system.
The quotes for the HVAC Maintenance Contract are as follows:
Sav Mor Mechanical Services Inc. - $12,100
Lake Hills Mechanical, Inc.- $ 12,268
I recommended to the Board that we choose Lake Hills Mechanical. The Library’s attorney has reviewed the Contract and it met his approval. On October 3, 2023 Trustees Sobin, Shebiro and Vey approved awarding a one-year contract to Lake Hills Mechanical, Inc.

Emilio Susa moved approval of Lake Hills 2023-2024
Seconded by Kenneth Vey.

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

2024 Nassau Library System Proposed ILS & Associated Services Budget
A copy of the proposed budget and explanatory information has been emailed to each Trustee. Included in the information is a link for a virtual meeting to review the details and ask questions regarding the proposed budget. This budget covers the cost of the Integrated Library System, the fiber network for participating libraries, the software that powers LILink and the salary and benefits for NLS technology staff. Basically, this is your Circulation System which is budgeted separately from the NLS Budget.
The Board will be asked to vote on this Budget at the November meeting:
2022 - $41,836.78
2023 - $43,358.61 (3.64%)  
In 2023 there is also an additional fee of $1931.88 for Acquisitions Software used to order library materials. This software is not used by all libraries so it is an additional charge. The fee for each library is calculated using a formula that includes a 3-year average of patron records, item records and circulation transactions.

Donation - Manhasset School of Music
Once again, the Library has received a donation from the friends and family of the students of the Manhasset School of Music who performed at a music recital in the Community Room. A thank you letter for the $300 donation has been sent to Mrs. Jin and the donors who used the room on April 30, 2023.

2022 Net Local Public Library Support per Capita
The Nassau Library System has provided a draft chart based on data from the 2022 NYS Annual Report. According to the chart, the per capita support for Shelter Rock is $121.08. This ranks 31 out of 54 libraries in Nassau County.

Newsday Subscription
At previous meetings, Mr. Mott has questioned the Library’s expenditure for Newsday. The Library’s Business Manager, Ms. Doyle-Ponsot, called Newsday to inquire about the rates. On September 8th, she was informed by Newsday that the rate we pay is a discounted rate and that Newsday does not offer a government rate. Unfortunately, after contacting Newsday they realized that our discount had expired and our weekly rate has now increased from $164.72 to $227.12 for 8 weeks. There is company that will provide a rate of $212.48, but we have concerns about their service/delivery.
CLERK'S REPORT – ANNUAL TRUSTEE ELECTION

Andrea Meluskey reported on behalf of Gale Zeidman. The Trustee Election will be held on Tuesday, December 5, 2023 from 2-9 PM at the Library.

Louise Sobin is running as incumbent.

Petitions will be available in the business office and are due back no later than Saturday, November 19, 2023 by 5 PM.

Notice of the Annual Election have been ordered and will run in *The New Hyde Park Illustrated News* and *The Roslyn News* on 10/18, 10/25, 11/01 and 11/08/2023.

Two Election Inspectors will be hired at the rate of $15 per hour.

Two Ballot boxes will be ordered.

Envelopes for mailing ballots to voters on the disabled voters list have arrived.

Once the petition deadline passes, we will order one ballot from the Nassau Board of Elections, run the amount needed and mail them out.

The Board of Elections provides us affidavit and absentee ballots as well.

**Annual Trustee 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 Emilio Susa, seconded by Kenneth Vey and carried:

WHEREAS, the term of Office of Trustee ends December 31, 2023, LOUISE SOBIN, being the last incumbent, and 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 19th between the hours of 1:00 p.m. and 5:00 p.m. to fill the vacancies 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 following publications on the following days:

1. The Illustrated News on October 18 October 25, November 1, and November 8; and

2. The Roslyn News on October 18, October 25, November 1, and November 8; and

That two ballot boxes be ordered.
Emilio Susa 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 Town Law. The motion was seconded by Kenneth Vey and carried.

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

**COMMITTEE REPORTS**

**NONE**

**CAPITAL PROJECTS REVIEW**

Parking Lot – D & B Engineers will present 2 options for Parking Lot remediation at the November 8th Board Meeting for Board Review.

LED Lighting – This project has been put on hold while other options for lights and lighting companies are reviewed.

Doors by the Loading Dock/Staff Entrance – Proposals to replace these doors have been requested from several vendors.

**PERIOD OF PUBLIC EXPRESSION**

Miles Mott inquired when the parking lot is going to start because we need to get the project started. Ms. Meluskey referred back to her earlier report that a presentation will be made at the November Board Meeting.

Mr. Mott also inquired if he needed to FOIL the September 12 meeting minutes. Ms. Meluskey responded that it was a Building Committee meeting that did not include Minutes. The options will be presented at the November Board Meeting,

Mr. Mott also mentioned that the tutoring in the Library can be extremely noisy at time.

Bobby Lee stated that patrons are ripping the newspapers on the weekend.

**EXECUTIVE SESSION**

A motion was made by Emilio Susa at 8:08 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 Kenneth Vey.

The motion was passed as follows:
Emilio Susa moved to exit Executive Session at 8:29 pm. Seconded by Kenneth Vey.

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

As a result of Executive Session, a Motion was made by Emilio Susa to approve the hiring of an Information Technology Aide I FT at a starting salary of $22.00 per hour ($40,040 annual). Seconded by Kenneth Vey.

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

As a result of Executive Session, Kenneth Vey moved to approve a salary increase for the Assistant Director, as discussed in Executive Session.

Seconded by Emilio Susa.

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

ADJOURNMENT
A motion to adjourn was made by Kenneth Vey.
Seconded by Emilio Susa.

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

Meeting was adjourned at 8:30 pm.

NEXT SHELTER ROCK PUBLIC LIBRARY BOARD MEETING
WEDNESDAY, NOVEMBER 8, 2023, 7:30 PM - COMMUNITY ROOM

TOWN OF NORTH HEMPSTEAD BUDGET HEARING
THURSDAY, November 2, 2023, 7 PM at Town Hall on Plandome Road in Manhasset.

Respectfully Submitted,

Yolanda Phillips
Assistant Library Director