

UNAPPROVED
Minutes of the
Board of Trustees' Meeting
May 9, 2024
6:30 p.m.

The meeting was called to order by M. Hanewinckel at 6:37 p.m. Also present were Nora Berlin, William Wexler, Francis Flynn, and Mary Schubart, Director and Secretary to the Board.

Approval of Minutes

On a motion by N. Berlin, seconded by F. Flynn, the Board approved the previous month's minutes. Passed unanimously.

On a motion by W. Wexler, seconded by N. Berlin, the Board approved the *April Independent Accountant's Report* by Sheehan Accountants & Advisors but did not approve the *May Report*, requesting instead that a corrected May report be issued that removes exceptions related to out-of-state conference travel, for which there would be no practicable way to have tax-exempt status recognized. Passed unanimously.

April 2024	Warrant – General	\$133,951.73
April 2024	Capital Fund	None
April 2024	Payroll	\$140,654.15

Period for Public Expression

Correspondence:

1. The Director shared letter of appreciation received from patrons who attended the April 13th Centennial Social.
2. Report from A. LoDolce, Assistant Director / Children's Department.
3. Report from M. Irish, Adult/Teen Department.
4. Report from G. Klein, Head of Technical and Circulation Services.
5. Public Library Association Conference Reports from Gregory Klein, Maria Graybosch, Diane Darcy, and Kelly Harvey.

Personnel Report:

Accepted.

Financial Report:

Accepted (revenue report for March and full report for April).

On a motion by W. Wexler, seconded by F. Flynn, the Board amended the *Investment Policy* to raise the maximum deposit amount in First National Bank of Long Island to \$6 million. Passed unanimously.

Security Report:

None.

Old Business:

The Board reviewed a draft schematic for the fish tank and requested revisions.

EMTEC notified Sandpebble that HVAC/roofing drawings were expected to be sent up to the State for review no later than the beginning of the following week.

New Business:

On a motion by W. Wexler, seconded by N. Berlin, the Board revised the *Sick Time Policy* by eliminating the final paragraph and adding the following clause: *sick leave may not be applied to cover late arrivals or late returns to a shift, except in instances when said lateness has been requested by the employee in advance and approved by a Supervisor.* Passed unanimously.

The Board asked the Director to secure a proposal of services from BBS Architects and Engineers.

Other:

On a motion by N. Berlin, seconded by W. Wexler, the Board approved the purchase of a Konica copier/scanner/fax/printer system with Jamex functionality from DRP, Hauppauge, NY at a cost not to exceed \$20,100. Passed unanimously.

On a motion by W. Wexler, seconded by N. Berlin, the Board approved a revision to the *Personal Time Policy* removing any qualifier of “excessive.” Passed unanimously.

W. Wexler suggested that the Director seek a customer service speaker who could provide a workshop for staff on site.

Adjournment:

On a motion by W. Wexler, seconded by N. Berlin, the meeting was adjourned at 8:26 p.m.