

APPROVED
Minutes of the
Board of Trustees' Meeting
November 14, 2024
6:30 p.m.

The meeting was called to order by M. Hanewinckel at 6:32 p.m. Also present were Nora Berlin, William Wexler, Francis Flynn, Christine Scibelli, Adriana LoDolce, Assistant Director, and Mary Schubart, Director and Secretary to the Board.

Approval of Minutes:

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

On a motion by N. Berlin, seconded by C. Scibelli, the Board approved the previous month's *Independent Accountant's Report* by Sheehan Accountants & Advisors as well as the prior month's warrant and payroll. Passed unanimously.

October 2024	Warrant – General	\$114,921.73
October 2024	Capital Fund	None
October 2024	Payroll	\$140,781.61

Al Coster of Baldessari and Coster LLP, entered the meeting at 6:39 pm to deliver the 2023-24 audit report and to conduct one hour of fiduciary training for 2024. On a motion by N. Berlin, seconded by C. Scibelli, the Board approved the 2023-24 audit report. Passed unanimously. A. Coster departed at 8:14 pm.

Period for Public Expression: None

Correspondence:

1. Report from A. LoDolce, Assistant Director / Children's Department.
2. Report from M. Irish, Adult/Teen Department.
3. Report from K. Harvey, Teen Librarian.
4. Report from G. Klein, Head of Technical and Circulation Services.
5. Custodial report from D. Breinlinger and R. Ducos.
6. Conference reports from Maria Graybosch and Diane Darcy.

7. Digital marketing contract from RightNow! Inbound Marketing, Shoreham, NY. On a motion by N. Berlin, seconded by F. Flynn, the Board approved the renewal of the one-year contract with a monthly cost of \$2,150. Passed unanimously.

Personnel Report:

Accepted.

Financial Report:

Accepted.

On a motion by W. Wexler, seconded by N. Berlin, the Board agreed to uncommit the following Committed Funds: Children's Room Renovation, HVAC Renovation, Adult Department Renovation, and NYS Post-Employment Benefits and to re-assign monies to the following Committed Funds:

NYS Post-Employment Benefits (\$700,000)
HVAC/Roof Renovations (\$1,600,000).
Children's Room (\$1,500,000)
Intrusion, Burglar, Fire System (\$50,000)
Adult Teen Department Refurbishment (\$350,000)
Stacks/Ceiling Refurbishment (\$91,300)

Passed unanimously.

On a motion by W. Wexler, seconded by F. Flynn, the Board agreed to transfer \$161,810 from the General Fund to the Capital Fund. Passed unanimously.

On a motion by W. Wexler, seconded by C. Scibelli, the Board approved the *Inventory Dispensation Report* for the third quarter of 2024.

Security Report:

None.

Old Business:

The Director was informed that the millwork for the fish tank was not delivered in the proper finish and will be returned for replacement. However, it was also disclosed that the vendor was able to provide a tank three inches taller in height at no additional cost (reflecting a savings of over \$3,000).

On a motion by N. Berlin, seconded by C. Scibelli, the Board approved the proposal from BBS Architects, Patchogue NY, for library floor plans and a spatial analysis/master plan at a total cost not exceed \$9,175, pending confirmation that drawings will be owned by the Library. Passed unanimously.

New Business:

The Director informed the Trustees that she would forward logins for them to complete their final hour of training for 2024.

On a motion by F. Flynn, seconded by N. Berlin, the Board approved the proposed Suffolk Cooperative Library System 2025 Budget at a cost to the Library of \$34,104 and the 2025 Live-brary downloadable service cost of \$85,580. Passed unanimously.

On a motion by W. Wexler, seconded by F. Flynn, the Board amended the *Meeting Room Policy* by adding the following clause:

The Library has limited meeting space to accommodate both library-sponsored programming and community organizations. Therefore, organizations that cancel a reservation with less than one month's notice and/or that fail to appear as scheduled two times in any six-month period (separately or in combination) will be precluded from using library meeting space for a period of one year.

Passed unanimously.

Other:

On a motion by N. Berlin, seconded by W. Wexler, the Board approved the snow plowing proposal from Brightwaters Landscaping, Islip Terrace, NY with pricing structed on a per-storm basis. Passed unanimously.

Adjournment:

On a motion by W. Wexler, seconded by N. Berlin, the meeting was adjourned at 8:57 p.m.