

LIBRARY BOARD OF TRUSTEES

AMITYVILLE PUBLIC LIBRARY AGENDA

Wednesday, February 15, 2023
6:00 p.m.

- I. Call to order

- II. Guest Jill Sanders, Accountant from Cullen & Danowski, LLP

- III. Approval of the minutes from the January 18th meeting.

- IV. Financial Officer
 - Warrant Sheet # 23-08A
 - Warrant Sheet # 23-07B
 - Report of Receipts and Disbursements

- V. Director's Report
 - Treasurer's Report/Hours
 - Building Update
 - Personnel

- VI. Old Business

- VII. New Business

- VIII. Adjournment

AMITYVILLE PUBLIC LIBRARY
REGULAR BOARD OF TRUSTEES MEETING

Wednesday, February 15, 2023

6:00 P.M.

MINUTES

MEETING

was called to order at 6:06 P.M., by Anthony Ceriello.

PRESENT

Leslie Kretz; Eileen Taylor; Anthony Ceriello; Sharon Tener; Todd Schlitt; Shadd Jamison.

Absent: MaryBeth Scarola

Guest via Zoom: Jill Sanders, Accountant from Cullen & Danowski, LLP

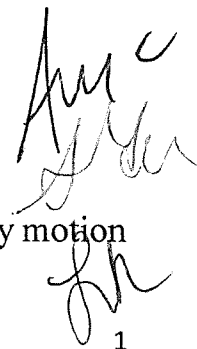
Discussed the Independent Auditor's Report and Financial Overview Statement.

MINUTES

of the "Regular Board of Trustees Meeting" held on Wednesday, January 18th. 2023, were approved as submitted, upon motion made by Eileen Taylor and seconded by Sharon Tener. All in favor

FINANCE

Warrant Sheet #23-08A in the amount of \$80,256.57 and \$50 and; Warrant Sheet #23-07B in the amount of \$89,320.99 and \$8,425 approved by motion made by Leslie Kretz and seconded by Eileen Taylor. All in favor



Anthony Ceriello
Eileen Taylor

The Claims Auditor Reports and Treasurer's Report approved upon motion by Eileen Taylor and seconded by Anthony Ceriello. All in favor

Claim's Auditor worked 7 hours in January. Treasurer worked 6.25 hours. Motion made by Eileen Taylor and seconded by Leslie Kretz. All in favor

OLD BUSINESS

A motion was made to hire John Miccoli as a Project Consultant for the upcoming Building Project at \$125 an hour and not to exceed 100 hours through April 2024 by Anthony Ceriello and seconded by Sharon Tener. All in favor

Meeting went into Executive Session from 7:26pm-7:37pm.

NEW BUSINESS

A motion was made to accept the FY 23-24 Library Budget in the amount of \$3,205,078.00 by Sharon Tener and seconded by Eileen Taylor. All in favor

A motion was made to keep John Tanzi Architects for Post Bond Building Projects Services for \$619,378 and receiving \$87,500 in credit by Eileen Taylor and seconded by Sharon Tener. All in favor

A motion was made to close M&T Bank "Bus Trip" Account with \$2.53 in the account by Leslie Kretz and seconded by Sharon Tener. All in favor

ADJOURNMENT

A motion made by Anthony Ceriello and seconded by Eileen Taylor to adjourn meeting at 8:10pm. All in favor



DIRECTOR'S REPORT

AMITYVILLE PUBLIC LIBRARY

Wednesday, February 15, 2023

6:00 p.m.

Treasurer's & Claims Auditor's Reports

The Board is requested to make a motion to approve the Treasurer's Report for January 2023.

The Board is requested to make a motion to approve the Claim Auditor's Report for January 2023.

Claims Auditor and Treasurer

The Claim's Auditor worked hours in 7 hours in January. The Treasurer worked 6.25 hours in January.

Building Update

The door count was 15,793 in January compared to 11,541 in January of 2022.

John Tanzi, Park East, and AR Kropp, Shadd, and I met with each department on January 27th, regarding our upcoming Building Project. We received great feedback and suggestions that we will take into consideration moving forward with the project. One common suggestion/idea was to have a staff bathroom on the main level. The architect and the construction manager both see this as a possibility either if we have to create a new bathroom or just make one of the two public bathrooms into a staff one. We will meet with all departments at least one more time.

Shadd has been in constant contact with District Clerk, Christian Code regarding our upcoming election. Christian has been phenomenal with all the help that he has provided. We have also been in contact with Assistant Superintendent for Finance and Operations, Olivia Buatsi, regarding our upcoming Building Project. We will most likely need to borrow \$2.5MM by December 2023 to get the project underway. Up until that point we will be using capital funds which will be reimbursed with bond proceeds.

Shadd attended the Avalon South Information Meeting at the Firehouse on January 24th. It appears that all of the construction and apartments will be on the north side of train tracks and won't interfere with our construction at all. I met with the Mayor on Monday and he assured me that the project involving our parking lot is off the table for now.

Shadd has begun inquiring about local events our library can attend and do outreach this spring and summer. He is also inquiring from some medical equipment companies to purchase an AED machine here at our library as well as staff training once we purchase it.

Personnel

Victoria Lipman and Rob Subject did an excellent job preparing and facilitating the STEM Class with our new 3D Printer on January 27th. The class had so much buzz that there was a waiting list. The second installment of the class will take place in March. Meanwhile, Victoria, Rob and Taylor Ostrick will begin teaching the staff how to use the 3D Printer for our patrons to use it.

Canvas letters will be going out in search of a full time Library Assistant by the end of the month.

Old Business

- Claims Auditor
- John Miccoli
- 25 John Street Comparative Market Analysis

New Business

- 2023/2024 Budget
- John Tanzi Post Bond Contract Resolution

Respectfully submitted by Todd Schlitt, Library Director