

AMITYVILLE PUBLIC LIBRARY AGENDA

Wednesday, April 19th, 2023
6:00 p.m.

- I. Call to order.

- II. Approval of the minutes from the March 15th meeting.

- III. Financial Officer
 - Warrant Sheet # 23-10A
 - Warrant Sheet # 23-09B
 - Report of Receipts and Disbursements

- IV. Director's Report
 - Treasurer's Report/Hours
 - Building Update
 - Assistant Directors Report
 - Personnel

- V. Old Business

- VI. New Business

- VII. Adjournment

DIRECTOR'S REPORT

AMITYVILLE PUBLIC LIBRARY

Wednesday, April 19th, 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 March 2023.

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

Claims Auditor and Treasurer

The Claim's Auditor worked hours in 6.5 hours in March. The Treasurer worked 5.25 hours in March.

Building Update

The door count was 15,374 in March compared to 13,144 in March of 2022.

Congratulations...the 2023/2024 operating budget passed with 100 YES votes and 11 NO votes.

Met with John Tanzi and Park East earlier this month to finalize the drawings that will be sent up to Albany to begin the review and approval process. The estimated timeline is below:

Submission to NYSED in early/mid-June. Based on our schedule - if we get NYSED approval by September, then on-site Construction should start in January. Below is the latest Preliminary Project Schedule (1/11/23) that Park East and I developed.

1. Schematic Design Phase – January/February 2023
2. Design Development Phase – February/March 2023
3. Construction Document Phase – March/April/May 2023
4. Submission to NYSED-OFP – May/June 2023
5. Approval from NYSED-OFP (Anticipated) – September 2023
6. Plans Available for Bidding – October 2023
7. Bid Opening / Bid Award – November/December 2023
8. Contract / Bonds / Insurance – December 2023
9. Mobilization – January 2024
10. Construction – January 2024 – June 2025 (16 months)
11. Library Fully Open – August 2025 (some closeout documents to follow)
12. Post Construction – July 2025 – September 2025 (3 months)

The estimate for a vent and air duct cleaning throughout the entire building from Cunningham was \$17,500. We are just going to have a basic service to clean the vents and heating coils, which will improve the air quality. We will have a full-service cleaning after the project when it will most definitely be needed, and those funds can come out of the bond proceeds.

On Tuesday March 21st all full time were trained in CPR and with the new AED machine that is located behind the Circulation desk.

Personnel

Director's annual evaluation.

Part time children librarians Kristen Mucha and Tess Lamorte begin this week.

Part time childrens librarian, Robert McGrory submitted his letter of resignation three weeks ago and his last day was on Friday, April 14th. We wish him the best of luck.

Long time YA and Adult Librarian, Linda Ferraro announced her retirement on March 28th. Her last day will be April 28th. She has been at APL for 28 years and her service and dedication to the Amityville community has always been stellar. We will miss her greatly!

We are looking to hire two part-time librarians, one for Teen services and the other for Adult services, to replace Linda.

Old Business

- Trip account (*Mary Beth or Anthony must sign off to close it*)
- Vent cleaning

New Business

- National Library Workers Day (4/25)
- Staff raise
- Poster printer
- Staff dental

Respectfully submitted by Todd Schlitt, Library Director