

AMITYVILLE PUBLIC LIBRARY AGENDA

Wednesday, April 17th, 2024
6:00 p.m.

- I. Call to order.

- II. Approval of the minutes from the March 20th meeting.

- III. Financial Officer
 - Warrant Sheet # 24-09-B
 - Warrant Sheet 24-10-A
 - Report of Receipts and Disbursements

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

- V. Old Business

- VI. New Business

- VII. Adjournment

AMITYVILLE PUBLIC LIBRARY
REGULAR BOARD OF TRUSTEES MEETING
Wednesday, March, 2024
6:00 P.M.
MINUTES

MEETING: was called to order at 6:10 p.m. by Anthony Ceriello

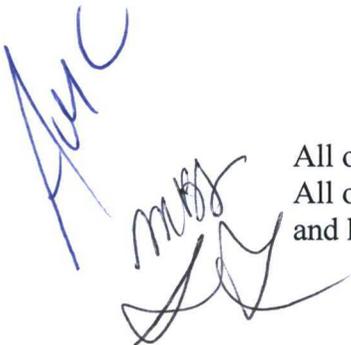
PRESENT : Anthony Ceriello, Leslie Kretz, Mary Beth Scarola, , Sharon Tener, Todd Schlitt, and Shadd Jamison. Guests: Anne Guarascio, Library Treasurer, John Tanzi, Architect for Building Project, Eoin Costello from Park East. Absent: Eileen Taylor

BUILDING
RENOVATION: Todd announced that the bids for our renovation project were opened and the lowest bids are:

Stalco Construction, Inc. as General Contractor
Hirsch & Co, LLC for plumbing
Intricate Tech Solutions, LTD for HVAC
CDJ Electrical as electricians

- Sharon Tener made the motion: Resolved, that the Board awards its Mechanical Heating, Ventilation and Air Conditioning Construction contract to Intricate Tech Solutions, LTD, as the lowest responsible bidder meeting specifications in the amount of \$ 689,000.00. Motion seconded by Mary Beth Scarola. All in favor.*
- Mary Beth Scarola made the motion: Resolved, that the Board awards its Electrical Construction contract to CDJ Electric, Inc. as the lowest responsible bidder meeting specifications in the amount of \$ 957,000.00. Seconded by Leslie Kretz. All in favor.*
- Leslie Kretz made the motion: Resolved, that the Board awards its General Construction Contract to Stalco Constructions, Inc. as the lowest responsible bidder meeting specifications, pursuant to the terms of its base bid in the amount of \$ 5,760,000.00 and the following Alternative Add 1 of \$ 22,000.00 (which will cover the cost of adding to the existing roofing not quoted in original bid). Seconded by Sharon Tener. All in favor.*
- Sharon Tener made the motion: Resolved, that the Board awards its Plumbing Construction contract to Hirsch & Co, LLC as the lowest responsible bidder meeting specifications, in the amount of \$ 167,000.00. Mary Beth Scarola seconded. All in favor. *
- The following statement was included in all four of the motions presented above: *Be it further resolved that this award is subject to the execution of a contract between the Library and contractor's name which Director Todd Schlitt is authorized to execute on behalf of the Board of Trustees.*

All of the bids are lower than the amounts budgeted in the original plans.
All of the above companies have previously worked with John Tanzi and Park East and have worked on many libraries on Long Island, with excellent reviews.



John and Eoin answered questions about our project, which will begin on April 15, 2024 with preparatory work such as construction fence, trailers in place, etc. We have leased 2 10x10 units from Omega Storage to house books and other items, at a cost of \$ 150.00 each per month. Our first trailer will be delivered on April 10, 2024 from Cassone Trailers. Two wireless access points have been installed in the community rooms for our patrons and Circulation department for increased internet bandwidth.

TREASURER:

Ann Gurarascio, Treasure for the Library, discussed the work flow of the administration and made suggestions to Todd and Shadd concerning their involvement with the Business Office of the Library. We spoke about the need to retain a Claims Auditor, since some of her work is duplicated by the Treasurer. We will check with Jill Sanders, who first told us to hire a Claims Auditor. Todd has reached out for a Business Manager. Anne said she will gladly fill in where needed until the position is filled.

MINUTES:

Minutes from February 28, 2024 Regular Board of Trustees Meeting approved by a motion made by Leslie Kretz and seconded by Sharon Tener. All in favor.

FINANCE:

The Warrant Sheet 24-09 A in the amount of \$ 194,74.21 and \$ 21,715.00 and Warrant Sheet 24-08B in the amount of \$ 61,584.53 and \$ 4,865.00 approved by motion made by Leslie Kretz, seconded by Mary Beth Scarola. All in favor. The Claims Auditor Report and Treasurer Report approved upon motion by Mary Beth Scarola and seconded by Leslie Kretz. All in favor.

PERSONNEL:

Pages Roshni Kahn and Karina Wong have been re-assigned to the Circulation Desk. Canvas letters were mailed March 11 to procure a Business Manager.

EXECUTIVE SESSION:

At 7:17 p.m. we went into Executive Session to discuss the Library Health Plan and employee contributions with Todd and Shad. Motion made by MaryBeth Scarola and seconded by Leslie Kretz. The Regular Board Meeting resumed at 7:30 p.m. upon motion made by MaryBeth Scarola and seconded by Sharon Tener.

OLD BUSINESS:

On behalf of the Library, Todd negotiated a Hold Harmless and Indemnification Agreement between the Village of Amityville and the Library allowing the Library exclusive use of a portion of Village Parking Field 3, during the capital construction project and accepting all responsibility for any claims within the portion allotted to the Library.

Contract negotiations should begin in April with Adriana Lara (union representative) and Angelita (staff representative) and Leslie, Eileen and Mary Beth.

Library exercise programs will be held at the VFW, during construction at a cost to the library of \$ 300.00 per week starting April 1, 2024.

Motion made by MaryBeth Scarola and seconded by Sharon Tener to reimburse Todd Schlitt for accounting error of his contribution to the Health Plan, for the period May 2021 through June, 2023. All in favor.

Handwritten signatures and initials in blue ink:
A large signature on the left side of the page.
A signature below it, possibly "Sharon Tener".
A signature at the bottom, possibly "Mary Beth Scarola".

NEW BUSINESS: Liz Monaco will be evaluated each September, effective this year.
The Library is considering a new Website publisher.
Motion made by Sharon Tener, seconded by Leslie Kretz to approve Municipal Testing Laboratory, not to exceed \$ 75,000.00. All in favor.
Motion made by Sharon Tener, seconded by MaryBeth Scarola to transfer \$ 500,000.00 to the capital account, from the general fund for:
 \$ 35,000.00 for Low voltage wiring installation
 \$ 50,000.00 Additional security cameras and new security system
 \$ 65,000.00 Cassone Trailer in parking lot
 \$ 350,000.00 Furniture and Shelving.
All in favor.

ADJOURNMENT: Motion made by Sharon Tener and seconded by Leslie Kretz to adjourn at 7:28 p.m.

Handwritten signatures in blue ink:
AUC
[Signature]
[Signature]

Amityville Public Library

24-09-B

Check Register

March 2024

DATE	NUM	VENDOR	MEMO/DESCRIPTION	AMOUNT
01-0200-000-1		M&T/Checking		
03/07/2024	13315	Anchor Coffee LLC	Jan.9th, Feb.13th 2024 "Coffee & Books"	150.00-
03/07/2024	13316	Mary Kearns	Feb.16,24,26 2024 "One on One Citizenship"	600.00-
03/07/2024	13317	Jean A Pulvidente	Jan/Feb.2024 "Conversational English"	400.00-
03/07/2024	13318	Green Earth Craft, Inc.	Feb.28th 2024 "Winter Cardinals"	250.00-
03/07/2024	13319	Ramiro Coba	Feb.7,14,28 "Conversational English"	150.00-
03/07/2024	13320	Mayrel Coba	Feb.7,14,28 "Conversational English"	150.00-
03/07/2024	13321	Howard Dashkin	Feb.1,8,15,22,29 "Line Dance Mix"	500.00-
03/07/2024	13322	Sandra Rovira	Feb.1,8,22,29 "Beginners Yoga"	300.00-
03/07/2024	13323	Rosemary Algios	Feb.1,8,15,22,29 "ASL"	750.00-
03/07/2024	13324	Jolanta Bazyte	Feb.1,8,15,22,29 "Morning Intermediate Yoga"	625.00-
03/07/2024	13325	Lauren Blum	March 5th 2024 "Zumbini for Babies"	180.00-
03/07/2024	13326	Harriet Garelick	Reimbursement - March 2024	349.40-
03/07/2024	13327	Susan Handler	Reimbursement-March 2024	349.40-
03/07/2024	13329	Nora Schual	Reimbursement-March 2024	349.40-
03/07/2024	13330	Linda Ferraro	Reimbursement-March 2024	174.70-
03/07/2024	13331	Frances Millnamow	Reimbursement-March 2024	174.70-
03/07/2024	13332	Joan Traugott	Reimbursement-March 2024	174.70-
03/07/2024	13333	Shabnam Faruqui	NYSHIP Reimbursement	959.10-
03/07/2024	13334	Melissa McNelis	NYSHIP Reimbursement	796.65-
03/07/2024	13335	Todd Schlitt	NYSHIP Reimbursement	1,232.55-
03/07/2024	13336	Ann Guarascio	February 2024	325.00-
03/07/2024	13337	Amazon Capital Services	A3COCO37OGIAVX	267.76-
03/07/2024	13338	CCP Solutions, LLC	AP03	244.81-
03/07/2024	13339	Daily News	1535477	66.22-
03/07/2024	13340	DRP Solutions	AP11	2,138.40-
03/07/2024	13341	Fusion Networks		100.00-
03/07/2024	13342	FNBO	4988 6599 4223 5913	4,673.42-
03/07/2024	13343	Midwest-Adult AV	2000001615	86.51-
03/07/2024	13344	Midwest-J-AV	2000015408	25.19-
03/07/2024	13345	NYS Employees' Health Insurance Pending Account	03577	39,425.06-
03/07/2024	13346	Playaway Products LLC		382.44-
03/07/2024	13347	PSEGLI	0346-5000-72-1	3,171.12-
03/07/2024	13348	Quatela Chimeri PLLC		275.00-
03/07/2024	13349	Suffolk Cooperative Library System	ID# AMTY	41.28-
03/07/2024	13350	SCLS - Overdues	AMTY	55.04-
03/07/2024	13351	Staples	NYC 1007943	6.00-
03/07/2024	13352	Sunrise Window Cleaning		155.00-
03/07/2024	13353	Verizon	455-917-039-0001-41	79.00-
03/07/2024	13354	Winters Bros. Hauling of LI, LLC	21-15788 0	423.83-
03/07/2024	13355	JoAnn Tufo	Feb.26th "Historic Voices"	200.00-
03/07/2024	13356	B&T - Continuations	C0574483	58.43-
03/07/2024	13357	B&T - Instant books	L0269893	149.44-
03/07/2024	13358	B&T - Aut. Yours	L0771083	210.97-

Amityville Public Library

Check Register

March 2024

DATE	NUM	VENDOR	MEMO/DESCRIPTION	AMOUNT
03/07/2024	13359	B&T - Children's Bks	L8002843	59.61-
03/22/2024	13360	Theresa Maritato	March 6th "Make Up Bags Take & Make"	375.00-
03/22/2024	13361	Howard Dashkin	March 7th "Line Dance Mix"	100.00-
03/22/2024	13362	Marlena Konas	March 7th "St. Patrick's Day Bracelet"	310.00-
03/22/2024	13363	Quadrone Enterprise Inc.	March 11th "Spring Flower Kits"	160.00-
03/22/2024	13364	Thomas P. O'Reilly	March 11th "The New York City Irish"	175.00-
03/22/2024	13365	Anchor Coffee LLC	March 12th "Coffee, Books, Snacks"	125.00-
03/22/2024	13366	Stephanie Ann Jodlowski	March 12th "One on One Career Coaching"	95.00-
03/22/2024	13367	Green Earth Craft, Inc.	March 13th "Tote and a Note"	250.00-
03/22/2024	13368	John K. Carpenter	March 15th "Riley the Cop"	200.00-
03/22/2024	13369	Larry Moser	March 16th "Fiddlers Green"	800.00-
03/22/2024	13370	Chocolicious Chocolatier	March 18th "Chocolate Pops & Pizza"	590.00-
03/22/2024	13371	A Time for Kids, Inc.	March 19th "Tiny Tots"	160.00-
03/22/2024	13372	Joan Monteleone	Reimbursement "March"	349.40-
03/22/2024	13373	Amazon Capital Services	A3COCO37OGIAVX	412.98-
03/22/2024	13374	Amity Vacuum, Inc.		69.90-
03/22/2024	13375	CSEA Employee Benefit Fund	Group#289	1,329.29-
03/22/2024	13376	CSEA, Inc.	March 2024 "Dues"	616.42-
03/22/2024	13377	Environmental Landscaping & Design		549.00-
03/22/2024	13378	EverBank	20416784	198.00-
03/22/2024	13379	First-Citizens Bank & Trust Co.	1750795	530.06-
03/22/2024	13380	Johnson Controls Security Solutions	01300 105203849	1,034.99-
03/22/2024	13381	Midwest-J-AV	2000015408	23.09-
03/22/2024	13382	National Grid	56405-34000	1,038.71-
03/22/2024	13383	Playaway Products LLC		382.44-
03/22/2024	13384	Skinnon & Faber, CPAs, P.C.		490.00-
03/22/2024	13385	Staples	NYC 1007943	425.54-
03/22/2024	13386	Suffolk Cooperative Library System	ID# AMTY	87.49-
03/22/2024	13387	The Hartford	14807494	2,794.75-
03/22/2024	13388	The New York Times	904126000	82.00-
03/22/2024	13389	Todd Schlitt	Mileage Reimbursement	129.85-
03/22/2024	13390	Verizon Business	Y2750953	7.67-
03/22/2024	13391	B&T - Aut. Yours	L0771083	390.73-
03/22/2024	13392	B&T - Proc/Fiction	L2124653	442.73-
03/22/2024	13393	B&T - Large Print	L4088893	290.21-
03/22/2024	13394	B&T - Children's Bks	L8002843	12.90-
03/22/2024	13395	B&T - Processed	L9304793	256.07-
03/25/2024	13396	Mary Kearns	March 2nd "Immigration Process"	175.00-
03/25/2024	13397	Melissa Krummeck	March 22nd "Springtime Mason Jar"	400.00-
03/25/2024	13398	Howard Dashkin	March 2,9 & 23 "Latin Mix"	300.00-
03/25/2024	13399	Amazon Capital Services	A3COCO37OGIAVX	223.28-
03/25/2024	13400	CNA Surety	Bond# 66646148	70.00-
03/25/2024	13401	4imprint	1746298	812.05-
03/25/2024	13402	Staples	NYC 1007943	419.57-
03/25/2024	13403	Verizon	651-755-985-0001-74	312.59-

Amityville Public Library

Check Register

March 2024

DATE	NUM	VENDOR	MEMO/DESCRIPTION	AMOUNT
03/25/2024	13404	Camsuze Pierre-Barreau	Reimbursement for Lost Book "Cosmo & the Robot"	15.95-
03/25/2024	13405	Lantern Theatre	March 9th "Couples Calamities"	350.00-
03/26/2024	13406	Todd Schlitt	NYSHIP Reimbursement	2,898.22-
Total for 01-0200-000-1 M&T/Checking				\$ 82,496.01-
02-0201-004 M&T/Capital MM				
03/07/2024	1071	John Miccoli	Id# 6	625.00-
03/07/2024	1072	Omega Storage		3,690.00-
03/07/2024	1073	Quatela Chimeri PLLC		550.00-
03/25/2024	1074	John Tanzi Architects		24,775.12-
03/25/2024	1075	Park East Construction Corp.		21,030.00-
Total for 02-0201-004 M&T/Capital MM				\$ 50,670.12-
Not Specified				
03/07/2024	13328	Joan Monteleone	Voided - Reimbursement-March 2024	0.00
Total for Not Specified				\$0.00

Amityville Public Library

#24-10-A

Check Register

April 1-12, 2024

DATE	NUM	VENDOR	MEMO/DESCRIPTION	AMOUNT
01-0200-000-1		M&T/Checking		
04/04/2024	13407	Harriet Garelick	Reimbursement April	349.40-
04/04/2024	13408	Joan Monteleone	Reimbursement April	349.40-
04/04/2024	13409	Nora Schual	Reimbursement April	349.40-
04/04/2024	13410	Susan Handler	Reimbursement April	349.40-
04/04/2024	13411	Linda Ferraro	Reimbursement April	174.70-
04/04/2024	13412	Frances Millnamow	Reimbursement April	174.70-
04/04/2024	13413	Joan Traugott	Reimbursement April	174.70-
04/04/2024	13414	Ann Guarascio		512.50-
04/04/2024	13415	A Shred Away Inc.	March 23 "Shredding Day"	525.00-
04/04/2024	13416	Green Earth Craft, Inc.	March 25 "3D Painting"	275.00-
04/04/2024	13417	Donald Allen	March 4 & 25 "Creative Writing"	200.00-
04/04/2024	13418	Christopher Fiore	March 4,11,18,25 "Ukulele/Guitar"	960.00-
04/04/2024	13419	Lauren N. Donnelly	March 5,12,19,26 "C. English/S. Language"	1,600.00-
04/04/2024	13420	Nadia Campbell-Mitchell	March 12 & 26 "Reiki on Zoom"	200.00-
04/04/2024	13421	Dorothy Mandrakos	March 5,12,19&26 "Qigong"	380.00-
04/04/2024	13422	Danielle Hitner	March 6,13,20 & 27 "Zumba"	500.00-
04/04/2024	13423	Catherine Rose	March 13,20,27 "Anxiety Support Group"	300.00-
04/04/2024	13424	Sandra Rovira	March 2024 "Chair Yoga/Beginners Yoga"	600.00-
04/04/2024	13425	Jolanta Bazyte	March 7,14,21 & 28 "Morning Intermediate Yoga"	500.00-
04/04/2024	13426	Rosemary Algios	March 7,14,21 & 28 "ASL"	600.00-
04/04/2024	13427	Howard Dashkin	March 21 & 28 "Line Dance Mix"	200.00-
04/04/2024	13428	Mayrel Coba	March 2024 "Conversational English"	375.00-
04/04/2024	13429	Ramiro Coba	March 2024 "Conversational English"	375.00-
04/04/2024	13430	Amazon Capital Services	A3COCO37OGIAVX	926.05-
04/04/2024	13431	Cengage Learning Inc / Gale	123506	101.96-
04/04/2024	13432	Central Business Systems	AP00	35.13-
04/04/2024	13433	Daily News	1535477	56.25-
04/04/2024	13434	DRP Solutions	AP11	2,144.42-
04/04/2024	13435	Dynamism, Inc.		266.29-
04/04/2024	13436	Fusion Networks		100.00-
04/04/2024	13437	Midwest Tape, LLC	2000015934	215.13-
04/04/2024	13438	Intrepid Museum Foundation		500.00-
04/04/2024	13439	Edgardo Estrada Najera	March Travel Reimbursement	8.97-
04/04/2024	13440	Ocean Janitorial Supply, Inc		66.14-
04/04/2024	13441	Playaway Products LLC		111.98-
04/04/2024	13442	PSEGLI	0346-5000-72-1	3,048.77-
04/04/2024	13443	Quatela Chimeri PLLC		300.00-
04/04/2024	13444	Ram Landscape Maintenance Inc.		1,200.00-
04/04/2024	13445	SCLS - Overdues	AMTY	49.92-
04/04/2024	13446	Skinnon & Faber, CPAs, P.C.		280.00-
04/04/2024	13447	South Bays Neighbor	1182	7,574.00-
04/04/2024	13448	Staples	NYC 1007943	6.00-
04/04/2024	13449	Sunrise Window Cleaning		155.00-
04/04/2024	13450	The Hartford -Disability	Pol# LNY 334759	239.01-

Amityville Public Library

Check Register

April 1-12, 2024

DATE	NUM	VENDOR	MEMO/DESCRIPTION	AMOUNT
04/04/2024	13451	The New York Times	904126000	82.00-
04/05/2024	13452	Verizon	455-917-039-0001-41	79.00-
04/05/2024	13453	Williamson Law Book Co.	4AMITYVILLE	638.83-
04/05/2024	13454	Winters Bros. Hauling of LI, LLC	21-15788 0	423.83-
04/05/2024	13455	B&T - Children's Bks	L8002843	34.79-
04/05/2024	13456	Amazon Capital Services	A3COCO37OGIAVX	57.55-
04/05/2024	13457	Noble Elevator Comp. Inc.		422.30-
04/05/2024	13458	Shadd Jamison	Travel Reimbursement	83.21-
04/11/2024	13460	FNBO	4988 6599 4223 5913	2,771.39-
Total for 01-0200-000-1 M&T/Checking				\$ 32,002.12-
02-0201-004 M&T/Capital MM				
04/05/2024	1076	Quatela Chimeri PLLC		2,100.00-
04/04/2024	1077	Staples	NYC 1007943	1,338.92-
Total for 02-0201-004 M&T/Capital MM				\$ 3,438.92-
Not Specified				
04/09/2024	13459	FNBO	Voided - 4988 6599 4223 5913	0.00
Total for Not Specified				\$0.00

How much will it cost:

- General Construction
- Plumbing Construction
- HVAC Construction
- Electrical Construction
- General Conditions & Contingency
- Other Construction Costs & Fees

Total Construction Costs: **\$8,316,216**

- Architectural & Engineering Fee
- Construction Manager Fee
- Other Soft Costs

Soft Costs: **\$1,538,500**

Total Project Cost: **\$9,854,716**

How will it affect your taxes:

- The average Amityville homeowner pays \$350 a year in library taxes. Current projections for a 20-year construction bond in the amount of \$9,854,716 would cost the average homeowner an additional **\$87** per year or **\$7.25** per month