

LIBRARY BOARD OF TRUSTEES

AMITYVILLE PUBLIC LIBRARY AGENDA

Wednesday, December 21, 2022
6:00 p.m.

- I. Call to order

- II. Approval of the minutes from the November 16th meeting.

- III. Financial Officer
 - Warrant Sheet # 23-06A
 - Warrant Sheet # 23-05B
 - 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, December 21, 2022

6:00 P.M.

MINUTES

MEETING

was called to order at 6:05 P.M. by Anthony Ceriello

PRESENT

Anthony Ceriello, Leslie Kretz, Eileen Taylor, Sharon Tener, Mary Beth Scarola, Todd Schlitt, and Shadd Jamison and Captain John Gerbe.

MINUTES

of the Regular Board of Trustees Meeting of November 16, 2022 approved upon motion made by Sharon Tener seconded by Eileen Taylor.

FINANCIAL

Warrant Sheet 23-06A in the amount of \$ 57,136.11 and \$ 775.00
Warrant Sheet 23-05B in the amount of \$213,088.61 and \$ 329,424.00 approved by motion made by MaryBeth Scarola and seconded by Eileen Taylor.

The Claims Auditor Reports and Treasurer Reports approved upon motion by Leslie Kretz seconded by Sharon Tener.

Eileen Taylor made a motion to approve the Claims Auditor and Treasurer Reports. Seconded by Mary Beth Scarola.

PUBLIC PARTICIPATION

Captain John Gerbe came to the meeting to question the renovation plans. He asked the board why the space enclosing the clock tower could not be utilized as public space for seating. Todd explained that the space is small and will be used for storage and the clock mechanics. Captain Gerbe remained for the rest of the meeting.

POLICIES

The Board of Trustees acknowledged and approved the Continuing Education Policy requiring each board member to complete 2 hours of documented training, annually, effective January 1, 2023. Motion made by Eileen Taylor and seconded by MaryBeth Scarola

AWC
STJ
EW
MB

NEW BUSINESS

Todd was contacted by Mr. John Miccouli who would like to be apply as the Project Consultant on the renovation. The Board would like references and to meet with him, possibly at our January meeting.

The Board of Trustees monthly meeting will be changed to Tuesdays at 6:00 p.m. starting in February.

OLD BUSINESS

Todd will compose a letter to the Claims Auditor concerning her hours, incurred each month which are higher than the expected time to complete the work. The Board will send it to the Auditor.

EXECUTIVE SESSION

Shadd excused himself from the meeting so that Todd could give the Board a review which was positive. The Board called Executive Session at 7:05 to discuss the pay increase requested. Todd Schlitt and our guest both left the room. The increase was unanimously agreed by the board. The Regular Meeting of the Board resumed at 7:14. Motion made by MaryBeth Scarola and seconded by Leslie to increase Shadd's salary by 3% effective December 5, 2022.

ADJOURNMENT

Motion made by Mary Beth Scarola and seconded by Leslie Kretz to adjourn the meeting at 7:43 p.m

AMC
MS
omit
MBS

DIRECTOR'S REPORT

AMITYVILLE PUBLIC LIBRARY

Wednesday, December 21, 2022

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 November 2022.

The Board is requested to make a motion to approve the Claim Auditor's Report for November 2022.

Claims Auditor and Treasurer

The Claim's Auditor worked hours in 7 hours in November. The Treasurer worked 6.5 hours in November.

Building Update

The door count was 16,640 in November compared to 5,009 in November of 2021.

I met with John Tanzi and Derek Knatz on Friday, December 2nd to discuss the next phase of the process. First, we need resolutions to retain both John Tanzi and Park East. If you recall, we have a pre-bond contract and if we decided, a post bond contract with both. Our attorney is drafting both contracts and resolutions, if we decide to retain both parties all of this should be wrapped up at the January Board meeting.

Next, we will work on the site-specific drawings (wiring, plumbing, HVAC, etc) to be sent up to New York State Department of Education for approval in early springtime. The turnaround is estimated at 6-8 months, and we can hopefully begin construction in October/November 2023. While that is happening, we will also be working on figuring out where will go during construction. Shadd and I are going to look at trailers after the holidays to maybe use as office space or new item's location. There is also a store front next to Amity Ales we are investigating. Derek informed me that we should be able to use the community rooms downstairs throughout half of the project which would alleviate some of the relocation expense of the exercise classes.

I also spoke to the owner of the house directly to the north of the library. Are we still interested in purchasing the property? It would help us tremendously during renovations as well as afterwards.

Shadd and I facilitated an All Staff meeting on Tuesday December 6th. We informed the staff of the ongoing process and potential timeline of the upcoming building project among other topics.

We are expecting the Phone Charging Locker for public use within the next few weeks. We will most likely have it near adult computers. We have also received a new staff copier and expect to have another new copier in the beginning of January.

Shadd and Adrienne continue to look for another Social Worker as Emily our current Social Work Intern is doing great, but we need more of those services for our community.

Local artist Michele Dodd is finishing up a beautiful winter painting for our front windows. We have received many compliments for her seasonal artwork on our windows this past year.

We are getting 21 more Wi-Fi hotspots in our collection as the need has increased for our community.

Shadd is waiting to hear back when I can take the Notary Public Exam.

We have a copy of the newsletter translated into Spanish on the website and a slide on the digital display behind the circulation desk indicating that we have ESL books in the Childrens department. We will be starting Children's ESL classes in January on Tuesdays. We will also have our first STEM class with our new 3D Printer on Thursday January 26th. Staff members Rob Subject, Victoria Lipman and Taylor Ostrick have worked hard to prepare and familiarize themselves with the new 3D Printer.

Personnel

- Assistant Director, Shadd Jamison's motion for approval of a ~~2~~3% salary increase.

Policies

- Board of Trustees Continuing Education Policy: As you may be aware, the State Legislature enacted a new statute, Education Law § 260-d, which requires all Library Board Trustees complete two hours of State approved training annually, beginning in 2023. The first year's training must be completed by December 31, 2023.

Old Business

- Claims Auditor ✓

- Change Feb Board meeting date
- Change Board meeting dates again

New Business

- Construction Project Consultant - January Board meeting

- local references

Respectfully submitted by Todd Schlitt, Library Director

- ask at