

# LIBRARY BOARD OF TRUSTEES

## AMITYVILLE PUBLIC LIBRARY AGENDA

Wednesday, January 18, 2023  
6:00 p.m.

- I. Call to order
- II. Guest John Miccoli
- III. Approval of the minutes from the December 21<sup>st</sup> meeting.
- IV. Financial Officer
  - Warrant Sheet # 23-07A
  - Warrant Sheet # 23-06B
  - Report of Receipts and Disbursements
- V. Director's Report
  - Treasurer's Report/Hours
  - Building Update
  - Personnel
- VI. Old Business
- VII. New Business
- VIII. Adjournment

# DIRECTOR'S REPORT

## AMITYVILLE PUBLIC LIBRARY

Wednesday, January 18th, 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 December 2022.

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

### Claims Auditor and Treasurer

The Claim's Auditor worked hours in 6.75 hours in December.

The Treasurer worked 5 hours in December.

### Building Update

The December door count was 11,650 a slight increase from the 9,000 in December of 2021.

We have scheduled the department meetings for Friday, January 28<sup>th</sup>, all day. John Tanzi, Derek Knatz, Shadd, and myself will be meeting with staff members in their individual departments to get their feedback on the building drawings, what they would like to see added and/or removed.

The building was tested for asbestos yesterday, January 16<sup>th</sup>. We should have the results by the end of next week.

The new staff copier as well as the new public copiers have been installed and have been operating well so far. The new public charging station was installed adjacent to the new scanner on December 29<sup>th</sup>, 2022 and has been used 41 times during that span.

A "Coffee Bar" has been set up next to the Circulation Desk to provide patrons and community members a hot cup of coffee or tea on cold days. It has been very well used and patrons are very appreciative of the new addition.

### Personnel

- Part time Childrens Librarian, Michelle Casale will be resigning as of January 23<sup>rd</sup>, 2023.
- Teen Librarian, Victoria Lipman will be moved from the Adult Department to the Childrens Department to help cover the desk and conduct programs in addition to her Teen Services duties. We will be looking for a part time adult librarian to fill that spot as well as Saturday coverage.

### **Old Business**

- Claims Auditor
- Little Free Library
- House next door
- Spanish Newsletter

### **New Business**

- 2023/2024 Budget

**Respectfully submitted by Todd Schlitt, Library Director**