

**AMITYVILLE PUBLIC LIBRARY**

**REGULAR BOARD OF TRUSTEES MEETING**

**Wednesday, June 21, 2023**

**6:00 P.M.**

**MINUTES**

**MEETING:** was called to order at 6:06 P.M. by Mary Beth Scarola

**PRESENT :** Leslie Kretz, Eileen Taylor, Mary Beth Scarola, Todd Schlitt, and Shadd Jamison.  
Absent: Anthony Ceriello, Sharon Tener. Guest: John Miccoli, Project Manager

**MINUTES:** of the Regular Board of Trustees Meeting of May 17, 2023 approved upon motion made by Eileen Taylor seconded by Leslie Kretz.

**FINANCE:** Warrant Sheet 23-11B in the amount of \$ 105,976.73 and \$ 3,400.00 and Warrant Sheet 23-12A in the amount of \$ 70,956.17 and \$ 91,159.81 approved by motion made by Eileen Taylor and seconded by Leslie Kretz.  
The Claims Auditor Reports and Treasurer reports approved upon motion by Leslie Kretz seconded by Eileen Taylor.

**PROJECT CONSULTANT UPDATE:**

John Miccoli advised us that while he was doing a walk-through, he discovered the software which operates our HVAC system has been out of date for a long time. The software should maintain efficiency and control of temperature. The thermostats should have a wide range of temperatures. Our current system is extremely limited (and the only way to regulate temperature). New software would remedy this problem as well as serve our upcoming building project. The software will allow administration to regulate the temperature via internet as well as monitor the building. The cost for this update is \$ 34,000.00; the Library will have considerable savings with heat and air conditioning once it is installed. There will be no downtime to the library and services. Upon motion made by Leslie Kretz and seconded by Eileen Taylor, the Board approved the upgrade to our system to a JCI Facility Explorer platform, from Commercial Instrumentation Services at a total cost of \$ 34,825..23. This expense will be debited to our Capital account.

*AMC [Signature] LK*

**PERSONNEL:**

Upon motion made by Leslie Kretz and seconded by Eileen Taylor, the Board called Executive Session at 6:36 p.m. Upon motion made by Eileen Taylor and seconded by Leslie Kretz we ended Executive Session at 6:41 and initiated a new Executive Session, which ended at 6:43 p.m. The Board has asked the Director for a written review and evaluation, detailing strengths, weaknesses, salary history and comparative salaries for Library administration staff at the time of their annual review. We tabled a review for Grace until the next meeting when the entire Board should be present. Approval to increase staff salary 1.5% as per union contract on June 26<sup>th</sup>.

**NEW BUSINESS :**

Upon motion made by Leslie Kretz and seconded by Eileen Taylor the Suspension of Library Services Policy was approved. This policy details the steps necessary to suspend library privileges to patrons who are disruptive, exhibit inappropriate behavior or display any type of violence.

Todd is starting a civil service search for a full time security guard for better coverage of the library in addition to our part-time security guard.

There is a new security camera located at the southwest corner of the library at a cost of \$ 2,200.00.

**ASSISTANT DIRECTOR REPORT:**

Shadd will be attending Little League Final Day promoting the Summer Reading Club on June 24<sup>th</sup>.

Friday, June 30<sup>th</sup> is the Kickoff for the Summer Reading Club, at the Amityville Beach Pavilion open to all library patrons.

Shadd is continuing outreach attending Copiague Pride Day and the last day of soccer.

**OLD BUSINESS:**

Motion presented by Eileen Taylor and seconded by Leslie Kretz to approve a Retirement Incentive Resolution to 2 eligible employees.

Todd met with M&T Bank, who addressed the concerns of the library. The interest rate on our accounts was increased and we have a banker involved with our accounts.

**ADJOURNMENT:**

Motion made by Eileen Taylor and seconded by Mary Beth Scarola to adjourn the meeting at 7:07 p.m.