

LIBRARY BOARD OF TRUSTEES

AMITYVILLE PUBLIC LIBRARY AGENDA

Wednesday, March 15, 2023
6:00 p.m.

- I. Call to order.

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

- III. Financial Officer
 - Warrant Sheet # 23-09A
 - Warrant Sheet # 23-08B
 - 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 15, 2023

6:00 P.M.

MINUTES

MEETING

was called to order at 6:10 P.M. by Anthony Ceriello

PRESENT

Anthony Ceriello, Leslie Kretz, Sharon Tener, Mary Beth Scarola, Todd Schlitt, and Shadd Jamison. Absent: Eileen Taylor

MINUTES

of the Regular Board of Trustees Meeting of February 15, 2023 approved upon motion made by Leslie Kretz and seconded by Sharon Tener.

FINANCE

Warrant Sheet 23-09A in the amount of \$ 57,885.78 and \$ 4,578.00 and Warrant Sheet 23-08B in the amount of \$ 190,239.70 and \$55,943.35 approved by motion made by Mary Beth Scarola and seconded by Sharon Tener.

The Claims Auditor Reports and Treasurer Reports approved upon motion by Leslie Kretz seconded by MaryBeth Scarola

PERSONNEL

Executive Session called at 6:30 p.m. and Regular Meeting resumed at 6:42 p.m.

Motion made by MaryBeth Scarola and seconded by Sharon Tener to increase Elizabeth Monaco's salary by 3%, effective April 3, 2023.

Motion made by Mary Beth Scarola and seconded by Sharon Tener to approve hiring 2 part time children librarians at an hourly rate of \$ 35.36 for 17.5 weekly hours, effective April 17, 2023 as follows:

Kristen Mucha

Tess Lamorte

Annual Reviews will be made 1 month prior to hire date for admin.

AC *MB* *1*

NEW BUSINESS

The vote for the 2023/2024 budget is on April 4, 2023. The Public Information meeting is on March 20th at 6:p.m.

Leslie Kretz made a motion for Todd Schlitt to attend the ALA Conference from June 22 through June 27, 2023, at a cost not to exceed \$ 3,000.00. Sharon Tener seconded.

Sharon Tener made a motion for vent cleaning not to exceed \$ 7,500.00. Seconded by Leslie Kretz. Todd is currently waiting for an estimate.

The Library purchased an AED Machine The staff will be trained by the Red Cross on Tuesday, March 21, 2023.

Upon a motion made by Mary Beth Scarola and seconded by Leslie Kretz, the library will have a delayed opening on March 21st for a staff meeting followed by CPR/AED Machine training.

ASSISTANT DIRECTOR REPORT

Shadd received an award for marketing from Suffolk County!

Shadd will initiate 3D printer training and he is starting to resume his involvement with Community Outreach for Spring, 2023.

OLD BUSINESS

The trip account (approximately \$15.00) will be closed by MaryBeth Scarola pending reversal of band charges by MT Bank.

ADJOURNMENT

Motion made by Mary Beth Scarola and seconded by Leslie Kretz to adjourn the meeting at 7:03p.m.

LS
AmC MB

DIRECTOR'S REPORT

AMITYVILLE PUBLIC LIBRARY

Wednesday, March 15th, 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 February 2023.

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

Claims Auditor and Treasurer

The Claim's Auditor worked hours in 7.75 hours in February. The Treasurer worked 8 hours in February.

Building Update

The door count was 15,863 in February compared to 11,642 in February of 2022.

Meeting with John Tanzi and Park East later this month to finalize the drawings that will be sent up to Albany to begin the review and approval process. Right now, the estimated timeline is 6 to 8 months which would hopefully allow us to break ground before the frost of the 2023 winter months.

Waiting on an estimate for a vent and air duct cleaning throughout the entire building from Cunningham. They were also here in early 2018 and it is recommended a cleaning be done every five years. We will also have to do another cleaning after the building project is completed but those funds could be allocated from the bond proceeds since it is related to the project.

We have purchased an AED Machine this month from GE Pickering. Staff will have CPR/AED Machine training with Red Cross Certified Instructor Ildi Catuogno, on Tuesday March 21st immediately following a full staff meeting.

Shadd and I attended *Library Advocacy Day* at the Capitol Building in Albany on February 28th. We met with Elected Officials Kimberly Jean-Pierre and Alexis Weik and attended the rally with numerous librarians and elected officials from across the state.

Personnel

3% salary increase for part time clerk, Elizabeth Monaco.

Administration annual review months are as follows:

Todd Schlitt, *Director* – April