

BOARD OF TRUSTEES
 HICKSVILLE PUBLIC LIBRARY
 HICKSVILLE, NEW YORK 11801

REGULAR MEETING

TUESDAY, JANUARY 19, 2021
 VIRTUAL VIA ZOOM
 7:00 P.M.

CALL TO ORDER

The meeting of the Hicksville Public Library Board of Trustees was called to order by President Carlos Munozospina at 7:12 pm. Those present were: Mrs. D'Antonio, Mr. Rowan, Mrs. Malhotra, Mrs. Curran Perrucci, Mrs. Edwins, Ms. Gramaglia, Mr. Wassel and Ms. Hayley Dryer (counsel), Mr. Cleary (treasurer), and Mrs. Kwas (recording secretary). Also present was: Mr. Chris Slatic.

PLEDGE OF ALLEGIANCE

DIRECTOR'S REPORT

Mrs. Edwins shared the letter with the board from the Hicksville Public Schools informing the parents of students about the new partnership between the Hicksville Public Schools and the Hicksville Public Library. The collaboration will allow students to easily access books electronically through the use of electronic library cards.

A building committee meeting was held on January 8th with Mr. Munozospina, Mr. Rowan, Mrs. Edwins, Mr. Gangemella, Mrs. Dammes, and Ms. Acosta to prioritize different building projects in order to take advantage of the construction grant application. Mrs. Edwins also reached out to the architects from Mark Design Group who she met with on January 12th along with Mr. Gangemella and Ms. Acosta to discuss the following areas of the library: HVAC, roof, elevator, bathrooms, reference and circulation as well as an overall evaluation of design and efficiency.

Mrs. Edwins informed the board that the lobby and other areas of the library will be painted before the new flooring and carpeting is installed. She also mentioned that Sav Mor Mechanical installed the hot water pump that was defective. The Merv 13 filters are on order.

The paperwork for the grant to help subsidize the purchase of the View Scan 4-9 Microfilm machine has been submitted to LILRC and Mrs. Edwins is waiting for their response.

LEGAL

Mr. Wassel mentioned that a meeting was scheduled with the CSEA Labor Specialist on Friday, January 22nd.

APPROVAL OF MINUTES

Mrs. Malhotra made the following motion:

BE IT RESOLVED, that the board approves the minutes of the December 16, 2020 regular board meeting. Mrs. Curran Perrucci seconded the motion and it was carried unanimously.

Mrs. D'Antonio made the following motion:

BE IT RESOLVED, that the board approves the minutes of the December 22, 2020 special board meeting. Mrs. Malhotra seconded the motion and it was carried unanimously.

PETTY CASH

SECRETARY'S REPORT

Mr. Rowan made the following motion:

BE IT RESOLVED, that the board authorizes the payment of Warrant #723 ending December 16, 2020 in the amount of \$479,501.43 including checks numbered 1838 through 1946 from the TD Bank Demand account. Mrs. Malhotra seconded the motion and it was carried unanimously.

Mr. Rowan made the following motion:

BE IT RESOLVED, that the board authorizes the payment of the Payroll Warrant from the TD Bank of New York, Trust and Agency account with a monthly gross payroll of \$178,890.88, FICA and Medicare \$5,856.40, for a total of \$184,747.28 for the month ending December 31, 2020. Mrs. Malhotra seconded the motion and it was carried unanimously.

OLD BUSINESS

CORRESPONDENCE

An incident report will be discussed in executive session.

FYI

The standard IRS mileage rate for 2021 is .56 per mile.

NEW BUSINESS

Otis Elevator Company

Mrs. D'Antonio made the following motion:

BE IT RESOLVED, that the board approves Otis Elevator's service contract from 1/1/2021 to 12/31/2021 in the amount of \$7,643.16. Mrs. Curran Perrucci seconded the motion and it was carried unanimously.

TD Bank Corporate credit card

Mrs. Malhotra made the following motion:

BE IT RESOLVED, that the board approves Christine Edwins as authorizing officer of TD Bank Corporate Credit. The named card holders to have a credit card on behalf of the Library are Christine Edwins, Susan Chan and Joseph Gangemella. Mrs. D’Antonio seconded the motion and it was carried unanimously.

RENU Contracting Restoration

The board decided to discuss in executive session and tabled the proposal.

Policy Decisions

Mr. Rowan made the following motion:

BE IT RESOLVED, that the board amends the Procurement Policy #11 for purchase contracts subject to competitive bidding from \$35,000 to \$50,000 to comply with changes to New York State General Municipal law. Mrs. Malhotra seconded the motion and it was carried unanimously.

Mrs. Curran Perrucci made the following motion:

BE IT RESOLVED, that the board revises the Social Media Policy # 15 as presented. Mrs. Malhotra seconded the motion and it was carried unanimously.

Mrs. D’Antonio made the following motion:

BE IT RESOLVED, that the board adopts Remote Work Policy # 46 with changes as discussed. Mrs. Curran Perrucci seconded the motion and it was carried unanimously.

Families First Coronavirus Response Act (FFCRA) extension

Mr. Rowan made the following motion:

WHEREAS, the Covid-19 related benefits afforded to employees under the Families First Coronavirus Response Act (“FFCRA”), which were to expire on December 31, 2020, have been extended through March 31, 2021, at the employers option, by the federal COVID relief bill passed on December 21, 2020, and signed into law on December 27, 2020;

WHEREAS, the Library Board of Trustees recognizes that by providing FFCRA benefits to employees for COVID-19 related incidents, the Library is promoting employees to, among other things, stay home when sick, get tested for COVID-19, and quarantine were appropriate, which ultimately fosters a healthier and safer Library community for staff, patrons and the Hicksville community generally;

RESOLVED, that the Board of Trustees of the Hicksville Public Library approves the extension of the FFCRA benefits to all employees, expiring March 31, 2021.

FURTHER RESOLVED, that all Library employees will be afforded the full use of all FFCRA benefits through March 31, 2021, irrespective of whether such benefits were used or exhausted in 2020. Mrs. Malhotra seconded the motion and it was carried unanimously.

COMMUNITY COMMENTS

PROGRAM AND STAFF REPORTS

PERSONNEL

1. Appointments: None
2. Resignations: None
3. Terminations: None
4. Retirements: None

EXECUTIVE SESSION

Mr. Slatic exited at 7:42 pm as the board entered executive session.

Mrs. Curran Perrucci made the following motion at 7:42 pm:

BE IT RESOLVED, that the meeting of the board of trustees move into executive session for the purpose of discussing legal and personnel issues. Mrs. D'Antonio seconded the motion and it was carried unanimously.

Mrs. D'Antonio made the following motion at 8:36 pm:

BE IT RESOLVED, that the meeting of the board of trustees move out of executive session. Mrs. Malhotra seconded the motion and it was carried unanimously.

Mrs. D'Antonio made the following motion:

BE IT RESOLVED, that the board approves Dorothy Nisbett's longevity in the amount of \$900 for 21 years of service effective February 5, 2021. Mrs. Malhotra seconded the motion and it was carried unanimously.

Mrs. Malhotra made the following motion:

BE IT RESOLVED, that the board approves Susan Chan's longevity in the amount of \$900 for 21 years of service effective March 16, 2021. Mrs. D'Antonio seconded the motion and it was carried unanimously.

Mrs. Malhotra made the following motion:

BE IT RESOLVED, that the board approves Debbie Kwas's longevity in the amount of \$1,100 for 31 years of service effective April 1, 2021. Mrs. D'Antonio seconded the motion and it was carried unanimously.

Mrs. D'Antonio made the following motion:

BE IT RESOLVED, that the board approves Joanne Gramaglia's longevity in the amount of \$900 for 22 years of service on January 18, 2021. Mrs. Malhotra seconded the motion and it was carried unanimously.

TREASURER'S REPORT

Mrs. Malhotra made the following motion:

BE IT RESOLVED, that the board approves the Treasurer's Report dated December 31, 2020 as presented. Mr. Rowan seconded the motion and it was carried unanimously.

The board discussed various line items with Mr. Cleary for the preliminary budget that Mr. Cleary will present at the next board meeting. After discussion, Mr. Cleary will present two preliminary budgets for the board to review under the cap allowance; a 2% and a 2.5%.

FUTURE BOARD MEETING

The next board meeting will be held virtually on Wednesday, February 17, 2021 at 7 pm.

ADJOURNMENT

Mrs. Curran Perrucci made the following motion:

BE IT RESOLVED, that the meeting of the board of trustees be adjourned at 8:50 pm. Mrs. Malhotra seconded the motion and it was carried unanimously.

Respectfully submitted:

Deborah Kwas