

BOARD OF TRUSTEES
HICKSVILLE PUBLIC LIBRARY
HICKSVILLE, NEW YORK 11801

REGULAR MEETING

WEDNESDAY, FEBRUARY 17, 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 7:01 pm. Those present were: Mrs. D'Antonio, Mr. Rowan, Mrs. Malhotra, Mrs. Curran Perrucci, Mrs. Edwins, Ms. Gramaglia, Mr. Wassel, Mr. Cleary (treasurer), and Mrs. Kwas (recording secretary). Also present was: Mr. Chris Slatic, Mrs. Janet Hagemann, Ms. Roseann Acosta, and L. Parmely.

PLEDGE OF ALLEGIANCE

DIRECTOR'S REPORT

Mrs. Edwins informed the board that the new flooring project will begin on Monday, February 22nd starting with the media area, lobby and downstairs area.

The RFID project should begin the middle of February, and a weeding project has also begun from a "dusty book list" provided by NLS.

In accordance with CDC recommendations, N95 PPE masks have been ordered from NLS for staff. Mrs. Edwins also mentioned that she, Sue Chan, and Carmela Strazzeria attended a virtual PERMA safety audit on February 9th to go over the library's protocols, policies, and safety procedures. Mrs. Edwins also informed the board of an emergency library closing for a deep cleaning due to a possible covid 19 exposure and closings due to snow events.

Mrs. Gramaglia will be making recommendations to update the Library's Policy Manual on outdated policies.

Mrs. Edwins stated that the library has been awarded \$2,400 in grant money from LILRC for the purchase of the View Scan Microfilm machine.

TREASURERS REPORT

The board discussed the 2% and 2.5% proposed budgets that Mr. Cleary provided for the board's review. After discussion, the board decided to approve the 2% increase which would be under the cap allowance.

Mr. Rowan made the following motion:

BE IT RESOLVED, that the board approves the proposed budget for 2021-2022 in the amount of \$5,214,500 with a 2% increase, and a tax levy of \$4,791,719 as presented.

Mrs. Curran Perrucci seconded the motion and it was carried unanimously.

Mrs. Malhotra made the following motion:

BE IT RESOLVED, that the board approves the Treasurer's Report dated January 31, 2021 as presented. Mrs. Curran Perrucci seconded the motion and it was carried unanimously.

LEGAL

APPROVAL OF MINUTES

Mrs. Malhotra made the following motion:

BE IT RESOLVED, that the board approves the minutes of the January 19, 2021 regular board meeting. Mr. Rowan 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 **revised** 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 **\$13,635.93**, for a total of **\$192,526.81** for the month ending December 31, 2020. 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 Warrant #724 ending **January 19, 2021** in the amount of **\$139,868.78** including checks numbered **1947** through **2021** 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 Payroll Warrant from the TD Bank of New York, Trust and Agency account with a monthly gross payroll of \$151,008.01, FICA and Medicare \$11,552.12, for a total of \$162,560.13 for the month ending January 31, 2021. 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 Warrant #725 ending February 17, 2021 in the amount of \$168,318.15 including checks numbered 2022 through 2088 from the TD Bank Demand account. Mrs. Malhotra seconded the motion and it was carried unanimously.

COMMUNITY COMMENTS

Mr. Raj Jaggi and Mr. Rahul Jaggi joined the meeting at 7:22 pm to discuss their interest in the Computer & Resource Center. Mr. Harry Malhotra and Mr. William Brown joined the meeting at 7:24 pm. Mr. Al Coster joined the meeting at 7:30 pm. Mr. Raj and Rahul Jaggi, Mr. Malhotra and Mr. Brown exited the meeting at 7:33 pm. Mr. Munozospina said he will contact Mr. Jaggi after a discussion with the board in executive session.

NEW BUSINESS

Baldessari and Coster LLP

Mr. Al Coster addressed the board to discuss the audited Financial Report from July 1, 2019 and ending June 30, 2020. Under the GAAP (Generally Accepted Accounting Principles) this is the best report for the library to receive. The library is up to code, following rules; therefore, there is no management letter. Mr. Coster went through the report page by page and stated that the library's funds are safe and securely collateralized. He also went through the library's assets and liabilities including post-employment obligations and New York State Retirement pension liability. Mr. Coster explained that the net worth on the balance sheet is the difference between the assets and liabilities.

Mr. Coster discussed budget lines that were under spent due to the library being closed at the start of the covid 19 pandemic. Capital projects were also postponed and will be rescheduled. Mr. Coster stated that the library is in good shape financially.

Mrs. Edwins inquired about what to look for in the 2021-2022 budget. Mr. Coster said the New York State Retirement invoice is the large ticket item to look for. He also stated that it is important to commit funds for specific projects after the sale of the Computer & Resource Center. The details of the plans should then be communicated to the taxpayers. The board thanked Mr. Coster for attending as he exited the meeting at 7:50 pm.

Mr. Rowan made the following motion:

BE IT RESOLVED, that the board accepts the audited financial report for the audit year ending June 30, 2020. Mrs. Malhotra seconded the motion and it was carried unanimously.

Mr. Rowan made the following motion:

BE IT RESOLVED, that the board authorizes payment of \$12,150 to Baldessari and Coster for the audit year ending June 30, 2020. Mrs. Malhotra seconded the motion and it was carried unanimously.

Policy Revision

The board decided to table the amendments to Policy # 34 (Emergency Response Plan) in order to make further amendments to the policy.

OLD BUSINESS

Paint Proposals

The board reviewed the proposals to paint the media room and front lobby of the Main building and decided to accept E. Booth Painting Inc. with the provision that the labor is included in the proposal. A call will be made to them to clarify.

Mrs. D'Antonio made the following motion:

BE IT RESOLVED, that the board accepts E. Booth Painting Inc.'s proposal in the amount of \$3,720. Mr. Rowan seconded the motion and it was carried unanimously.

CORRESPONDENCE

FYI

PERSONNEL

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

EXECUTIVE SESSION

Mrs. Hagemann, Ms. Acosta, and Mr. Slatc exited at 8:00 pm as the board entered executive session.

Mr. Rowan made the following motion at 8:00 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. Malhotra seconded the motion and it was carried unanimously.

Mrs. Curran Perrucci made the following motion at 8:44 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.

PROGRAM AND STAFF REPORTS

The board appreciated the staff reports received. Mr. Munozospina mentioned how the Maintenance report is very helpful to the board to keep them informed about the buildings. The Computer & Resource Center is being consistently checked and the gutters in all 3 buildings will be checked as soon as they are able.

NEW BUSINESS

The board reviewed proposals for architectural and engineering services and asked Mrs. Edwins to contact Gallin Beeler Design Studio to come to the next board meeting. The board would like to see examples of their work from their portfolio before the meeting.

FUTURE BOARD MEETING

Mr. Rowan made the following motion:

BE IT RESOLVED, that the board changes the date of the March meeting to March 24, 2021. Mrs. Curran Perrucci seconded the motion and it was carried unanimously.

The next board meeting will be held virtually on Wednesday, March 24, 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