

BOARD OF TRUSTEES  
HICKSVILLE PUBLIC LIBRARY  
HICKSVILLE, NEW YORK 11801

REGULAR MEETING

WEDNESDAY, JANUARY 15, 2025  
ADMINISTRATION BUILDING  
7:30 P.M.

CALL TO ORDER

The meeting of the Hicksville Public Library Board of Trustees was called to order by Vice President Mary D'Antonio at 7:31 pm. Those present were: Mrs. Guida, Mrs. Blitz, Ms. Acosta, Ms. Melnick (counsel), Ms. Pichardo-Lloyd (treasurer), Mrs. Strazzera (recording secretary). Absent with prior notice: Mrs. Curran Perrucci. Absent without prior notice: Mr. Munozospina. Also present was Mr. Gangemella.

PLEDGE OF ALLEGIANCE

DIRECTOR'S REPORT

Ms. Acosta worked on the preliminary budget for the next fiscal year, 2025-2026. She met with the Finance Committee to make some adjustments and discuss key budget lines, such as security, that will be discussed in executive session.

Ms. Acosta shared the local public support per capita comparison from the NLS, noting Hicksville's position relative to other libraries in Nassau County. She also highlighted strong statistics for 2024, with significant growth in both physical and digital collections. Notably, Hicksville ranks third in Nassau County for its partnership with the school district using the Sora app, and second for world language digital books. Additionally, the library had over 10,000 digital magazine checkouts and gained over 600 new users.

Ms. Acosta mentioned that they will discuss online payments later on the agenda, and highlighted the upcoming Nassau Library Quest event from January 25 to March 3, which has generated excitement among staff and patrons. She also shared that she and Erin Bach met with Ray Williams to foster a stronger partnership with the school district, focusing on community service opportunities and ways for students to engage with the library.

As far as the building and grounds, the front inside door has been temporarily repaired, and Ms. Acosta is still awaiting quotes for automatic doors.

The repair on the accordion door in the Community Room was completed on January 2<sup>nd</sup>. The curtain installation has been delayed due to complications with the drop ceiling, which lacks

support for attachment. The company will be sending a quote to include installing a permanent piece along the ceiling for the railing to attach.

As far as the architects are concerned, Ms. Acosta mentioned there is one proposal in the board packet, which she will go over later in the meeting. She met with a second architect last week, John Tandi, who is preparing a proposal to present. And lastly, she plans to meet with Newman architects as well.

Ms. Acosta provided an update on the restroom project, explaining that the bid documents were incorrect and needed revisions, which are now awaiting a response. She noted that delays in communication from Marc Design have impacted the timeline, and if the necessary documents are not received soon, further delays may occur. The ad for the project will go in once the documents are approved.

Ms. Acosta shared that the Strategic planning committee met yesterday to discuss the first chapter of the policy book, which is the foundation. A lot of progress was made and Ms. Acosta should have all of the revisions ready for the February board meeting.

#### TREASURER'S REPORT

Mrs. Guida made the following motion:

BE IT RESOLVED, that the board approves the Treasurer's Report dated December 31, 2024. Mrs. Blitz seconded the motion and it was carried unanimously.

#### LEGAL

Item to be discussed in executive session.

#### APPROVAL OF MINUTES

Mrs. Guida made the following motion:

BE IT RESOLVED, that the board approves the minutes of the December 11, 2024 regular board meeting as presented. Mrs. Blitz seconded the motion and it was carried unanimously.

#### PETTY CASH

#### SECRETARY'S REPORT

Mrs. Blitz made the following motion:

BE IT RESOLVED, that the board authorizes the payment of Warrant #773 ending

December 31, 2024 in the amount of \$182,971.14 including checks numbered 5876 through 5953, Utilities in the amount of \$6,103.28, Petty Cash in the amount of \$396.99 with a total amount of \$189,471.41 from the TD Bank demand account. Mrs. Guida seconded the motion and it was carried unanimously.

Mrs. Blitz 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 \$183,106.29, FICA and Medicare \$14,007.63, for a total of \$197,113.92 for the month ending December 31, 2024. Mrs. Guida seconded the motion and it was carried unanimously.

### OLD BUSINESS

#### Nassau County Civil Service N.C. Residency Requirement Letter

Mrs. Guida made the following motion:

BE IT RESOLVED, that the board agrees to sign the letter to Nassau County Civil Service requesting residency requirement waivers for librarian positions. Mrs. Blitz seconded the motion and it was carried unanimously.

### CORRESPONDENCE

Incident reports dated: 12/19/2024, 1/2/2025 and 1/4/2025 that were included in the board packet will be discussed in executive session.

### FYI

The IRS has increased the standard mileage rate for business travel to \$0.70 per mile effective January 1, 2025.

The board packet included an NLS 2024 in Brief article, as well as a Newsday article dated 12/25/2024, which highlighted LI's most popular library book checkouts of 2024 and featured photos of the Hicksville Public Library and a Staff member.

### NEW BUSINESS

#### Discussion of Financial Report

Mr. Al Coster from Baldessari & Coster addressed the board to inform them about the basic financial statements of the Hicksville Public Library year ending June 30, 2024. The library received the highest level of audit service, confirming that its financials were materially accurate and compliant with GAAP (generally accepted accounting principles).

Mr. Coster went over the library's total assets, liabilities and net worth in both the general fund and capital fund. He explained the fund balance and how it is a key indicator of financial health. The library's fund balance showed a healthy surplus in the general fund, indicating solid financial stability with about 9 months' worth of operating expenses. Mr. Coster also pointed out the unassigned balance is substantial and could be earmarked for future capital projects.

The total revenue exceeded expectations, particularly from program income, state aid, and interest income (which was significantly higher due to rising interest rates and CD investments). Some of the library's expenses were lower than anticipated, particularly in areas like salaries, employee benefits, and library materials. This was attributed to savings achieved through bulk purchasing, energy-efficient upgrades, and lower-than-expected utility costs. The library's overall financial performance resulted in a profit, which contributed to a surplus. Mr. Coster advised the library to earmark some of the surplus for future projects and to communicate the plans with the community.

In summary, the library is in strong financial shape, with healthy fund balances, a surplus from the year, and opportunities to further plan for future expenditures.

The board thanked Mr. Coster for attending the meeting he exited the meeting at 8:01 pm.

#### Otis Maintenance Service

Mrs. Guida made the following motion:

BE IT RESOLVED, that the board approves Otis Maintenance Service from 1/1/2025 to 12/31/2025 in the amount of \$8,882.64 in accordance with contract 35424. Mrs. Blitz seconded the motion and it was carried unanimously.

#### Discussion of BBS Architects

Ms. Acosta explained BBS Architects provide pricing based on the scope of the project, with different rates depending on whether the design needs to be developed from scratch or if it involves simpler adjustments. They plan to revisit BBS after receiving the proposals from the other two architects.

#### Lakeshore Learning Gift Cards

Mrs. Guida made the following motion:

BE IT RESOLVED, that the board accepts the anonymous donation of Lakeshore Learning gift cards in the amount of \$1,000.00 to be used towards the purchase items for the Family Space. Mrs. Blitz seconded the motion and it was carried unanimously.

#### Discussion & Approval of Onboard Online Payment Provider

The board reviewed and discussed the proposals for an online payment provider and chose Stripe.

Mrs. Guida made the following motion:

BE IT RESOLVED, that the board approves the use of Stripe as an online payment provider, and authorizes the Acting Library Director to sign an agreement with the online payment provider on the library's behalf. Mrs. Blitz seconded the motion and it was carried unanimously.

## COMMUNITY COMMENTS

### PERSONNEL

Mrs. Guida made the following motion:

BE IT RESOLVED, that the board approves Dorothy Nisbett's longevity in the amount of \$1,100 for 25 years of service effective February 5, 2025. Mrs. Blitz seconded the motion and it was carried unanimously.

Mrs. Guida made the following motion:

BE IT RESOLVED, that the board approves Roseann Acosta's longevity in the amount of \$700 for 14 years of service effective April 4, 2025. Mrs. Blitz seconded the motion and it was carried unanimously.

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

## PROGRAM AND STAFF REPORTS

The board appreciated all the staff reports that were received.

## EXECUTIVE SESSION

Ms. Pichardo-Lloyd, Mr. Gangemella and Mrs. Strazzera exited as the board entered executive session.

Mrs. Guida made the following motion at 8:25 pm:

BE IT RESOLVED, that the meeting of the board of trustees move into executive session for the purpose of discussing security, legal matters, and matters of employment relating to a particular individual. Mrs. Blitz seconded the motion and it was carried unanimously.

Mrs. Guida made the following motion at 9:13 pm:

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

#### PERSONNEL

Mrs. Guida made the following motion:

BE IT RESOLVED, that the board approves an increase stipend from \$8,625.00 annually (\$331.73 bi-weekly) to \$15,625.00 annually (\$600.96 bi-weekly) for Carmela Strazzera as interim Payroll/HR responsibilities effective immediately. Mrs. Blitz seconded the motion and it was carried unanimously

#### FUTURE BOARD MEETINGS

The next board meeting of the board of trustees will be held on Thursday, February 13, 2025 at 7:30 pm.

#### ADJOURNMENT

Mrs. Guida made the following motion:

BE IT RESOLVED, that the meeting of the board of trustees be adjourned at 9:14 pm. Mrs. Blitz seconded the motion and it was carried unanimously.

Respectfully submitted:

Carmela Strazzera