

BOARD OF TRUSTEES
HICKSVILLE PUBLIC LIBRARY
HICKSVILLE, NEW YORK 11801

REGULAR MEETING

WEDNESDAY, OCTOBER 9, 2024
ADMINISTRATION BUILDING
7:30 P.M.

CALL TO ORDER

The meeting of the Hicksville Public Library Board of Trustees was called to order by President Joanne Curran Perrucci at 7:31 pm. Those present were: Mrs. D'Antonio, Mrs. Guida, Ms. Acosta, Mr. Tenenbaum (counsel), Ms. Pichardo-Lloyd (treasurer), and Mrs. Strazzeria (recording secretary). Mr. Munozospina and Mrs. Blitz were absent with prior notice. Also present was Mr. Joe Gangemella.

PLEDGE OF ALLEGIANCE

DIRECTOR'S REPORT

A comment was read by Ms. Acosta from a teen patron that read "I will 100% tell my friends about this library because you guys have the best books." Everyone appreciated the comments from the community.

Ms. Acosta informed the Board that the current version of QuickBooks is no longer supported and went over the two options that can be taken. Update to a more expensive newer non-supported software version or upgrade to the cloud base version, which costs \$80 a year. Ms. Acosta wanted to get the Boards feedback on the cloud base version. Ms. Acosta mentioned that everyone she spoke to had mixed reviews about it. In regards to QuickBooks cloud base version safety, Ms. Acosta reached out to Al Coster and he confirmed it is safe to use. She would like to try to get a trial of the cloud base version to see how it works. At the moment she is trying to hold off, but a decision will have to be made eventually because Mrs. Pichardo-Lloyd is not able to log on. The Board agreed with updating to the cloud base version.

Ms. Acosta mentioned that we did receive the permits for the restroom renovations this week. Mark Design Studios was under the impression that the project did not need to go out for bids. Ms. Acosta contacted Mr. Tenenbaum and he mentioned that there should be a bidding process due to the cost of the project. Mark Design Studio pricing was just for the design and they anticipate 40 to 50 hours of work for the bidding process at \$240 an hour. Ms. Acosta asked Mark Design to submit a proposal for the project and also had them take a look at the air conditioning unit that needs to be replaced. They discussed possibly installing the unit on top of

the roof to get more outdoor space. They have not provided Ms. Acosta with a proposal yet, but she will inform the Board once she hears back.

The installation of the Children's Room Project is complete and everyone is very happy with the results. On Tuesday, October 15 at 11:30am, Assemblyman Jake Blumencranz will join us for the grand opening and ribbon cutting ceremony. Light refreshments will be served. All were invited to attend.

Carolyn Ashby reached out to the Board members via email about filling a vacancy in their area 9.

Ms. Acosta reminded everyone about the 2-hour board training that needs to be completed by the end of the year. Mrs. D'Antonio and Mrs. Guida will be attending a webinar on Tuesday, October 15 at 5pm.

The strategic planning committee met recently to review the policy book and make possible changes. They separated the policies into categories that made more sense. Once that is complete, they will go category by category and update the policies on a needed basis.

TREASURER'S REPORT

Ms. Pichardo-Lloyd presented her report to the Board and pointed out the Children's Room Project was paid out of the General Fund instead of the Capital Fund. The reversal will be reflected on the October report.

Mr. Curran Perrucci made the following motion:

BE IT RESOLVED, that the Board approves the Treasurer's Report dated September 30, 2024. Mrs. D'Antonio seconded the motion and it was carried unanimously.

LEGAL

APPROVAL OF MINUTES

Mrs. D'Antonio made the following motion:

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

PETTY CASH

SECRETARY'S REPORT

Mrs. Curran Perrucci made the following motion:

BE IT RESOLVED, that the Board authorizes the payment of Warrant #770 ending September 30, 2024 in the amount of \$221,088.31 including checks numbered 5621 through 5693, Utilities in the amount of \$11,488.68, Petty Cash in the amount of \$42.92 with a total amount of \$232,619.91 from the TD Bank demand account and checks numbered 1049 through 1052 from First National Bank Capital Account in the amount of \$53,019.57. Mrs. Guida seconded the motion and it was carried unanimously.

Mrs. Curran Perrucci 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 \$154,998.88, FICA and Medicare \$11,857.41, for a total of \$166,856.29 for the month ending September 30, 2024. Mrs. Guida seconded the motion and it was carried unanimously.

OLD BUSINESS

Mrs. Guida made the following motion

BE IT RESOLVED, that the Board is amending the minutes of the July 2024 meeting with regards to the Prop and Paint Creative Studio to reflect the actual cost of \$34,350. Mrs. D'Antonio seconded the motion and it was carried unanimously.

CORRESPONDENCE

In the board packet the Board received 3 correspondences that will be discussed in executive session.

FYI

In the board packet the Board received 3 incident reports that will be discussed in executive session.

NEW BUSINESS

2025 ILS & Associated Services

Mrs. Curran Perrucci made the following motion:

BE IT RESOLVED, that the Board vote in favor of the proposed 2025 ILS & Associated Services Budget and Participating Libraries Schedule of Fees, and hereby appoint Ms. Acosta to submit the authorization to NLS prior to November 21, 2024. Mrs. Guida seconded the motion and it was carried unanimously.

Utica National Insurance Group

Mrs. Curran Perrucci made the following motion:

BE IT RESOLVED, that the Board approves Utica National Insurance Group's Commercial Umbrella Policy in the amount of \$11,915.00 (prior year cost was \$10,045.00). Mrs. D'Antonio seconded the motion and it was carried unanimously.

Manage Print Service Agreement

Mrs. Guida made the following motion:

BE IT RESOLVED, that the Board approves Emerald Document Imaging's proposal in the amount of \$430.00 per month. Mrs. D'Antonio seconded the motion and it was carried unanimously.

Discussion on the reorganization of the policy book

Mrs. Guida likes the way Ms. Acosta organized the policy book in a more sensible way that will make it easier to add and/or build upon it. Ms. Acosta believes the updated policy book will make it much easier for people to find what they are looking for. Right now circulation is in the front and back of the book. Mrs. D'Antonio suggested once they start working on the upgrades, that Ms. Acosta should send the policy she wants to work on before they meet so they are all well prepared.

Authorization to Alter Hours

Mrs. D'Antonio made the following motion:

BE IT RESOLVED, that the Board approves the authorization to alter hours for Library events be given to the Library Director who will promptly inform the Board of Trustees of such request. Mrs. Guida seconded the motion and it was carried unanimously.

Board Meeting Minutes

Mrs. Guida made the following motion:

BE IT RESOLVED, that the Board Secretary is hereby authorized to delegate to Carmela Strazzera the responsibility and duty to take the minutes of meetings for the Board of Trustees for a stipend of \$300 a month. Mrs. D'Antonio seconded the motion and it was carried unanimously.

COMMUNITY COMMENTS

Mr. Gangemella will be making two trips to pick up over 400 pumpkins on Wednesday, October 23 for the Fall Festival on Friday, October 25. Ms. Acosta shared we usually pay around \$1300 for the pumpkins and hay bales, but this year we purchased them for only \$650. Thanks to Juliana from the Children's Department who arranged the order.

PERSONNEL

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

PROGRAM AND STAFF REPORTS

The Board appreciated all the 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 8:06 pm:

BE IT RESOLVED, that the meeting of the Board of Trustees move into executive session for the purpose of discussing personnel matters, incident reports and correspondence. Mrs. Curran Perrucci seconded the motion and it was carried unanimously.

Mrs. Curran Perrucci made the following motion at 8:43 pm:

BE IT RESOLVED, that the meeting of the Board of Trustees move out of executive session. Mrs. D'Antonio seconded the motion and it was carried unanimously.

PERSONNEL

Mrs. Curran Perrucci made the following motion:

BE IT RESOLVED, that the Board approves a stipend in the amount of \$8,625.00 annually (\$331.73 bi-weekly) for Carmela Strazzera as interim Payroll/HR responsibilities retroactively to September 27, 2024. Mrs. D'Antonio seconded the motion and it was carried unanimously.

FUTURE BOARD MEETING

The next Board meeting of the Board of Trustees will be held on Wednesday, November 13, 2024 at 7:30 pm.

ADJOURNMENT

Mrs. D'Antonio made the following motion:

BE IT RESOLVED, that the meeting of the Board of Trustees be adjourned at 8:45 pm.
Mrs. Guida seconded the motion and it was carried unanimously.

Respectfully submitted:

Carmela Strazzera