

BOARD OF TRUSTEES  
HICKSVILLE PUBLIC LIBRARY  
HICKSVILLE, NEW YORK 11801

REGULAR MEETING

WEDNESDAY, SEPTEMBER 11, 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, Mr. Munozospina, Mrs. Guida, Mrs. Blitz, Ms. Acosta, Mr. Tenenbaum (counsel), Ms. Pichardo-Lloyd (treasurer), and Mrs. Kwas (recording secretary). Also present was Mr. Joe Gangemella.

PLEDGE OF ALLEGIANCE

DIRECTOR’S REPORT

Ms. Acosta informed the board that Debbie Kwas, Rajeetha Sunkari, Marie Sutton, and Amanda DeLisi have been working on the Community Garden which has been a huge success. Thanks to the Library’s partnership with Maritza Quintero, Family Partnership Specialist at the Hicksville School District, we have been able to donate fresh vegetables and herbs to those in need in the community through the school district’s food pantry. On dates when the food pantry was closed, baskets with the fresh produce were left out at the Circulation Desk for the community to take. The library received incredible feedback from our patrons as well as school administrators.

Staff training has continued over the summer through Robert Drake. The reports have shown that physical and digital checkouts have continued to climb through improvement of collection development and displays throughout the library.

Ms. Acosta attended a standout program through NLS titled “How to Analyze Your Space”. Analytic techniques were introduced to help libraries better understand and optimize their spaces.

The Restroom Renovation Project came in higher than anticipated at \$285,000. Ms. Acosta has completed the NYS Construction Grant application and if awarded, Ms. Acosta said the library could receive up to \$152,400 which would cover 50% of the project costs.

The Children’s Room Project was delayed until next week, but when completed Ms. Acosta will be having an opening party and invite families and Senator Blumencranz who gave the Library the bullet aid funds for the construction of the Interactive Family Room.

## TREASURER'S REPORT

Ms. Pichardo-Lloyd presented her report to the board and pointed out the balance sheet and for the new fiscal year. She also mentioned that the auditors will be completing the audit for 2023 – 2024. Ms. Pichardo-Lloyd stated that the interest income had increased significantly but that they may start to come down so that it is important to budget conservatively. She also informed the board that a couple of the library's CD's had also recently rolled over.

The board had a question about a line item being over budget. Ms. Pichardo-Lloyd and Ms. Acosta said that the tickets may have accidentally gone into the museum pass budget, and will be looked into.

Mrs. Guida made the following motion:

BE IT RESOLVED, that the board approves the Treasurer's Report dated July 31, 2024. Mr. Munozospina seconded the motion and it was carried unanimously.

Mr. Munozospina made the following motion:

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

## LEGAL

### APPROVAL OF MINUTES

Mrs. Guida made the following motion:

BE IT RESOLVED, that the board approves the minutes of the July 10, 2024 Reorganization board meeting as presented. 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 July 10, 2024 Regular board meeting as presented. Mr. Munozospina seconded the motion and it was carried unanimously.

Mr. Munozospina made the following motion:

BE IT RESOLVED, that the board approves the minutes of the August 9, 2024 Special board meeting as presented. Mrs. D'Antonio 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 #768 ending August 14, 2024 in the amount of \$357,618.91 including checks numbered 5456 through 5542, Utilities in the amount of \$8,900.16, Petty Cash in the amount of \$57.62 with a total amount of \$366,576.69 from the TD Bank demand account. Mrs. Curran Perrucci 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 \$151,434.96, FICA and Medicare \$11,584.78, for a total of \$163,019.74 for the month ending July 31, 2024. Mrs. Curran Perrucci seconded the motion and it was carried unanimously.

Mrs. Blitz made the following motion:

BE IT RESOLVED, that the board authorizes the payment of Warrant #769 ending September 11, 2024 in the amount of \$80,556.41 including checks numbered 5543 through 5620, Utilities in the amount of \$10,927.23, Petty Cash in the amount of \$329.65 with a total amount of \$91,813.29 from the TD Bank demand account. Mrs. Curran Perrucci 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 \$227,940.15, FICA and Medicare \$17,437.42, for a total of \$245,377.57 for the month ending August 31, 2024. Mrs. Guida seconded the motion and it was carried unanimously.

## OLD BUSINESS

## CORRESPONDENCE

A commendation letter from library patron Denise Fox about Mr. Dan Russ giving outstanding customer service as well as the library team was appreciated by the Library Board. Mrs. Curran Perrucci asked that the note be placed in Mrs. Russ's personnel file.

## FYI

In the board packet the Board received the Board & Administration Contact Sheet, the Restroom Renovation Inspection Report, information about the Nassau County Legislative Breakfast, and an incident report dated July 10, 2024. Mrs. Curran Perrucci informed Ms. Acosta that she will attend the Legislative Breakfast.

NEW BUSINESS

Civil Service Payroll

Mrs. D’Antonio made the following motion:

BE IT RESOLVED, that the board approves the 2024 Civil Service payroll which was reviewed by the Board as presented. Mrs. Guida seconded the motion and it was carried unanimously.

Security Guard Proposals

The board tabled the motion until after executive session.

Discussion on allocation of a prospective donation

Ms. Acosta informed the board that a patron would like to donate \$500 in honor of her father who enjoyed visiting the Hicksville Public Library. Ms. Acosta suggested purchasing a piece of furniture being that furniture is being purchased for the Children’s Room. Mrs. Curran Perrucci liked the idea of purchasing a chair for the Reading Nook and the board suggested a plaque could be put on it in honor of the patron’s father.

VEEB Practical Nursing School Affiliation Agreement

Mrs. D’Antonio made the following motion:

BE IT RESOLVED, that the board approves the VEEB Practical Nursing School Affiliation Agreement for 2024 to 2025 as presented. Mrs. Guida seconded the motion and it was carried unanimously.

Ms. Acosta informed the board that Ms. Amanda DeLisi (the outreach librarian) has been giving presentations at the Nursing School to let the students know about services including online test prep software that the library can provide to them.

Utica National Insurance Group

Mrs. Curran Perrucci made the following motion:

BE IT RESOLVED, that the board approves Utica National Insurance Group’s policies as presented: Commercial Package Policy in the amount of \$40,659.94 (prior year cost was \$41,049.13); and Auto Insurance in the amount of \$3,073.00 (prior year cost was \$3,112.00) for a total of \$43,732.94. \* The rate for the Commercial Umbrella Policy is to be determined. Mr. Munozospina seconded the motion and it was carried unanimously.

COMMUNITY COMMENTS

## PERSONNEL

### 1. Retirements:

Mrs. Guida made the following motion:

BE IT RESOLVED, that the board accepts the retirement of Deborah Kwas from the position of full -time Principal Library Clerk effective September 27, 2024.

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

### 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 and Mr. Gangemella exited as the board entered executive session.

Mrs. Guida made the following motion at 8:12 pm:

BE IT RESOLVED, that the meeting of the board of trustees move into executive session for the purpose of discussing a contract with a vendor and a personnel issue. Mrs. Curran Perrucci seconded the motion and it was carried unanimously.

Mrs. Guida made the following motion at 8:58 pm:

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

## NEW BUSINESS

### Security Guard Proposals

Mrs. Guida made the following motion:

BE IT RESOLVED, that the board approves Arrow Security's 2024-2025 renewal for security guard service at a regular hourly rate of \$30.48 (increase of .06 from prior year) and overtime/holiday hourly rate of \$42.67 (increase of .09 from prior year) subject to them approving the 60-day provision that the library is requesting. Mrs. Curran Perrucci 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, October 9, 2024 at 7:30 pm.

Mr. Munozospina will be unable to attend the October meeting.

ADJOURNMENT

Mrs. Guida made the following motion:

BE IT RESOLVED, that the meeting of the board of trustees be adjourned at 9:00 pm. Mrs. Curran Perrucci seconded the motion and it was carried unanimously.

Respectfully submitted:

Deborah Kwas