

BOARD OF TRUSTEES
HICKSVILLE PUBLIC LIBRARY
HICKSVILLE, NEW YORK 11801

REGULAR MEETING

THURSDAY, FEBRUARY 13, 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 President Joanne Curran Perrucci at 7:30 pm. Those present were: Mrs. D'Antonio, Mrs. Guida, Mrs. Blitz, Ms. Acosta, Ms. Pichardo-Lloyd (treasurer), and Mrs. Strazzera (recording secretary). Also present were Mr. Joshua Smith and patron, Ms. Wendy. Mr. Munozospina and Mr. Tenenbaum (counsel) were absent with prior notice.

PLEDGE OF ALLEGIANCE

DIRECTOR'S REPORT

Ms. Acosta presented three different budget options (2%, 2.75%, and 3.25%) in her report, all within the allowable tax cap. The major difference between them is the use of appropriated fund balance to reduce it to zero.

The Strategic Planning Committee got together to discuss the first chapter of the policy, which is titled "Foundation." Sections 1.4 to 1.9 will have some revisions, while sections 1.1 to 1.3 did not need revisions. Moving forward, the next chapter will focus on finances.

The library is finalizing a new WordPress website, which has been more user-friendly than the previous platform. Staff training for essential tasks is in progress and they will be responsible for updating their portion of the website. The site should launch soon.

Ms. Acosta proposed granting fine amnesty for items billed before 2020. She provided a list of fines for further discussion and potential approval.

Repairs were made to the walls in the children's room family space, which were coming undone. The walls have been reinforced, so no further problems are expected.

Regarding furniture, the original manufacturer was sold, which delayed obtaining quotes. WB Mason is now exploring alternative options. Additionally, the veneer on the computer tables is coming undone, and both tables, including their legs, will be fully replaced.

The curbside pickup software currently in use will be discontinued, and the library is looking into alternatives. We are using Capira at the moment, which integrates with Sierra. The NLS App lacks integration with curbside service, meaning users can't schedule pickups directly through the app. While some other software options are expensive, the library is considering more affordable alternatives, given the limited use of the service.

The library is considering transitioning from Assabet to a new software, Museum Key and Lending Key, which integrates with Sierra. This software will automatically update checkout information and closure dates, reducing the risk of miscommunication.

Progress is being made on the restroom project, with a walkthrough completed on Wednesday, February 12. Eight of the fourteen contractors who downloaded the bid packet participated in the walkthrough. The RFI deadline is Friday, February 14, and the bid opening is scheduled for Tuesday, February 25. The goal is to have a decision for the March board meeting and begin work soon after. The architects are reviewing the demolition phase, which may take up to three days to complete. We hope to have as little disruption as possible. We will likely need to close off the children's room. Regarding the prom pop-up, which may be held during construction, Mrs. Bach is looking into alternate locations if necessary. She has already started collecting donations for the event.

The January 29th directors' meeting included a vote on a proposed change for nonresidents to purchase a library card for \$420. This fee applies to individuals who are not residents of Nassau County.

TREASURER'S REPORT

Ms. Pichardo-Lloyd raised the issue of three CDs coming due soon with Ms. Acosta and inquired whether the board would be opposed to changing banks to one that offers higher interest rates. She also noted that collateral might be an issue. The board would like Ms. Pichardo-Lloyd to look into other options.

Mrs. Guida made the following motion:

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

LEGAL

APPROVAL OF MINUTES

Mrs. Blitz made the following motion:

BE IT RESOLVED, that the board approves the minutes of the January 15, 2025 regular board meeting as presented. Mrs. Guida 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 #774 ending January 31, 2025 in the amount of \$194,820.27 including checks numbered 5954 through 6026, Utilities in the amount of \$7,238.88, Petty Cash in the amount of \$88.75 with a total amount of \$202,147.90 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 \$223,906.86, FICA and Medicare \$17,128.88, for a total of \$241,035.74 for the month ending January 31, 2025. Mrs. Guida seconded the motion and it was carried unanimously.

OLD BUSINESS

Architect and Engineering Services Proposal

The board reviewed and discussed all the submitted proposals and chose John Tanzi Architects' proposal.

Mrs. D'Antonio made the following motion:

BE IT RESOLVED, that the board accepts John Tanzi Architects' proposal for Architectural and Engineering Services. Mrs. Blitz seconded the motion and it was carried unanimously.

CORRESPONDENCE

An incident report dated January 30, 2025 and a Letter of Suspension dated February 5, 2025 that were included in the board packet will be discussed in executive session.

FYI

NEW BUSINESS

2025-2026 Budget Proposal

Mrs. Blitz made the following motion:

BE IT RESOLVED, that the board approves the 2025-2026 budget proposal in the amount of \$5,489,900 with a \$81,900 increase and a tax levy of 2.75%. Mrs. Guida seconded the motion and it was carried unanimously.

Donation

Mrs. D'Antonio made the following motion:

BE IT RESOLVED, that the board accepts a donation from Christine Robinson in the amount of \$25.00. Mrs. Guida seconded the motion and it was carried unanimously.

Fine Amnesty Proposal

Regarding granting amnesty for overdue fines on library materials prior to 2020, Ms. Acosta explained that many attempts had been made to collect the fines, but many individuals had moved or were unable to pay. It was agreed that forgiving fines and asking for the return of the items would be a reasonable solution and increase staff efficiency by eliminating the redundancy of repeated attempts to collect fines that are older than 5 years.

Mrs. Guida made the following motion:

BE IT RESOLVED, that the board approves to grant amnesty to billed items prior to 2020. Mrs. Blitz seconded the motion and it was carried unanimously.

Pillar Booth Proposal

The library is considering the installation of pillar booths, soundproof spaces designed for studying and meetings, on the lower level. The board has decided to table the proposal until they receive an amended quote reflecting two 2-person pillar booths instead of two 1-person booths and one 2-person booth, provided they will fit in the space.

Revised Home Delivery Policy

Mrs. Guida made the following motion:

BE IT RESOLVED, that the board approves to revise the Home Delivery Policy (currently known as Policy #30) as presented. Mrs. Blitz seconded the motion and it was carried unanimously.

Omit Goals of the Hicksville Library Policy

Mrs. Guida made the following motion:

BE IT RESOLVED, that the board approves to omit the Goal of the Hicksville Library Policy (currently known as Policy #2). Mrs. D'Antonio seconded the motion and it was carried unanimously.

Restructuring of Polices

Mrs. Guida made the following motion:

BE IT RESOLVED, that the board approves the amendment and restructuring of the policy book, Chapter 1: Foundations - Sections 1.1 to 1.9, as presented. Mrs. Curran Perrucci seconded the motion and it was carried unanimously.

COMMUNITY COMMENTS

The board addressed Ms. Wendy, a patron, and responded to her questions regarding the reasons for the bathroom project and the source of the funding for it, which are capital funds and a NYS grant. She also inquired about the presence of a security guard, the cost associated with employing one, and made a couple of suggestions. Mr. Joshua Smith introduced himself as a Nassau Library System Trustee for Area 9. The board thanked Ms. Wendy and Mr. Smith for attending.

PERSONNEL

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, Ms. Wendy, Mr. Joshua Smith and Mrs. Strazzera exited as the board entered executive session.

Mrs. Guida made the following motion at 8:22 pm:

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

Mrs. Curran Perrucci made the following motion at 9:02 pm:

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

NEW BUSINESS

Proposal for Café & Patio Renovation Project

Mrs. Guida made the following motion:

BE IT RESOLVED, that the board accept the proposal for the Café and Patio Renovation Project as presented by John Tanzi Architects subject to the proposal for Architectural and Engineering Services. Mrs. Blitz seconded the motion and it was carried unanimously.

The board and Ms. Acosta discussed and agreed to hold off on ordering any furniture until they see the layout of the café.

FUTURE BOARD MEETINGS

The next board meeting of the board of trustees will be held on Wednesday, March 12, 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 9:05 pm. Mrs. D'Antonio seconded the motion and it was carried unanimously.

Respectfully submitted:

Carmela Strazzera