

BOARD OF TRUSTEES
HICKSVILLE PUBLIC LIBRARY
HICKSVILLE, NEW YORK 11801

REGULAR MEETING

WEDNESDAY, AUGUST 18, 2021
KENNETH BARNES COMMUNITY ROOM
7:30 P.M.

CALL TO ORDER

The meeting of the Hicksville Public Library Board of Trustees was called to order by President Carlos Munozospina at 7:30 pm. Those present were: Mrs. D'Antonio, Mrs. Malhotra, Mrs. Curran Perrucci, Mrs. Erin Guida, Mrs. Edwins, Mr. Wassel (counsel), and Mrs. Kwas (recording secretary). Also present were: Mr. Joe Gangemella, Mr. Chris Slatic and Mr. Michael Gornetzki.

PLEDGE OF ALLEGIANCE

DIRECTOR'S REPORT

Mrs. Edwins informed the board that we have received the RFID self-check stations as well as the tags and tagging stations to begin the conversion process. Dan Russ & Chris Slatic have been taking the lead on this with the help of the Tech Services Department.

Reference continues to weed the collection. Mrs. Edwins hope is to open up more space on the floor and possibly be able to bring the lower level up. We have received positive feedback about the open space on the main level but it has come to our attention that it may not be an ideal place due to the noise level of traffic at the main desk. Mrs. Edwins continues to work with the architects to address this and several other building issues. We are considering bringing the Young Adult Collection up to the main level to better suit the needs of the patrons.

The Circulation Department is continuing to shift the collection as space opens up from weeding. In addition to Better World Books, Pilgrim State Hospital has been picking up donations of our discarded books for their patients. We are very happy to see them use our materials and are glad it is appreciated on their end as well. Pat & Joe in the maintenance department have been a crucial part of keeping this project moving along with Circulation, Reference and Tech Services.

Mrs. Edwins mentioned that some programs have been brought back into the building and have received a positive response. The library's policy was changed to state that masks are required for all people regardless of vaccination status. Our focus for the immediate future is going to be on strengthening our virtual presence along with our virtual resources as a vital aspect of our business and services. This comes as covid infection rates are still uncertain and it is difficult to plan for in-person programs and services with the ever changing status of the world.

Mrs. Edwins, Roseann Acosta, and Mrs. D'Antonio met on August 5th to discuss the NYS minimum standards and how we will be approaching our strategic plan development going forward.

LEGAL

A few items will be discussed in executive session.

APPROVAL OF MINUTES

Mrs. Curran Perrucci made the following motion:

BE IT RESOLVED, that the board approves the minutes of the July 21, 2021 reorganization board meeting as presented. Mrs. Malhotra seconded the motion and it was carried unanimously.

Mrs. Malhotra made the following motion:

BE IT RESOLVED, that the board approves the minutes of the July 21, 2021 regular board meeting as presented. Mrs. Curran Perrucci seconded the motion and it was carried unanimously.

PETTY CASH

SECRETARY'S REPORT

Mrs. Guida made the following motion:

BE IT RESOLVED, that the board authorizes the payment of Warrant #731 ending August 18, 2021 in the amount of \$234,969.63 including checks numbered 2488 through 2570 from the TD Bank demand account. Mrs. Malhotra seconded the motion and it was carried unanimously.

Mrs. Guida 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 \$145,689.72, FICA and Medicare \$11,145.26, for a total of \$156,834.98 for the month ending July 31, 2021. Mrs. Malhotra seconded the motion and it was carried unanimously.

OLD BUSINESS

HVAC Maintenance contract

The board discussed the proposals for a maintenance and service contract for the Main Library and the Administration building and chose SavMor Mechanical Services, Inc.

Mrs. D'Antonio made the following motion:

BE IT RESOLVED, that the board accepts SavMor Mechanical's one year maintenance and service contract for 169 Jerusalem Avenue and 120 Second Street in the amount of \$6,520. Mrs. Curran Perrucci seconded the motion and it was carried unanimously.

CORRESPONDENCE

FYI

NEW BUSINESS

Civil Service Payroll

Mrs. Malhotra made the following motion:

BE IT RESOLVED, that the board approves the Civil Service payroll. Mrs. Curran Perrucci seconded the motion and it was carried unanimously.

Policy Adoptions, Revisions and Omissions

Mrs. D'Antonio made the following motion:

BE IT RESOLVED, that the board adopts the Bloodborne Pathogens Policy #46. This policy is required by the NYS Department of Labor and OSHA. Mrs. Curran Perrucci seconded the motion and it was carried unanimously.

Mrs. Curran Perrucci made the following motion:

BE IT RESOLVED, that the board revises the Emergency Response Plan Policy #34 as presented. Mrs. Malhotra seconded the motion and it was carried unanimously.

Mrs. D'Antonio made the following motion:

BE IT RESOLVED, that the board revises the Workplace Violence Prevention Policy #43 to include a policy statement, incident report form and policy acknowledgement form as presented. Mrs. Malhotra seconded the motion and it was carried unanimously.

Mrs. Malhotra made the following motion:

BE IT RESOLVED, that the board omits the Compensatory Time Policy #39 in the Policy Book. Mrs. Curran Perrucci seconded the motion and it was carried unanimously.

Mrs. Curran Perrucci made the following motion:

BE IT RESOLVED, that the board revises the Internet Service Policy #22 as presented. Mrs. Malhotra seconded the motion and it was carried unanimously.

Mrs. Malhotra made the following motion:

BE IT RESOLVED, that the board omits the Computer Application Service Policy #23 as it is no longer relevant. Mrs. Guida seconded the motion and it was carried unanimously.

Mrs. Curran Perrucci made the following motion:

BE IT RESOLVED, that the board revises the Wireless Internet Service Policy # 40 as presented. Mrs. Guida seconded the motion and it was carried unanimously.

Mrs. D'Antonio made the following motion:

BE IT RESOLVED, that the board revises the Table of Contents to reflect the changes in the Policy Book as presented. Mrs. Malhotra seconded the motion and it was carried unanimously.

Mrs. Malhotra made the following motion:

BE IT RESOLVED, that the board omits all policies for the CRC in the Hicksville Public Library Policy Book. Mrs. Curran Perrucci seconded the motion and it was carried unanimously.

Family First Coronavirus Response Act

Mrs. Guida made the following motion:

BE IT RESOLVED, that the board approves the extension of the FFCRA benefits to all employees, expiring September 30, 2021. Mrs. D'Antonio seconded the motion and it was carried unanimously.

SavMor Mechanical Services, Inc.

Mrs. D'Antonio made the following motion:

BE IT RESOLVED, that the board accepts SavMor Mechanical's one year maintenance and service contract for 101 Jerusalem Avenue at the cost of \$2,375.00. Mrs. Curran Perrucci seconded the motion and it was carried unanimously.

Closure of Library for staff training on Workplace Violence and Conflict Management

Mrs. Malhotra made the following motion:

BE IT RESOLVED, that the board approves the closure of the library from 10am to 11am on Wednesday, September 8th and Wednesday, October 6th for in-house staff training. Mrs. Curran Perrucci seconded the motion and it was carried unanimously.

New York State Construction Grant

Mrs. Edwins informed that board that the library has applied for the New York State construction grant for a concrete flag and walkway replacement project.

Mrs. Curran Perrucci made the following motion:

BE IT RESOLVED, that the board adopts the Assurance Application for State Aid under the Library Construction Program grant, to be administered in accordance with the requirements of Education Law S273-a and Commissioner's Regulations S90.12. Mrs. Malhotra seconded the motion and it was carried unanimously.

PROGRAM AND STAFF REPORTS

The board appreciated the staff reports received.

COMMUNITY COMMENTS

Mr. Michael Gornetzki (a Hicksville patron) addressed the board and praised the library for the safety measures taken during the pandemic such as installing the glass screens, mandatory masks, and having wipes available. He also complimented the frontline staff of the library who he said are always very helpful.

Mr. Gornetzki said that he has spoken with his neighbors who agree with him that the library has become more of a Community Center with the resources that are available to the community such as the new dog pantry. He wanted the board to know that these positive things that are going on at the library are being noticed.

As a Hicksville resident, Mr. Gornetzki said he always votes for the library budget, and requested that the board negotiates with the staff with a kind heart and rewards them with whatever they can in the way of benefits.

During the beginning of the pandemic Mr. Gornetzki said he received a much appreciated call from staff member, Rich, who called to let him know about the library's online services. Being in the medical field and aware of the increase in covid due to the Delta variant, Mr. Gornetzki asked that the library continues to be vigilant with mask requirements and other safety measures. The board thanked Mr. Gornetzki for attending.

PERSONNEL

1. Appointments: None
2. Resignations:

Mrs. Curran Perrucci made the following motion:

BE IT RESOLVED, that the board accepts the resignation of Teresita Egan from the position of part-time clerk, effective August 5, 2021. Mrs. Malhotra seconded the motion and it was carried unanimously.

3. Terminations: None
4. Retirements: None

EXECUTIVE SESSION

Mr. Gangemella, Mr. Slatic, and Mr. Gornetzki exited at 8:05 pm as the board entered executive session.

Mrs. Malhotra made the following motion at 8:05 pm:

BE IT RESOLVED, that the meeting of the board of trustees move into executive session for the purpose of discussing legal, personnel, and collective bargaining issues.

Mrs. Guida seconded the motion and it was carried unanimously.

Mr. Cleary joined the meeting at 8:30 pm and exited at 8:45 pm.

Mrs. Guida made the following motion at 9:00 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.

TREASURERS REPORT

Mrs. Malhotra made the following motion:

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

FUTURE BOARD MEETING

The next board meeting will be held on Wednesday, September 15, 2021 at 7:30 pm.

ADJOURNMENT

Mrs. Malhotra made the following motion:

BE IT RESOLVED, that the meeting of the board of trustees be adjourned at 9:02 pm. Mrs. Guida seconded the motion and it was carried unanimously.

Respectfully submitted:

Deborah Kwas