

**DEER PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MONTHLY BOARD MEETING
Wednesday, June 23, 2021, 7:00pm**

MINUTES

Present: John Gagliano, President
Dorothy Weissgerber, Vice President
William Celona, Secretary

Richard Rapecis, Library Director
Lisa Shumicky, Assistant Library Director
Susan Zapata, Business Manager

Christine Campana, Community Member
Ellen Druda, Community Member

CALL TO ORDER

Upon a motion by William Celona, seconded by Dorothy Weissgerber, John Gagliano called the meeting to order at 7:05pm, and led those present in the Pledge of Allegiance.

**PUBLIC
EXPRESSION**

Ellen Druda expressed approval of the library's newly installed outdoor electronic sign. The Board confirmed the sign could be used for community association meeting information.

**APPROVAL OF
MINUTES**

Upon a motion by Dorothy Weissgerber, seconded by William Celona, the Board approved the minutes of the meeting of May 12, 2021.

**FINANCIAL
MATTERS**

Upon a motion by William Celona, seconded by Dorothy Weissgerber, the Board approved the current bills and Treasurer's Report for May 2021.

**BUSINESS
MATTERS**

Upon a motion by Dorothy Weissgerber, seconded by William Celona, the Board approved a HVAC maintenance renewal agreement with Sav-Mor Mechanical Services, Inc. for the 2021-2022 fiscal year.

Upon a motion by Dorothy Weissgerber, seconded by William Celona, the Board approved a legal services agreement with Volz & Vigliotta, PLLC for the 2021-2022 fiscal year.

Upon a motion by Dorothy Weissgerber, seconded by William Celona, the Board approved BBS' AIA Document B101-2017.

Upon a motion by Dorothy Weissgerber, seconded by William Celona, the Board approved a funding resolution in the amount of \$600,000 regarding a new HVAC system, replacing air handlers, boiler and related components.

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Upon a motion by William Celona, seconded by Dorothy Weissgerber, the Board approved an annual IT Support contract with Custom Computer Specialists Inc. for the 2021-2022 fiscal year. The Board stated their intent to reconsider the contract in March 2022.

PERSONNEL MATTERS

Upon a motion by William Celona, seconded by Dorothy Weissgerber, the Board approved a Memorandum of Agreement regarding the United Public Service Employees Union's contract effective July 1, 2020.

Upon a motion by William Celona, seconded by Dorothy Weissgerber, the Board approved a Memorandum of Agreement regarding a staff member's temporary supervisory assignment. The Board requested immediate notice of such matters and the Director stated he would supply additional information on Board items prior to meeting.

The Director discussed the decrease in personnel, including 3 part-time library clerks, 2 full-time Adult Reference librarians, and 2 part-time or 1 full-time Children's librarian. The Board tabled hiring any library clerks and discussed patron use of the RFID/self-checkout system. The Board requested the RFID/ self-checkout system be highlighted in the library's next newsletter. Ellen Druda expressed interest in serving as a community liaison for same.

The Board approved canvassing for one full-time Adult Reference librarian, as well as one part-time Children's librarian.

The Board approved the carryover of vacation days for two staff members unable to take their allotted vacation days due to staff shortages.

POLICY MATTERS

The Director discussed John Gagliano's request to be notified of any incidents of sexual harassment (with anonymity). The Director was told by library counsel that advising of anything more than the existence of a complaint would compromise the process necessitated by Title IX, and that it is not appropriate to submit claim documentation to the Board as there is an expectation of confidentiality. The Title IX roles of Coordinator, Investigator, Decision Maker and Appellate Body were discussed.

BUILDING MATTERS

The Director and Board discussed HVAC, roof replacement and interior building improvement projects. New York State construction grants, as well as other potential funding options from the New York State Senate and Assembly were discussed.

A recent sample community library survey was discussed.

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The Director indicated sneeze guards would remain intact for the foreseeable future, as well as mask wearing for staff and patrons who are not fully vaccinated. The Director anticipated some in-house programming may begin in September, with virtual programming continuing indefinitely. The Board requested staff attend the next Board meeting to discuss programming, and expressed interest in the library's participation in any upcoming community events.

**INCIDENT
REPORTS**

Three incident reports were discussed.

**ASSISTANT
DIRECTOR'S
REPORT**

The Assistant Director's monthly statistics were presented.

**DATE OF NEXT
MEETING**

The next monthly Board meeting will be held on Wednesday, July 28, 2021 at 7:00pm.

ADJOURNMENT

Upon a motion by William Celona, seconded by Dorothy Weissgerber, the meeting was adjourned at 8:57pm.

Respectfully submitted,

Susan Zapata
Business Manager