

**DEER PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MONTHLY BOARD MEETING**
Wednesday, October 27, 2021, 5:30pm

MINUTES

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

Richard Rapecis, Library Director
Susan Zapata, Business Manager

Dawn Gaudy, Librarian
Joseph Mazzeo, Account Clerk
Catherine Montazem, Librarian
Melissa Sullivan, Librarian

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 5:30pm, and led those present in the Pledge of Allegiance.

**PUBLIC
EXPRESSION**

Ellen Druda inquired as to the status of signage regarding circulation desk closures and self-checkout. Ms. Druda noted her approval of new bookmarks available to patrons. Ms. Druda commented on the outdoor sign policy.

STAFF REPORTS

Account Clerk Joseph Mazzeo was introduced to the Board.

Librarian Melissa Sullivan discussed work on the Library's electronic outdoor sign.

Librarian Dawn Gaudy presented information on the Children's Department's on-line and live programming.

Librarian Catherine Montazem presented information on the Adult Department's on-line and live programming.

**APPROVAL OF
MINUTES**

Upon a motion by William Celona, seconded by Michael Shanahan, the Board approved the minutes of the meeting of September 20, 2021.

**FINANCIAL
MATTERS**

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

**BUSINESS
MATTERS**

Monthly department library usage statistics were presented.

The Board discussed having their Community Survey ready for the November Board meeting so it can be included in an upcoming Library Newsletter.

**BUILDING
MATTERS**

Upon a motion by Dorothy Weissgerber, seconded by William Celona, the Board approved a proposal by JC Broderick reflecting an increase of \$2,200 to include testing of portions of the Library's basement ceiling.

The Director and Board discussed a suggestion by Joe Rettig of BBS Architects to increase a budget from \$600,000 to \$900,000 to allow for asbestos ceiling tile abatement, new ceilings and lighting throughout the Library.

Upon a motion by William Celona, seconded by Dorothy Weissgerber, the Board approved a contract with L. I. Snow Plowing & Maintenance, LLC.

The Director and Board discussed engaging Nationwide Restoration to repair the Library's roof on a Time and Materials basis. The Board requested quotes for needed repair work.

**PERSONNEL
MATTERS**

Upon a motion by Michael Shanahan, seconded by Dorothy Weissgerber, the Board approved advertising for one (1) full-time Custodian.

Upon a motion by Michael Shanahan, seconded by Dorothy Weissgerber, the Board approved advertising for two (2) part-time Library Clerks, for up to 17.5 hours each per week. William Celona noted his dissent.

Upon a motion by Dorothy Weissgerber, seconded by Michael Shanahan, the Board approved advertising for one (1) part-time Page, for up to 12 hours per week. William Celona noted his dissent.

**INCIDENT &
ACCIDENT
REPORTS**

Recent incident and accident reports were discussed. The Board requested names and personal information be included in incident and accident reports.

SUGGESTIONS

Recent patron suggestions concerning the need for increased staff in the Circulation Department were discussed.

**NOTED AS
OPEN ITEMS**

Community survey;

Appearance at next month's Board Meeting of a representative from BBS Architects to discuss details of a \$300,000 estimate to allow for asbestos ceiling tile abatement, new ceilings and lighting throughout the Library.

**DATE OF NEXT
MEETING**

The next monthly Board meeting will be held on Wednesday, November 17, 2021 at 7:00pm.

ADJOURNMENT

Upon a motion by William Celona, seconded by Dorothy Weissgerber, the meeting was adjourned at 7:40pm.

Respectfully submitted,

Susan Zapata
Business Manager