

**DEER PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MONTHLY BOARD MEETING**
Wednesday, November 17, 2021, 7:00pm

MINUTES

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

Richard Rapecis, Library Director
Susan Zapata, Business Manager

Joseph Rettig, BBS Architects and Engineers

CALL TO ORDER

Upon a motion by William Celona, seconded by Dorothy Weissgerber, John Gagliano called the meeting to order at 7:00pm, and led those present in the Pledge of Allegiance.

**BUILDING
MATTERS**

Joseph Rettig of BBS Architects and Engineers and the Board discussed a building project involving an asbestos ceiling tile abatement and installation of new ceilings and lighting throughout the Library, as well as replacing the roof.

The Director and Board discussed the Library's roof. Upon a motion by Michael Shanahan, seconded by William Celona, the Board unanimously agreed to moving forward with roof repairs by Nationwide Restoration as needed.

The Director notified the Board basement ceiling testing in connection with a HVAC project revealed no asbestos.

Signage regarding the availability of RFID stations to patrons was discussed.

**APPROVAL OF
MINUTES**

Upon a motion by William Celona, seconded by Michael Shanahan, the Board approved the minutes of the meeting of October 27, 2021.

**FINANCIAL
MATTERS**

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

Upon a motion by Michael Shanahan, seconded by Dorothy Weissgerber, the Board approved a 2022 budget by the Suffolk County Library System.

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**BUSINESS
MATTERS**

Monthly department library usage statistics were presented.

The Board discussed a community survey, and requested same be included in an upcoming library newsletter.

**PERSONNEL
MATTERS**

Upon a motion William Celona, seconded by Dorothy Weissgerber, the Board approved the hiring of Kayla Ruiz as a part-time Page, for up to 12 hours per week.

The Board accepted the resignation of Account Clerk Joseph Mazzeo, and unanimously approved canvassing for the position at a rate of \$45,000 per year.

**NOTED AS
OPEN ITEMS**

Community survey;

Staff demonstrations for patrons regarding usage of RFID stations

**INCIDENT &
ACCIDENT
REPORTS**

The Director reported to the Board Library counsel's approval of publishing names and personal information in incident and accident reports.

**CORRESPONDENCE
& MEMORANDA**

A \$10,000 donation by a former patron was discussed.

Correspondence regarding the Library's participation in an Open House at the Deer Park Fire Department was discussed.

A memo from Library counsel regarding Open Meetings Law and availability of documents to the public was discussed.

A memo regarding a new Library Trustee Training law was discussed.

SUGGESTIONS

Recent patron suggestions were discussed.

**DATE OF NEXT
MEETING**

A Board meeting will be held on Monday, January 3, 2022 at 7:00pm, for bill review and approval. The next monthly Board meeting will be held on Wednesday, January 26, 2022 at 7:00pm.

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MEETING
ADJOURNMENT

Upon a motion by Michael Shanahan, seconded by Dorothy Weissgerber, the meeting was adjourned at 8:38pm.

Respectfully submitted,

Susan Zapata
Business Manager