

**DEER PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MONTHLY BOARD MEETING**
Wednesday, January 26, 2022, 7:00pm

MINUTES

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

Richard Rapecis, Library Director
Susan Zapata, Business Manager

Al Coster, CPA, Baldessari & Coster LLP

Excused: Dorothy Weissgerber, Vice President

CALL TO ORDER

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

**FINANCIAL
MATTERS**

Al Coster, CPA, Baldessari & Coster LLP, presented audit findings for the 2020-2021 fiscal year.

Upon a motion by William Celona, seconded by Michael Shanahan, the Board approved the current bills and Treasurer's Report for November and December 2021.

The Board unanimously agreed to a funding resolution regarding replacing the Library's roof, ceiling tile asbestos abatement and replacement, electric lighting upgrade, and new HVAC system replacing the air handler, boiler and related components.

The Board tabled approval of a proposed 2022-2023 budget, as well as an April 5, 2022 vote date and vote-related publications.

**APPROVAL OF
MINUTES**

Upon a motion by Michael Shanahan, seconded by William Celona, the Board approved the minutes of the meeting of November 17, 2021.

**BUSINESS
MATTERS**

Monthly department library usage statistics were presented. The Director indicated library usage is about 50% of pre-pandemic rate. Computer usage and both in-person and remote programming were discussed, as well as the possibility of reopening on Sundays next fiscal year. Notary services were also discussed.

Upon a motion by William Celona, seconded by Michael Shanahan, the Board approved a proposed Report to the Community.

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The Board inquired if a recent patron donation was earmarked for a specific purpose. The Director indicated it is part of our general fund, as the patron did not request a specific use for the donation. A thank you note was sent.

The Director reminded the Board a termination notice would be due to Custom Computer Specialists, Inc. by the end of March should the Board decide same.

**PERSONNEL
MATTERS**

Upon a motion by Michael Shanahan, seconded by William Celona, the Board approved the following:

- hiring of Jessica Infanzon, Christine Murray and Ashley Ronquillo as part time Circulation Department clerks, for up to 17.5 hours per week each;
- hiring of a part-time page to replace Ashley Ronquillo's page position; and
- hiring of a part-time Children's librarian to fill a recent vacancy

The Director discussed the search for a full-time custodian, with interviews beginning soon.

**NOTED AS
OPEN ITEMS**

Follow up on staff demonstrations for patrons regarding usage of RFID stations

Signage regarding the availability of RFID stations to patrons. John Gagliano requested moving signage for mask wearing to the front entry and adding another large sign for RFID/self-checkout.

Record February RFID usage

Inclusion of the community survey in the next library newsletter

**INCIDENT &
ACCIDENT
REPORTS**

Incident and accident reports were discussed.

**DATE OF NEXT
MEETING**

A Special Board meeting will be held on Monday, January 31, 2022 or Tuesday, February 1, 2022 at 5:30pm.

The next monthly Board meetings will be held on Wednesday, March 2, 2022 and Wednesday, March 30, 2022 at 7:00pm.

**MEETING
ADJOURNMENT**

Upon a motion by William Celona, seconded by Michael Shanahan, the meeting was adjourned at 8:30pm.

Respectfully submitted,

Susan Zapata
Business Manager