

**DEER PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MONTHLY BOARD MEETING**
Wednesday, March 2, 2022, 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

Ellen Druda, Community Member

CALL TO ORDER

Upon a motion by William Celona, seconded by Michael Shanahan, John Gagliano called the meeting to order at 7:07pm, and led those present in the Pledge of Allegiance.

**APPROVAL OF
MINUTES**

Upon a motion by William Celona, seconded by Michael Shanahan, the Board approved the minutes of the meetings of January 26, 2022 and February 1, 2022.

**FINANCIAL
MATTERS**

Upon a motion by Dorothy Weissgerber, seconded by William Celona, the Board approved the current bills and Treasurer's Report for January 2022.

**BUSINESS
MATTERS**

Upon a motion by Michael Shanahan, seconded by Dorothy Weissgerber, the Board approved a State Environmental Quality Review Act resolution.

Upon a motion by Dorothy Weissgerber, seconded Michael Shanahan, the Board approved the library's 2021 Annual Report for Public and Association Libraries.

Upon a motion by Dorothy Weissgerber, seconded by William Celona, the Board approved a contract for landscaping services with Benedetto Bros. Landscaping Inc. for March through December 2022.

The Director and Board discussed a notice provision regarding the termination of a contract for computer services with Custom Computer Specialists, Inc. The Board decided to continue the contract going forward.

The Director and Board discussed the purchase of licenses /subscriptions to Microsoft Office throughout the library, as well as library email addresses for staff. The Board requested the Director get a single price quote from Custom Computer Specialists, Inc. and circulate same via email for Board approval.

Upon a motion by Michael Shanahan, seconded by William Celona, the Board approved a proposal by CMC Enterprises, LLC for sidewalk repair at a cost of \$1,500.00.

MONTHLY BOARD MEETING

Wednesday, March 2, 2022

MINUTES – page 2 of 2

Monthly department library usage statistics were presented.

**PERSONNEL
MATTERS**

Upon a motion by William Celona, seconded by Michael Shanahan, the Board approved the hiring of Nathalie Campanelli and Teresa Acierno for part time librarian positions in the Children’s Department for up to 17.5 hours per week each.

The Director discussed the resignations of Daniel Hess (part time Adult Reference Department librarian) and Jessica Infanzon (part time Circulation Department library clerk). Resignation letters are expected to be furnished by the next Board meeting.

Upon a motion by Dorothy Weissgerber, seconded by William Celona, the Board approved the hiring of Susan Bennet to replace Jessica Infanzon in the Circulation Department for up to 17.5 hours per week.

The Board approved advertising for a part time librarian for the Adult Reference Department, to replace Daniel Hess, for up to 17.5 hours per week.

**NOTED AS
OPEN ITEMS**

The Director confirmed signage regarding RFID/self-checkout stations has been placed as previously directed by the Board.

The Director indicated February RFID usage is contained in the monthly statistics.

The Director confirmed the community survey will appear in the next library newsletter.

The Board requested Open Items be noted in the Director’s monthly Board meeting Agenda.

Dorothy Weissgerber requested a list of contracts the library holds with outside vendors.

**INCIDENT &
ACCIDENT
REPORTS**

An incident report was discussed.

**DATE OF NEXT
MEETING**

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

**MEETING
ADJOURNMENT**

Upon a motion by William Celona, seconded by Dorothy Weissgerber, the meeting was adjourned at 8:22pm.

Respectfully submitted,

Susan Zapata
Business Manager