

**DEER PARK PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MONTHLY BOARD MEETING**  
Wednesday, June 22, 2022, 7:00pm

**MINUTES**

Present: John Gagliano, President  
Dorothy Weissgerber, Vice President  
Justin Belkin, Trustee

Mike Gonzalez, Trustee Elect  
Richard Rapecis, Library Director  
Susan Zapata, Business Manager

Anne Cognato, Community Member  
Anne Lotito-Schuh, Library Media Specialist, Robert Frost Middle School

Excused: William Celona, Secretary

**CALL TO ORDER**

Upon a motion by Dorothy Weissgerber, seconded by Justin Belkin, John Gagliano called the meeting to order at 7:01pm, and led those present in the Pledge of Allegiance.

**PUBLIC  
EXPRESSION**

Anne Cognato spoke about a May 7, 2022 Deer Park Vision Plan public meeting, indicating participants expressed support for library improvements.

Anne Lotito-Schuh answered questions concerning Overdrive's Public Library Connect program.

**APPROVAL OF  
MINUTES**

Upon a motion by Justin Belkin, seconded by Dorothy Weissgerber, the Board approved the minutes of the meeting of May 25, 2022.

**FINANCIAL  
MATTERS**

Upon a motion by Dorothy Weissgerber, seconded by Justin Belkin, the Board approved the current bills and Treasurer's Report for May 2022.

**BUSINESS  
MATTERS**

Upon a motion by Justin Belkin, seconded by Dorothy Weissgerber, the Board approved the engagement of DuMor Construction for sealing and striping the library's parking lot.

Upon a motion by Dorothy Weissgerber, seconded Justin Belkin, the Board approved a proposal by Custom Computer Specialists for the installation of MS365 global email as well as a Microsoft 365 annual subscription.

Upon a motion by Dorothy Weissgerber, seconded Justin Belkin, the Board approved opening the library on Sundays, 12-4pm, from November 6, 2022 through April 30, 2023.

The Board discussed pursuing a bond for library improvements.

## MONTHLY BOARD MEETING

Wednesday, June 22, 2022

MINUTES – page 2 of 3

### **PERSONNEL MATTERS**

Upon a motion by Justin Belkin, seconded by Dorothy Weissgerber, the Board approved the hiring of Jane Starkes as a full-time librarian in the Adult Reference Department.

The Board did not approve canvassing for the vacant Assistant Director position, indicating it will revisit the matter in the future.

The Director noted last month's Board approval to hire one full-time library clerk for the Circulation Department. The Director requested the Board approve the hire of one additional full-time library clerk to replace the full-time position of a current employee who gave notice of her pending retirement. The Board denied the Director's most recent request.

The Board and Director discussed documenting employee disciplinary actions and written employee evaluations. The Board requested the Director conduct written evaluations of employees. For provisional employees, the Board requested written reports at 13 and 22 weeks.

The Board discussed background checks of prospective library employees. Background check programs were discussed. The Director indicated the library will need a policy to implement background checks. The Board asked the Director to discuss the matter with library counsel.

The continuing search for an Account Clerk for the Business Office was discussed.

### **DIRECTOR'S REPORT**

Monthly department library usage statistics were presented.

The Director discussed fencing around the library's parking lot, recommending a replacement of the fence running at right angles to Lake Avenue. The Board approved the Director researching the replacement.

The Director notified the Board that a vendor previously approved for sidewalk repair work has now declined to do the work. The search for another vendor continues.

The Director discussed the sealing of stamped concrete at the library's entrance, which will take place on an upcoming Sunday as weather permits.

The Board approved the replacement of a large-scale specialty printer at a cost of approximately \$5,000.

### **INCIDENT & ACCIDENT REPORTS**

Incident and accident reports were discussed, as well as the use of security cameras and security personnel for same.

MONTHLY BOARD MEETING

Wednesday, June 22, 2022

MINUTES – page 3 of 3

**NOTED AS  
OPEN ITEMS**

Written employee evaluations.

Background checks of prospective library employees.

Potential library benefits for using Amazon for purchases.

Open school nights.

Administrative employment agreements.

**DATE OF NEXT  
MEETING**

The next monthly Board meeting will be held on Wednesday, July 27, 2022 at 7:00pm.

**MEETING  
ADJOURNMENT**

Upon a motion by Dorothy Weissgerber, seconded by Justin Belkin, the meeting was adjourned at 9:17pm.

Respectfully submitted,

Susan Zapata  
Business Manager