

**DEER PARK PUBLIC LIBRARY  
BOARD OF TRUSTEES  
ANNUAL REORGANIZATION AND MONTHLY BOARD MEETING  
Wednesday, July 27, 2022, 7:00pm**

**MINUTES**

Present: Dorothy Weissgerber, Vice President  
William Celona, Secretary  
Justin Belkin, Trustee  
Mike Gonzalez, Trustee Elect

Richard Rapecis, Library Director  
Susan Zapata, Business Manager

Kay Cappadona, Community Member  
Anne Cognato, Community Member  
Mary Ann Koferl, Community Member  
Anne Lotito-Schuh, Library Media Specialist, Robert Frost Middle School

Excused: John Gagliano, President

**CALL TO ORDER**

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

**PUBLIC  
EXPRESSION**

Kay Cappadona inquired as to the space needs of the library.

Anne Cognato inquired as to next steps in the library's renovation process.

Mary-Ann Koferl expressed the need for more library community space.

Anne Lotito-Schuh inquired as to the library's interest in participation in Overdrive's Public Library Connect program.

**EXECUTIVE  
SESSION**

The Board entered into Executive Session at 7:45pm.

The Board came out of Executive Session at 8:45pm.

**NOMINATION  
OF OFFICERS**

The Board tabled the nomination of officers for the 2022-2023 fiscal year.

**ANNUAL REORGANIZATION BUSINESS**

- 1) Upon a motion by William Celona, seconded by Justin Belkin, the Board affirmed the following items for the 2022-2023 fiscal year:

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- a. Meeting time and calendar of monthly Board of Trustees meetings, fourth Wednesday of each month at 7:00pm, unless change is required due to lack of quorum, weather, etc. Note: Date and time to be arranged for August and December meetings held for purpose of approval of bills;
- b. Review and approval of Conflict of Interest Policy;
- c. Review and approval of Investment Policy;
- d. Review and approval of Whistleblower Policy;
- e. Official newspapers designated to carry legal notices are *Babylon Beacon* and *Long Island Business News*;
- f. Board of Trustees designates the library official to certify the staff payroll to be the Library Director;
- g. Continuation of bank accounts at First National Bank of Long Island;
- h. The designated Treasurer shall remain Maria Antonelli, at a monthly stipend of \$300;
- i. Designation of authority for investment of library funds to be the Library Director;
- j. BOCES Employee Assistance Program to be renewed, annual cost to be approximately \$1,800; and
- k. Approval of holiday closings.

Upon a motion by Justin Belkin, seconded by William Celona, the Board tabled the approval of a 2022-2023 budget.

- 2) Upon a motion by William Celona, seconded by Justin Belkin, the following independent professionals were retained for the 2022-2023 fiscal year:
  - a. Joseph P. Price of Epic Insurance Brokers & Consultants (formerly Cook Maran) as the insurance representative with Utica Insurance;
  - b. Custom Computer Specialists as the information technology consultants (approved at the March 2, 2022 meeting);
  - c. Searles Graphics as printing firm for the Library newsletter and other publications; and
  - d. The Law Offices of Volz & Vigliotta, PLLC as Library Counsel (contract approved at the May 25, 2022 meeting)

**APPROVAL OF MINUTES**

Upon a motion by Justin Belkin, seconded by Mike Gonzalez, the Board approved the minutes of the meeting of June 22, 2022.

**FINANCIAL MATTERS**

The Board approved the current bills and Treasurer's Report for June 2022.

Upon a motion by Dorothy Weissgerber, seconded by William Celona, the Board approved a letter to the school district regarding tax levy and collection for the 2022-2023 fiscal year.

**BUSINESS MATTERS**

Upon a motion by Justin Belkin, seconded by Mike Gonzalez, the Board approved a contract with Sav Mor Mechanical Services, Inc.

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Upon a motion by William Celona, seconded Mike Gonzalez, the Board approved the purchase and installation of an emergency push bar at the library's second floor fire escape.

Upon a motion by Justin Belkin, seconded by Mike Gonzalez, the Board tabled approval to replace wood fencing around the library's parking lot, requesting further research on the matter.

**PERSONNEL  
MATTERS**

Upon a motion by William Celona, seconded by Mike Gonzalez, the Board approved canvassing for the replacement of a full-time librarian in the Adult Reference Department, the replacement of a part-time page in the Adult Reference Department, and the hire of Christine Murray as a full-time library clerk.

**BUILDING  
MATTERS**

The Director and Board discussed steps to implementing a library building renovation, including the Board's vision and New York State Education Department and community bond approval. Use of space, architectural plans, project duration, support of legal counsel and community engagement were addressed. The Board requested the attendance of a representative from BBS Architects at the next meeting.

**DIRECTOR'S  
REPORT**

Department library usage statistics were presented.

The Director discussed written employee evaluations, to be initiated in September 2022. The Board requested a sample evaluation form.

The Director discussed background checks of prospective library employees, notifying the Board that library counsel has been requested to draft a policy regarding the matter.

The Director and Board discussed potential benefits to the library for using Amazon, including the use of Amazon Prime and Amazon Smiles.

The Director discussed the library's attendance at Open School Nights during the upcoming school year.

**NOTED AS  
OPEN ITEMS**

Written employee evaluations.

Background checks of prospective library employees.

Open school nights.

Administrative employment agreements.

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Potential restart of library bus trips.

Employee list and organization chart.

Building project plans to all new Board members.

DATE OF NEXT  
MEETING

The next monthly Board meeting will be held on Wednesday, August 24, 2022 at 7:00pm.

MEETING  
ADJOURNMENT

Upon a motion by Justin Belkin, seconded by Dorothy Weissgerber, the meeting was adjourned at 10:04pm.

Respectfully submitted,

Susan Zapata  
Business Manager