

Glen Cove Public Library
Board of Trustees
Unapproved Minutes
September 15, 2026

I. Attendance:

Present: Trustee Michael Maher, President, Trustee Neil Ackerman, Vice President, Trustee Joanne Yee, Secretary, Trustee Antonia Petrash, Trustee Dave Nieri, Treasurer Rocco Abbondandolo, Library Director Joanna Cabo, Librarian III Carol Stern

Guests: Amanda Fisk, Bryce A. Mack, Nabil Azamy, Beth Cipriano

The meeting was called to order at 6:45pm by Board President Michael Maher.

II. Minutes:

- Approval of the minutes of the July 21, 2026 meeting. A motion to accept the minutes was made by Neil Ackerman. Seconded by Joanne Yee. All in favor.

III. Bills:

- **Warrant:** The warrant for September 15, 2026 covering July 22, 2026 to September 15, 2026 for total transaction \$198,880.96 was presented for approval. A motion to approve the September warrant was made by Dave Nieri. Seconded by Joanne Yee. All in favor.
- A board member asked about a charge from All Island Lawn Maintenance. It was clarified that the charge was for fertilizer, fungus treatment and weed killing, not a fall cleanup.
- **Treasurer's Report for July 2026 and August 2026:** Treasurer Rocco Abbondandolo presented the report for July 1 to July 31, 2026.
 - Opening cash balance: \$2,564,457.19
 - Cash receipts: \$43,156.00
 - Disbursements: \$341,320.01
 - Ending cash: \$2,266,293.18
- **The Treasurer presented the report for August 1 to August 31, 2026.**
 - Opening cash balance: \$2,266,293.18
 - Cash receipts: \$8,040.47
 - Disbursements: \$221,838.53
 - Ending cash: \$2,052,495.12

- It was noted that total disbursements for the first two months were about \$564,000, roughly 17 to 18 percent of the budget. A board member noted a possible formula error on the revenues page: in both July and August the percent remaining for miscellaneous and for gifts and donations showed over 100 percent (100.13%), where it should be 99.87%. In answer to a question, the "E-rate Commerce" line was explained as credit card payments.
- The July and August 2026 Treasurer's reports were approved separately. A motion to accept the July 2026 Treasurer's report was made by Joanne Yee. Seconded by Dave Nieri. All in favor. A motion to accept the August 2026 Treasurer's report was made by Neil Ackerman. Seconded by Joanne Yee. All in favor.

IV. Director's Report:

- **Personnel:** Library Director Joanna Cabo presented her report. She recommended the promotion of Phyllis Graziosi to Librarian II, step 15, at a salary of \$89,063, effective September 21, 2026. Ms. Graziosi was first employed at the library in 1985 as a part-time page and served over the years as a clerk and librarian trainee; from 1991 to 1993 she worked full time as a librarian trainee in adult services, and she earned her master's degree in library science in 1993. She returned part time in the adult services department in 2001 and was appointed to a full-time position in September 2022 with responsibilities as a youth services librarian. She scored 100 on the Librarian II examination.
- Board members asked whether the size of the increase was appropriate and whether the salary increases budgeted for the year would cover it along with other anticipated raises. It was stated that she will not receive the January 1 contractual increase and that two full-time employees are leaving, which should help the budget align. A board member requested historical and comparative salary information for full-time staff to inform future salary decisions.
- A motion to approve the promotion of Phyllis Graziosi to Librarian II, step 15, and the associated salary increase was made by Neil Ackerman. Seconded by Antonia Petrash. All in favor except one abstention.
- **Building & Grounds:** Forest Ironworks installed a second handrail on the stairs leading to the Community Room on August 15, 2026. DJH Painting repaired and touched up areas in need of attention in the community room, the main floor elevator and the staff room on September 2 and 3, 2026.
- **Miscellaneous:** Auditors from Baldessari & Coster LLP will be onsite on September 28 and September 29, 2026 to conduct the annual audit. The library is grateful to the Friends of the Library for a donation of \$244.55 supporting book bag giveaways in the Youth Services Department. The Friends' book sale will be held September 24 to 26, 2026, and the Friends' open house is planned for October 28, 2026 from 4-8pm.

V. Committee Reports:

- **Friends of the Library Report by Antonia Petrash:** The Friends took part in the annual night out with the police. The Friends' book sale will be held September 24 to 26, 2026, and book donations will be accepted starting September 21, 2026; paperbacks in good condition will be accepted. A participant added that prices will be \$1 for small books, \$2 for regular books and \$5 for large books, and that leftover books will be donated to the Book Fairies. A reception for the book sale will be held on September 24, 2026 from 5pm to 7pm, and the Friends plan to invite the City Council and the mayor.

VI. Old Business:

- **Nassau Library System Proposed Resource Sharing Code 2027-2031:** The board discussed the Nassau Library System's proposed Resource Sharing Code for 2027-2031, which had been handed out at the prior meeting. The discussion covered libraries shelving one another's books, including popular items and items pulled "on the fly". It was explained that the approach is meant to save libraries money, especially larger libraries, by reducing the number of copies purchased, though there was uncertainty about how well it has worked. It was noted that the code helps all libraries follow the same rules, that the department heads would be informed and trained on it, and that the code remains a draft until final approval, after which it will be shared with staff.
- A motion to approve the resolution of the Board of Trustees requesting approval of the NLS 2027-2031 Resource Sharing Code was made by Dave Nieri. Seconded by Joanne Yee. All in favor.

VII. New Business:

- **Organizational Meeting:** The board discussed its officers, who serve a term of one year from July to June or until their successors are duly elected. A motion to elect Michael Maher as President was made by Michael Maher. Neil Ackerman was nominated for Vice President and accepted. A motion to elect Neil Ackerman as Vice President was made by Michael Maher. All in favor. The remaining Secretary Joanne Yee was left unchanged, and the organization of officers was considered set.
- **Conflict of Interest Policy:** The board reviewed the updated Conflict of Interest Policy, originally adopted in 2017. The changes were the correction of two misspellings and an updated date. The auditors require board members to sign each year confirming that they have read the policy. A motion to approve the updated Conflict of Interest Policy was made by Dave Nieri. Seconded by Joanne Yee. All in favor.

- **Policy Review Schedule and Policy Manual:** A board member noted that policies are to be reviewed every five years, and that the policies posted on the website (patron, unattended children, public internet use and museum pass) are dated January 2001, January 1999 and June 2006, or carry no date. It was suggested that each policy show the date of its latest review at the bottom, that the board set a schedule to review one policy about every two months, and that a checklist record when each policy was reviewed; this was agreed. It was noted that there is currently no employee policy manual or handbook. The Director will be working with the attorney on the minimum standards and on creating new policies and the board discussed distinguishing policies for an employee manual from those to be posted on the website.
- **PILOT Revenue:** A board member asked whether the library receives revenue from the city's PILOT agreements. It was stated that the library has received PILOT money in the past, but not from RXR, which owes the library money. The board discussed whether the school district receives PILOT funds and whether the library receives its share, and concerns that long-term PILOT agreements are not helpful for cities.

VIII. Adjournment:

- The meeting was adjourned at 7:24pm.
- Next regular meeting: Tuesday, October 20, 2026 6:45pm in the History Room of the Glen Cove Public Library.
- A motion to adjourn was made by Neil Ackerman. Seconded by Joanne Yee. All in favor.

Recorded by:

Approved by:

Joanne Yee, Secretary

Neil Ackerman, Vice President