

**Glen Cove Public Library
Board of Trustees Meeting
Minutes for July 20, 2021**

Attendance:

Present were Trustees, N. Ackerman, R. Leff, M. Maher, M. Morales, A. Petrash, Treasurer R. Abbondandolo; Director K. Flynn, Assistant Director J. Cabo

The meeting was called to order at 6:58 by Mike Maher, President of the Board of Trustees.

I. Trustee swearing in ceremony:

City of Glen Cove Judge Jablonski was present to preside over Richard Leff and Mercedes Morales taking their Oath of Office. R. Leff was re-elected in September 2020 but was not immediately sworn in because of the pandemic. M. Morales was elected on March 30, 2021. Susan Jakubiak resigned her position after serving out her 5-year term.

II. Minutes:

A motion was made by A. Petrash to accept the minutes of the June 15, 2021 meeting. Seconded by N. Ackerman. All in favor.

III. Bills:

The warrant for July 2021 covering the period 6/16/21 – 7/20/21 for total transactions of \$187,521.78 was presented for approval. A motion to accept the warrant with the exception of check #5112 was made by A. Petrash. Seconded by N. Ackerman. All in favor.

The transaction involving check #5112 transpired prior to Board approval. A motion to transfer those monies to the capital fund was made by R. Leff. Seconded by A. Petrash. All in favor.

The Treasurer's Report for June 2021 was presented for approval. A motion to accept the Treasurer's report was made by N. Ackerman. Seconded by A. Petrash. All in favor.

IV. Director's Report:

1. Annual swearing in ceremony for Trustees:

Judge Jablonski will be presiding over the Library trustee swearing in ceremony at the Board meeting tonight. (Judge McCord had a scheduling conflict.) The Library had to postpone the budget vote and trustee election originally scheduled for March 30, 2020 because the pandemic dictated the Library being closed through September 2020.

The New York State Education Department selected September 16, 2020 as the next official voting day. At the September vote, Richard Leff was re-elected for another 5-year term in office. There was no swearing in ceremony at that time so Richard Leff will be sworn in at the July 20, 2021 Board meeting.

Mercedes Morales was elected as a Trustee to the Library Board on March 30, 2021 for a 5-year term. Ms. Morales will also be sworn in at the July 20, 2021 Board meeting by Judge Jablonski.

2. Building Maintenance:

The Library building is 63 years old and in need of more efficient windows. The building manager requested RFP's from a number of companies and, upon reviewing the estimates, the director and building manger are recommending a combined use of two companies to best complete the project. Paul Spensieri came in with the lowest price and the Library worked with Paul on the inside entrance way renovation and the archival room project. However, he is unable to provide the resources for the curved window on the north/west corner of the building. Action Glass has given us a price for that as a separate project.

Between the two estimates, the total price would come in at about \$93,000. The Library has submitted a form for the "intention to apply" for a New York State construction grant. The Library has been successful with \$100,000 state grant request in the past and this request fits all the criteria for a construction grant.

3. Open Public Meetings:

The NYS governor no longer requires open public meetings to be available virtually. It is now optional and the meetings, such as the Public Library Trustee meetings, can be virtual, in-person or a combination depending on the decision of each board.

N. Ackerman made a motion to discontinue virtual access to the meetings for now and to reinstate that option should the community request it be available. M. Morales seconded the motion. All in favor.

4. Personnel:

The unique feature that most defines the Glen Cove Public Library is the history room archival collection. It contains (and preserves) the 350 year history of Glen Cove in documents, illuminated manuscripts, books, art and artifacts.

The Library has a part-time archivist, Lydia Wen, who has been employed here for 2½ years. Lydia has created many themed displays with items from the history room including on-line exhibits for the Library website. She has worked tirelessly to sort, identify and classify the most valuable historic items in the collection and assigned them a space in the climate controlled archival room.

The director highly recommends to the Board of Trustees to advance Lydia to a full-time position as an archivist who has the talent and the ideas to showcase this collection.

The 2020/2021 budget year ended with a \$160,000 surplus in total personnel costs. This would easily allow the Library to offer Lydia an archivist position at the Librarian I, step 11 compensation of \$66,455 per year.

The Board agreed unanimously to have Lydia Wen join the Library full-time as a Librarian 1 archivist.

V. Old Business: None

VI. New Business:

- A resolution to accept the updated (2022-2026) version of the Resource Sharing Code was presented. The Board voted 5 yea's and 0 nay's.
- A request from the director was made to pay the August bills as the Board does not meet in August. The motion was made by M. Morales. Seconded by A. Petrash. All in favor.
- The Board stated they would like to be regularly updated on the status of the windows project including a contract review, a clear statement in the contract on the vendor holding all insurance coverage and start and completion dates.
- The Baldissari and Coster audit will take place on September 23 and 24th 2021. The Board has requested RFP's be sent out for an update on library auditor's.

VIII. Adjournment:

There being no further business to bring before the Board of Trustees, a motion was made to adjourn by R. Leff at 8:05. The next meeting of the Board of Trustees will be held on Tuesday, September 21, 2021, at 6:45 in the Library.

Recorded by:


Kathie Flynn, Director

Approved by:


Secretary