

**DEER PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MONTHLY BOARD MEETING**
Wednesday, November 15, 2023, 7:00pm

MINUTES

Present: Justin Belkin, President
John Gagliano, Vice President
Anne Cognato, Trustee

Richard Rapecis, Library Director
Susan Zapata, Business Manager

Ellen Druda, Community Member

Excused: Mike Gonzalez, Secretary
William Celona, Trustee

CALL TO ORDER

Justin Belkin called the meeting to order at 7:00pm, and led those present in the Pledge of Allegiance.

**PUBLIC
EXPRESSION**

Ellen Druda discussed methods to publicize monthly Board meetings.

**APPROVAL OF
MINUTES**

Upon a motion by Anne Cognato, seconded by John Gagliano, the Board approved the minutes of the meeting of October 18, 2023.

**FINANCIAL
MATTERS**

Upon a motion by John Gagliano, seconded by Anne Cognato, the Board approved the current bills and Treasurer's Report.

Upon a motion by Anne Cognato, seconded by John Gagliano, the Board approved adding a 2024 SCLS budget vote to the agenda.

Upon a motion by John Gagliano, seconded by Anne Cognato, the Board approved a 2024 SCLS budget.

**BUSINESS
MATTERS**

Upon a motion by John Gagliano, seconded by Anne Cognato, the Board approved a contract with BBS regarding the removal of a house at 75 East 5th Street.

Upon a motion by Anne Cognato, seconded by John Gagliano, the Board approved Searles Media for hosting and maintenance of the library's web page at a cost of \$575 per month.

**BUILDING
MATTERS**

The Director and Board discussed replacement end panels and shelving for book stacks on the main floor. The matter was tabled.

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The Director provided updates regarding an ongoing construction project. A media inquiry, as well as basement asbestos removal on November 20, 2023 were discussed.

PERSONNEL MATTERS

The Director and Board discussed the promotion of a Librarian I to Librarian II. The matter was tabled.

The Director and Board discussed a vacant full time custodian position. The Board requested quotes from cleaning service companies, as well as outreach via SCLS, the library's website, Indeed and other on-line resources to fill the position.

OTHER BUSINESS

Upon a motion by John Gagliano, seconded by Anne Cognato, the Board approved Acceptable Patron Behavior, Unattended Children and Children's Services Computer Use policies.

Department library usage statistics were presented. The Board inquired about Notary Public usage and program registration.

The Director supplied the Board with copies of the following policies for their consideration and approval at a subsequent Board meeting: Security Camera, Library Patron Records Confidentiality; Travel.

Incident and accident reports were discussed.

EXECUTIVE SESSION

Upon a motion by Anne Cognato, seconded by John Gagliano, the Board entered Executive Session at 8:25pm.

Upon a motion by John Gagliano, seconded by Anne Cognato, the Board exited Executive Session at 8:35pm.

DATE OF NEXT MEETING

The Board agreed to Wednesday, December 13, 2023 at 7:00pm for the next monthly Board meeting.

MEETING ADJOURNMENT

Upon a motion by Anne Cognato, seconded by John Gagliano, the meeting was adjourned at 8:35pm.

Respectfully submitted,

Susan Zapata
Business Manager