

**DEER PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MONTHLY BOARD MEETING
Wednesday, January 24, 2024, 7:00pm**

MINUTES

Present: Justin Belkin, President
John Gagliano, Vice President
Mike Gonzalez, Secretary
Anne Cognato, Trustee
William Celona, Trustee

Richard Rapecis, Library Director
Susan Zapata, Business Manager

Al Coster, CPA, Baldessari & Coster LLP

Ellen Druda, Community Member
James Hahn, Community Member

CALL TO ORDER

Justin Belkin called the meeting to order at 7:01pm, and led those present in the Pledge of Allegiance.

**FINANCIAL
MATTERS**

Al Coster, CPA, of Baldessari & Coster LLP presented audit findings for the fiscal year ending June 30, 2023.

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

The Board tabled the approval of a preliminary library budget for fiscal year 2024-2025, and unanimously agreed to not propose an increase for the 2024-2025 tax levy.

Upon a motion by John Gagliano, seconded by Mike Gonzalez, the Board approved adding the transfer of funds from the Library's Money Market to Capital Projects Fund to the agenda.

Upon a motion by John Gagliano, seconded by Anne Cognato, the Board approved the transfer of \$1,000,000 from the Library's Money Market to Capital Projects Fund to cover expenses related to recent building renovations.

**APPROVAL OF
MINUTES**

Upon a motion by John Gagliano, seconded by Anne Cognato, the Board approved the minutes of the meeting of November 15, 2023.

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BUSINESS MATTERS

The Board unanimously re-approved an annual 2024-2025 budget vote date of April 2, 2024.

Upon a motion by Anne Cognato, seconded by John Gagliano, the Board approved a Report to the Community.

Upon a motion by John Gagliano, seconded by Anne Cognato, the Board approved a contract with L.I. Snow Plowing & Maintenance LLC.

Upon a motion by John Gagliano, seconded by Anne Cognato, the Board approved a contract with Geovanny & Sons Landscaping, Inc.

Trustee William Celona presented a letter of resignation effective immediately.

POLICY MATTERS

Upon a motion by Mike Gonzalez, seconded by Anne Cognato, the Board approved Security Camera, Library Patron Records Confidentiality and Travel policies.

BUILDING MATTERS

The Director provided updates regarding an ongoing HVAC and roof replacement project, including an estimated arrival date for an air handler unit.

Upon a motion by Anne Cognato, seconded by Mike Gonzalez, the Board approved a contract with J.C. Broderick & Associates, Inc. concerning consulting services related to the demolition of the house at 75 East 5th Street.

The Board requested the Director get an estimate from Park East Construction for construction management services for the demolition of the house at 75 East 5th Street.

PERSONNEL MATTERS

Upon a motion by Mike Gonzalez, seconded by Anne Cognato, the Board approved canvassing to fill two (2) full-time Librarian I positions.

Upon a motion by Mike Gonzalez, seconded by Anne Cognato, the Board approved the hiring of William Weiss as a part-time Custodian.

Upon a motion by Mike Gonzalez, seconded by Anne Cognato, the Board approved the hiring of Ryan Saint Jean as a part-time Account Clerk, contingent upon the supply of satisfactory references.

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OTHER BUSINESS

Department library usage statistics were presented.

Incident and accident reports were discussed.

A mandated safety and loss audit was discussed.

**EXECUTIVE
SESSION**

Upon a motion by John Gagliano, seconded by Mike Gonzalez, the Board entered Executive Session at 7:26pm.

Upon a motion by John Gagliano, seconded by Anne Cognato, the Board exited Executive Session at 7:38pm.

**DATE OF NEXT
MEETING**

The Board agreed to Wednesday, February 28, 2024 at 7:00pm for the next monthly Board meeting.

**MEETING
ADJOURNMENT**

Upon a motion by Anne Cognato, seconded by Mike Gonzalez, the meeting was adjourned at 8:34pm.

Respectfully submitted,

Susan Zapata
Business Manager