

**DEER PARK PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MONTHLY BOARD MEETING  
Thursday, May 23, 2024, 7:00pm**

**MINUTES**

Present: Justin Belkin, President  
John Gagliano, Vice President  
Mike Gonzalez, Secretary  
Anne Cognato, Trustee  
Susan Gaskin, Trustee  
  
Richard Rapecis, Library Director  
Susan Zapata, Business Manager

**CALL TO ORDER**

Justin Belkin called the meeting to order at 7:02pm, and led those present in the Pledge of Allegiance.

**APPROVAL OF  
MINUTES**

Upon a motion by Anne Cognato, seconded by Mike Gonzalez, the Board approved the minutes of the meeting of April 24, 2024.

Upon a motion by Mike Gonzalez, seconded by John Gagliano, the Board approved adding to the agenda the approval of minutes of the meeting of May 15, 2024.

Upon a motion by Mike Gonzalez, seconded by John Gagliano, the Board approved the minutes of the meeting of May 15, 2024.

**FINANCIAL  
MATTERS**

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

**PERSONNEL  
MATTERS**

Upon a motion by Mike Gonzalez, seconded by John Gagliano, the Board approved hiring two part time Librarians for the Children's Department.

Upon a motion by Anne Cognato, seconded by John Gagliano. the Board approved adding to the agenda the approval to hire Benedict Pape as a call in Guard.

Upon a motion by Anne Cognato, seconded by John Gagliano. the Board approved the hire of Benedict Pape as a call in Guard.

Upon a motion by Mike Gonzalez, seconded by John Gagliano, the Board approved adding to the agenda the approval to hire Sofia Lounici as a part time Account Clerk.

Upon a motion by Mike Gonzalez, seconded by John Gagliano, the Board approved the hire of Sofia Lounici as a part time Account Clerk.

**BUILDING  
MATTERS**

The Director provided updates regarding an ongoing HVAC and roof replacement project, including some condensation leaks and the need for safety fencing and an access platform for the new HVAC unit.

**BUSINESS  
MATTERS**

The Board tabled a retainage release request with regard to the HVAC/roof/ ceiling/lighting building project.

The Director and Board discussed furniture in the Community and Children's Rooms.

Upon a motion by John Gagliano, seconded by Mike Gonzalez, the Board approved estimates for chairs and computer work stations for the Children's Room.

Department library usage statistics were presented.

**OTHER BUSINESS**

Justin Belkin brought up the following matters for discussion:

- Production of the library's newsletter.
- Construction grants.
- New hires and staff promotions. The Board requested an organizational chart as well as position descriptions for all staff.
- Challenges with library program registration and potential software solutions.

**DATE OF NEXT  
MEETING**

The Board agreed to Wednesday, June 26, 2024 at 7:00pm for the next monthly Board meeting.

**MEETING  
ADJOURNMENT**

Upon a motion by Anne Cognato, seconded by Susan Gaskin, the meeting was adjourned at 9:05pm.

Respectfully submitted,

Susan Zapata  
Business Manager