

**DEER PARK PUBLIC LIBRARY  
BOARD OF TRUSTEES  
ANNUAL REORGANIZATION AND MONTHLY BOARD MEETING**  
Wednesday, July 24, 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.

**NOMINATION OF OFFICERS** Upon a motion by John Gagliano, seconded by Susan Gaskin, the Board affirmed the following for the 2024-2025 fiscal year:

Justin Belkin will serve as President

John Gagliano will serve as Vice President

Mike Gonzalez will serve as Secretary

**ANNUAL REORGANIZATION BUSINESS**

Upon a motion by John Gagliano, seconded by Mike Gonzalez, the Board affirmed the following items for the 2024-2025 fiscal year:

- 1) a. Meeting time and calendar of monthly Board of Trustees meetings, fourth Wednesday of each month, 7:00pm, unless change is required due to lack of quorum, weather, etc.;
- b. Review and approval of Conflict of Interest Policy. Completed forms to be submitted by Trustees, Treasurer and Director;
- c. Review and approval of Investment Policy;
- d. Review and approval of Whistleblower Policy;
- e. Official newspapers designated to carry legal notices are *Babylon Beacon* and *Long Island Business News*;
- f. Board of Trustees designates the library official to certify the staff payroll to be the Library Director;
- g. Continuation of bank accounts at First National Bank of Long Island;
- h. The designated Treasurer shall remain Maria Antonelli, at a monthly stipend of \$300;
- i. Designation of authority for investment of library funds to be the Library Director;
- j. BOCES Employee Assistance Program to be renewed, annual cost to be approximately \$1,800; and
- k. Approval of Holiday closings and Sunday hours

# ANNUAL REORGANIZATION AND MONTHLY BOARD MEETING

Wednesday, July 24, 2024

MINUTES – page 2 of 3

Upon a motion by Anne Cognato, seconded by Susan Gaskin, the Board tabled 1) l. the approval of budget allocations for 2024-2025.

Upon a motion by John Gagliano, seconded by Anne Cognato, the Board affirmed the following independent professionals to be retained for the 2024-2025 fiscal year:

- 2) a. EPIC Brokers Insurance Brokerage;
- b. Custom Computer Specialists as information technology consultants;
- c. Searles Graphics as printing firm for the Library newsletter and other publications; and
- d. The Law Offices of Volz & Vigliotta, PLLC as Library Counsel (contract approved at the June 26, 2024 meeting);

## **APPROVAL OF MINUTES**

Upon a motion by Anne Cognato, seconded by Mike Gonzalez, the Board approved the minutes of the meeting of June 26, 2024.

## **FINANCIAL MATTERS**

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

Upon a motion by Mike Gonzalez, seconded by Anne Cognato, the Board approved a letter to the school district regarding tax levy and collection for the 2024-2025 fiscal year.

## **BUILDING MATTERS**

Upon a motion by Anne Cognato, seconded by John Gagliano, the Board approved repair work on the sidewalk and entranceway steps by Concrete Works Corp pending a proposal change from "garage" to "entrance" doors and an updated current certificate of insurance.

The Director and Board discussed a rooftop HVAC safety fence and platform. The Board requested to review designs and the Director indicated there was no pricing or design information available yet, but would be forthcoming.

The Board approved installing a basement cooling system at a cost of approximately \$14,000.

## **BUSINESS MATTERS**

The Director discussed proposals from two photocopier companies.

The Board approved leasing photocopiers from CCP Solutions, which will provide a patron copier with more functionality.

The Board inquired about program registration software. The Director indicated three companies have been considered and research is ongoing.

Library telephone services provided by Spectrotel and Commpath were discussed.

ANNUAL REORGANIZATION AND MONTHLY BOARD MEETING

Wednesday, July 24, 2024

MINUTES – page 3 of 3

**OTHER BUSINESS**

The Director discussed resources for required trustee training.

The Board and Director discussed re-starting a book donation and sales program.

Justin Belkin discussed his recent attendance at a community meeting at the Deer Park Fire Department, and the potential for future library patron parking nearby.

The Director distributed architectural drawings prepared by Kevin Walsh, AIA of BBS Architects & Engineers.

**POLICY MATTERS**

Upon a motion by John Gagliano, seconded by Susan Gaskin, the Board re-approved the Meeting Room policy.

Upon a motion by Anne Cognato, seconded by Mike Gonzalez, the Board re-approved the Purchasing policy.

**PERSONNEL MATTERS**

The Board approved canvassing for an Adult Reference librarian.

The Board approved promoting an Adult Reference librarian from Librarian I to Librarian II.

The Director discussed a recent denial by Suffolk County Civil Service to promote a Children’s Librarian from Librarian I to Librarian II.

**DIRECTOR’S REPORT**

Department library usage statistics were presented.

An incident report was reviewed. The Board requested a review of security camera footage regarding same.

**DATE OF NEXT MEETING**

The Board agreed to Wednesday, August 21, 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 9:26pm.

Respectfully submitted,

Susan Zapata  
Business Manager