

**DEER PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MONTHLY BOARD MEETING
Wednesday, August 21, 2024, 7:00pm**

MINUTES

Present: Justin Belkin, President
Mike Gonzalez, Secretary
Anne Cognato, Trustee
Susan Gaskin, Trustee

Richard Rapecis, Library Director
Susan Zapata, Business Manager

Excused: John Gagliano, Vice President

CALL TO ORDER

Justin Belkin called the meeting to order at 7:10pm, and led those present in the Pledge of Allegiance.

**APPROVAL OF
MINUTES**

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

**FINANCIAL
MATTERS**

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

Upon a motion by Anne Cognato, seconded by Susan Gaskin, the Board approved a proposed budget for the 2024-2025 fiscal year, pending allocations as suggested by the Business Manager.

**PERSONNEL
MATTERS**

Upon a motion by Anne Cognato, seconded by Mike Gonzalez, the Board approved soliciting for an additional part time librarian for the Children's Department, (for a total of two vacancies).

**BUILDING
MATTERS**

The Director discussed new window treatments for the library's Community Room, and was encouraged by the Board to get estimates for same.

The Director updated the Board regarding the status of the house and garage demolition on the adjoining property, noting the State Education Department approved information submitted by BBS Architects. A projected timeframe of January to March 2025 is anticipated. The Board discussed notifying immediate neighbors via correspondence and the Director suggested notifying the community in the November/December 2024 library newsletter.

The Director discussed a rooftop unit safety fence and platform. BBS Architects and Park East Construction have been consulted, and the Director anticipated the opportunity to engage Statewide Roofing in October.

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**BUSINESS
MATTERS**

The Director updated the Board concerning program registration software, indicating recommendations are forthcoming.

The Director discussed the upcoming installation of new photocopiers in the next month. The Director indicated he is working with Custom Computers to get a needed outlet and connectivity.

OTHER BUSINESS

Department library usage statistics were presented.

Conflict of interest statements were reviewed and executed by the Board.

Upon a motion by Anne Cognato, seconded by Susan Gaskin, the Board approved adding the approval of a severance agreement to the agenda.

Upon a motion by Susan Gaskin, seconded by Anne Cognato, the Board approved a resolution regarding a severance agreement.

**EXECUTIVE
SESSION**

Upon a motion by Mike Gonzalez, seconded by Anne Cognato, the Board entered Executive session at 8:00pm.

Upon a motion by _____, seconded by _____, the Board exited Executive session at _____pm.

**DATE OF NEXT
MEETING**

The Board agreed to _____, _____, 2024 at _____pm for the next monthly Board meeting.

**MEETING
ADJOURNMENT**

Upon a motion by _____, seconded by _____, the meeting was adjourned at _____pm.

Respectfully submitted,

Susan Zapata
Business Manager