

**DEER PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MONTHLY BOARD MEETING**
Wednesday, November 20, 2024, 7:00pm

MINUTES

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

Robert Cognato, Interim Library Director
Susan Zapata, Business Manager

Michael Buono, Succeeding Library Director
Joann Furey, Patron
Barbara Liquorie, Patron
Bob Liquorie, Patron

Excused: Mike Gonzalez, Secretary

CALL TO ORDER

Justin Belkin called the meeting to order at 7:04pm, and led those present in the Pledge of Allegiance.

**PUBLIC
EXPRESSION**

Barbara and Bob Liquorie enquired as to the status of the library's future renovations and program registration challenges.

**APPROVAL OF
MINUTES**

Upon a motion by Anne Cognato, seconded by John Gagliano, the Board approved the minutes of the meeting of October 23, 2024.

**FINANCIAL
MATTERS**

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

Bank signature authorizations were discussed.

The 2025-2026 budget vote process was reviewed. The Board discussed vote dates as well as a tentative 1% increase to the budget.

PSEG rebates for the completed HVAC project were discussed.

SCLS' Proposed Live-brary.com download costs for 2025 were reviewed.

**PERSONNEL
MATTERS**

Upon a motion by Susan Gaskin, seconded by John Gagliano, the Board approved a resolution appointing Robert Cognato Interim Library Director, retroactively effective to November 1, 2024 through December 15, 2024.

Upon a motion by Anne Cognato, seconded by Susan Gaskin, the Board

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approved a resolution appointing Michael Buono Library Director effective December 16, 2024. Notification regarding the appointment via signage, newsletter and website updates were discussed.

The Business Manager discussed the resignation of part time Guards Ronald Valenti and Kevin Brophy.

Upon a motion by John Gagliano, seconded by Anne Cognato, the Board approved the hire of Andrew Williams as a part time Guard.

The use of a security staffing company was discussed. John Gagliano recommended putting fliers at police precincts to attract new candidates.

The Business Manager discussed the status of Preventing Workplace Harassment Training for all staff, as well as posting of policies regarding same.

The Business Manager discussed a recent staff presentation by the New York State Deferred Compensation Plan.

**BUILDING
MATTERS**

The Board was updated regarding insurance and projected dates for the demolition of buildings on 75 East 5th Street. Notification for staff and neighbors via informational meetings, mailers, signage and website updates were discussed.

The Interim Director and Board discussed the Library's servers and network switches, and estimates regarding same. The Board discussed getting information from other technology support professionals. The Board requested the Interim Director determine with Custom Computers how future building expansion may affect the system, and that the Business Manager discuss with project managers how the system can be future proofed.

The Business Manager reported the library is still waiting for an estimate from Preferred Construction and Statewide Roofing for safety fencing for the rooftop unit.

The Interim Director discussed program registration software.

Issues regarding the library's website functionality were discussed.

Issues regarding information safety and the use of library emails were discussed. The Board requested staff training by Custom Computer for same.

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Newly installed drapes in the Community Room were noted.

Seating areas for the Circulation Department were discussed.

The Interim Director supplied an estimate for new Community Room chairs. The Board requested samples of same before making a purchase.

OTHER BUSINESS

Department library usage statistics were presented. The Board requested statistical information be gathered for ticket sales, website and social media traffic.

The Board reviewed an incident report.

The Board reviewed correspondence from the Deer Park Fire Department.

The Board discussed modifying the Community Room policy.

**EXECUTIVE
SESSION**

The Board entered Executive Session at 8:55pm

Upon a motion by Anne Cognato, seconded by John Gagliano, the Board exited Executive Session at 9:45pm.

**DATE OF NEXT
MEETING**

The Board agreed to Wednesday, December 18, 2024 at 7pm for the next monthly Board meeting.

ADJOURNMENT

Upon a motion by John Gagliano, seconded by Anne Cognato, the meeting adjourned at 9:46pm.

Respectfully submitted,

Susan Zapata
Business Manager