

**DEER PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MONTHLY BOARD MEETING**
Wednesday, December 18, 2024, 11:00am

MINUTES

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

Michael Buono, Library Director
Susan Zapata, Business Manager

Valerie St. Bernard, Patron and
Vice President of the Deer Park Community Association
Deborah Horne, Patron

CALL TO ORDER

Justin Belkin called the meeting to order at 11:04am, and led those present in the Pledge of Allegiance.

**PUBLIC
EXPRESSION**

Valerie St. Bernard enquired as to the status of the library's adjoining property and discussed the activities of the Deer Park Community Association. She invited the Board to attend future meetings on the third Wednesday of the month at 7pm at the Deer Park School District's Central Administration Building located at 1881 Deer Park Avenue in Deer Park.

Deborah Horne asked about upcoming library renovations.

**APPROVAL OF
MINUTES**

Upon a motion by Anne Cognato, seconded by John Gagliano, the Board approved the minutes of the meeting of November 20, 2024.

**FINANCIAL
MATTERS**

Upon a motion by Anne Cognato, seconded by John Gagliano, 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 approved a vote date of Tuesday, April 1, 2025 as well as a 1% increase to the budget.

**BUILDING
MATTERS**

The Business Manager updated the Board regarding the status of the demolition project at 75 East 5th Street. The project was expected to be completed by the end of the week, separate from returning to seed in the Spring. On site testing reports were forthcoming from JC Broderick.

The Director discussed a recent meeting with Jim Lochrie of Custom Computer Specialists about server replacement, as well as a quote to move data to the cloud. The Library Director expressed his concern regarding the

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age and security of the current servers, and that he is investigating additional options.

The Business Manager reported Preferred Construction is working through specifics with BBS and expect a price from J-Cole Construction for safety fencing for the rooftop HVAC unit. The Board expressed their desire to review the design of same.

The Director discussed the functionality of the library's website, explaining he was in contact with the website support provider and secured access for staff to update same. He also indicated a meeting has been scheduled with the company for early January.

The Director reported library department heads have notified their staff they have until December 30th to set up and start using the Deer Park Library email system, with technical support continually available for the transition.

The Director discussed various library program registration software options. Upon a motion by Anne Cognato, seconded by John Gagliano, the Board approved Vega as the library's future program registration solution.

The Director indicated he would be following up with staff concerning new chairs for the Community Room.

**PERSONNEL
MATTERS**

The Board unanimously passed a resolution with regard to a personnel matter.

OTHER BUSINESS

Department library usage statistics were presented.

A potential Board retreat was discussed.

**EXECUTIVE
SESSION**

The Board entered Executive Session at 12:12pm.

The Board exited Executive Session at 12:46pm.

**DATE OF NEXT
MEETING**

The Board agreed to Wednesday, January 22, 2025 at 7pm for the next monthly Board meeting.

ADJOURNMENT

Upon a motion by Mike Gonzalez, seconded by Susan Gaskin, the meeting adjourned at 12:48pm.

Respectfully submitted,

Susan Zapata
Business Manager