

**FINKELSTEIN MEMORIAL LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING/OCTOBER 25, 2023
MINUTES**

The regular monthly meeting of the Board of Trustees was held both in person and by video conference on Wednesday, October 25, 2023. The meeting was recorded in accordance with law.

Mr. Alexandre called the meeting to order at 6:33pm with the following members present:

Mr. Denet Alexandre, Presiding
Ms. Joan Soskin, Secretary
Mr. James Johnson
Ms. Darnett E. Davis

Administrative Personnel Present:

Ms. Laura Wolven, Library Director
Ms. Beth Zambito, Assistant Library Director (zoom)
Mr. Andrew Koblick, Business Manager
Ms. Leiah Levine, Library Clerk

Others Present via zoom:

Susanne Daley, Union President
Kathleen Preston, Staff
Abigail Toral, Staff
Jessica Gordon, Staff
Dan Ameruoso, Staff
Maria Torres, Staff
Parveen Rahmet, Staff
Judy Joseph, Staff
Robert Rowe, Staff
Paul Gubernick, Staff
Dipa Thakkar, Staff
Nichole Daley, Patron
Arlene (Last name not provided)
Nathalie (Last name not provided)
Maria (Last name not provided)
Al Coster, Library Auditor

President's Report- Mr. Alexandre reported that he attended the RCLS meeting and wanted to thank the Grant Committee who worked on the (2) applications for Public Library Construction Grants.

A motion was made by Ms. Davis, seconded by Ms. Soskin and carried to **approve the minutes of the Regular Meeting of September 27, 2023.**

A motion was made by Mr. Johnson, seconded by Ms. Davis and carried to **approve the bill list for October 2023.**

A motion was made by Ms. Davis, seconded by Ms. Soskin and carried to **approve the Financial Reports for September 2023.**

A motion was made by Ms. Davis, seconded by Ms. Soskin and carried to **approve the transfer of monies to the Finkelstein Memorial Library's NYLAF account.**

Library Statistical Report- The statistical report for September 2023 will be filed.

Library Director's Report- See written report.

Union Representative Report- Ms. Susanne Daley discussed Library staffing.

Public Comment: None

Correspondence Received: None

Unfinished Business:

The review of Trustee bylaws were tabled.

A motion was made by Ms. Soskin, seconded by Ms. Davis and carried to **approve the FML duties of the Treasurer as stated in the Library Job Specifications.**

A motion was made by Ms. Soskin, seconded by Ms. Davis and carried to **approve the FML Investment Policy.**

New Business:

A motion was made by Mr. Johnson, seconded by Ms. Davis and carried to **approve the resignation of Anthony Schmerge, Clerk-Typist (PT), Information Technology Department, effective October 16, 2023, after 5 years of service.**

A motion was made by Ms. Davis, seconded by Ms. Soskin and carried to **approve pending approvals of final construction plans.**

A motion was made by Ms. Davis, seconded by Ms. Soskin and carried to **approve payment to NYSLRS (New York State and Local Retirement System) in the amount of, \$528,968.00 due by December 15, 2023.**

A motion was made by Ms. Soskin, seconded by Ms. Davis and carried to **approve the December 1, 2023 Staff Holiday Party.**

A motion was made by Ms. Soskin, seconded by Ms. Davis and carried to **approve the establishment of an Information Services Assistant I position, Information Technology Department, replacement of recent resignation.**

A motion was made by Ms. Davis, seconded by Mr. Johnson and carried to **approve a Full Time Courier Position, Circulation Department, replacement of Permanent Part Time Courier Position, Circulation Department.**

A motion was made by Mr. Johnson, seconded by Ms. Davis and carried to **move into executive session.**

The board moved into executive session for personnel, Legal and financial matter at 7:48 p.m.

Personnel, legal and financial matters were discussed.

A motion was made by Ms. Soskin, seconded by Ms. Davis and carried to move out of executive session.

The board moved out of executive session at 8:59 p.m.

The 2022 Audit Report was tabled.

A motion was made by Ms. Davis, seconded by Ms. Soskin and carried to approve the carryover of an extra one (1) week of vacation PTO for the Library Director. A letter has been placed in Ms. Woven's personnel file.

A motion was made by Ms. Davis, seconded by Mr. Johnson and carried to approve a salary increase with an addition of one (1) week of vacation for the Department Head of Circulation. A letter has been placed in Ms. Stoller's personnel file.

A motion was made by Ms. Davis, seconded by Mr. Johnson and carried to approve the salary increase for the Department Head of Youth Services. A letter has been placed in Ms. Portillo's personnel file.

A motion was made by Ms. Davis, seconded by Mr. Johnson and carried to approve the salary increase for the Department Head of Security. A letter has been placed in Mr. Ninivaggi's personnel file.

A motion was made by Ms. Davis, seconded by Ms. Soskin and carried to retain the services of Feerick, Nugent and MacCartney, PLLC (Brian Nugent).

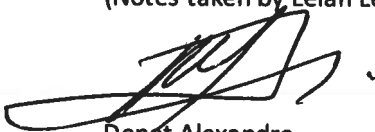
A motion was made by Ms. Soskin, seconded by Ms. Davis and carried to adjourn.

The meeting of the board of trustees was adjourned at 9:04 p.m.

THE REGULAR MEETING OF THE BOARD OF TRUSTEES WILL BE HELD AT 6:30 PM ON WEDNESDAY, NOVEMBER 29, 2023.

Respectfully submitted.

Joan Soskin
Secretary
(Notes taken by Leiah Levine)



Depet Alexandre
President, Board of Trustees

