

**FINKELSTEIN MEMORIAL LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING/JUNE 18, 2025
MINUTES**

The regular monthly meeting of the Board of Trustees was held both in person and by video conference on Wednesday, June 18, 2025. The meeting was recorded in accordance with law.

Ms. Darnett Davis, Acting President called the meeting to order at 6:36 p.m. with the following members present:
Ms. Esther Waldman, Ms. Joan Soskin, Mr. James Johnson, Ms. Sandra Duncan (absent)

Administrative Personnel Present:

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

Others Present in person:

Mr. Mendy Glick, Library Treasurer(arrived at 6:35 p.m.)

Others Present via zoom:

Susanne Daley, Union President, Elizabeth Portillo (staff), Kathleen Preston (staff), Laurie Needell (staff), Chris Coleman (staff), Judy Joseph (staff), Judy (last name not provided), Dan Ameruoso (staff), Ana Cabrera (staff), Dipa Thakkar (staff), Sahn Siongco (staff), moms iphone (name not provided), arlene's ipad (name not provided)

President's Report- Ms. Davis presented as interim President and gave a welcome message for the final Board Meeting of the fiscal year.

A **motion** was made by Ms. Waldman, seconded by Ms. Soskin and carried to **approve the minutes of the Regular meeting of May 28, 2025.**

A **motion** was made by Ms. Waldman, seconded by Mr. James Johnson and carried to **approve the bill list for June 2025.** *Ms. Waldman questioned the description of a bill that said "book bins," which should have said book bin replacement to describe the bill correctly.*

The Financial Report for April, May and June will be presented at a later date.

A **motion** was made by Ms. Waldman, seconded by Mr. Johnson and carried to **engage Baldessari & Coster for the 2024-2025 audit.**

A **motion** was made by Ms. Waldman, seconded by Ms. Davis and carried to **transfer \$1 million from the Library NYLAF Account to the Library General Fund as close to the needed date as possible.**

A **motion** was made by Ms. Waldman, seconded by Ms. Davis and carried to **create a policy that electronic payments need to be dual approved, initiated by the Business Manager and approved by the treasurer.** *Audit recommendations were discussed.*

Library Statistical Report- The statistical report for May 2025 will be filed with the minutes of the meeting. *The Director spoke with the Circulation Department regarding changing and updating the report to show a year to date column for comparison review.*

Library Director's Report- The report was presented. *Staff appreciation and a new addition to the museum pass collection was discussed.*

Union Representative Report- Ms. Susanne Daley thanked Management, the Director and the Board for a timely process during negotiations.

Public Comment: None

Correspondence Received: The Library received letters of thanks, for our services; Youth Services Department outreach efforts, and to Judy Lipstein, who is responsible for the Insiders Club.

Committee Report:

Budget and Finance: Darnett Davis, chair: The Committee met regarding overspending on one vendor, and a new budget for the next Budget Vote on June 25, 2025.

Personnel: Darnett Davis, chair: The Committee met on 6/04/2025 and discussed job placement, titles, Union negotiations.

Advocacy and Fundraising: Sandra Duncan, chair- No meeting held, but Ms. Wolven informed the Board Maria Vanessa Cipolla, Library Assistant in Adult Services Department is working with the Friends of the Library on planning a fundraiser.

By-Laws and Policy: Esther Waldman, chair- The Committee met at the end of May and went through several policies that need updating and amendments.

Strategic Planning: Joan Soskin, chair- No meeting held

Buildings and Grounds: James Johnson, chair- No meeting held since the change in construction plans.

Unfinished Business:

The Audit Report for June 30, 2024 was presented. The Audit Report from June 30, 2023 was also presented and the Board voted to change/implement policies in accordance with the 2023-2024 Audit.

A **motion** was made by Ms. Waldman, seconded by Ms. Davis and carried to **adopt a policy for a dual approval process for electronic payments.**

A **motion** was made by Ms. Waldman, seconded by Mr. Johnson and carried to **adopt a policy for requiring two (2) signatories on all bills in excess of \$10k.** *Checks that are over \$10k will require the Board President and Library Treasurer to sign.*

A **motion** was made by Ms. Waldman, seconded by Ms. Davis and carried to **adopt a pre-approval process on electronic payments.** *The Business Manager will be in contact with M&T Bank regarding putting a policy in place for one person to initiate, and another person to approve these electronic payments. Ms. Waldman requested the Business Manger also record this on future financial reports.*

A **motion** was made by Ms. Waldman, seconded by Mr. Johnson and carried to **follow New York State requirements on a Board motion approving payroll and utility bills to be paid in advance of a Board Meeting.**

New Business:

RESOLUTION

A **motion** was made by Ms. Waldman, seconded by Mr. Johnson and carried to **approve a yearly salary increase for exempt employees in accordance with the Library's Union Collective Bargaining Agreement, pending yearly reviews (with exceptions from the Library Director).**- See Resolution

A **motion** was made by Ms. Waldman, seconded by Ms. Davis and carried to **approve the establishment of IT Specialist in the Information Technology Department.**

A **motion** was made by Ms. Waldman, seconded by Ms. Soskin and carried to **approve the posting of the Public Information Specialist position in Adult Services Department.**

A **motion** was made by Ms. Waldman, seconded by Ms. Davis and carried to **approve the American Federation of State, County and Municipal Employees (AFSCME) Union Contract for 2025-2028.**

A **motion** was made by Ms. Waldman, seconded by Ms. Davis and carried to **approve the posting of a Full-Time Clerk I position, Circulation Department, due to upcoming retirement of July 5, 2025.**

A **motion** was made by Ms. Waldman, seconded by Ms. Soskin and carried to **approve the Library Treasurer as a signator on the Library bank accounts.**

A **motion** was made by Ms. Waldman, seconded by Mr. Johnson and carried to **approve Sky Packets, a wireless consulting/services company to review the Library's technology.** *This company was recommended by RCLS to engage in an IT audit for the Library.*

A **motion** was made by Ms. Waldman, seconded by Mr. Johnson and carried to **amend policies for the Pandemic Plan, Addendum to the Patron Code of Conduct and Covid-19 guidelines (expiring June 30, 2025) in accordance with New York State Guidelines.**

A **motion** was made by the By-Laws and Policy Committee, seconded by Mr. Johnson and carried to **approve the Remote Work Policy with changes discussed.**

A motion was made by the By-Laws and Policy Committee, seconded by Mr. Johnson and carried to **update the Employee Confidentiality Policy.**

A **motion** was made by the By-Laws and Policy Committee, seconded by Ms. Soskin and carried to **approve the Videoconferencing Policy with changes.**

A **motion** was made by Ms. Waldman, seconded by Ms. Davis and carried to **move into executive session for Personnel Matters.**

The board moved into executive session at 8:18 p.m.

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

The board moved out of executive session at 8:40p.m.

Personnel Matters were discussed.

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

The meeting of the board of trustees was adjourned at 8:44 p.m.

THE NEXT REGULAR MONTHLY MEETING OF THE BOARD OF TRUSTEES WILL BE HELD ON WEDNESDAY, JULY 23, 2025.

Respectfully submitted.

Darnett Davis, Acting President
(Notes taken by Leah Levine)