FINKELSTEIN MEMORIAL LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING/OCTOBER 22, 2025
MINUTES

The regular monthly meeting of the Board of Trustees was held both in person and by video conference on Wednesday, October 22, 2025. The meeting was recorded in accordance with law.

Ms. Darnett Davis, President called the meeting to order at 6:30 p.m. with the following members present: Ms. Esther Waldman, Vice President, Mr. James Johnson, Ms. Joan Soskin, Ms. Goldie Golding (arrived at 6:30pm after meeting called to order).

Board Memebers absent:
Ms. Yehudis Gottesfeld, and Mr. Yossi Rubinstein

Administrative Personnel:
Ms. Laura Wolven, Library Director, Ms. Beth Zambito, Assistant Library Director, Mr. Andrew Koblick, Business Manager (7:42 p.m. departure), Ms. Leiah Levine, Library Clerk.

Present:
Mr. Mendy Glick, Library Treasurer (arrived at 6:38 p.m.)

Others Present via zoom:
Susanne Daley, Union President, Kathleen Preston (staff), Robert Rowe (staff), Jeff Liz (staff), Michelle Gutierrez (staff), Judy Joseph (staff), FMLADMIN, Tzvi Waldman (patron), ALL (zoom computer class), AY (full name not provided).

The Pledge of allegiance was recited.

Ms. Davis requested a moment of silence for Mr. Richard Oates, and to give respect to the staff and to the Board of Trustees. *(Mr. Oates was a permanent part time security staff member who worked at the Library from October 8, 2018 until his passing on October 4, 2025.)*

President's Report- A report was presented by Ms. Davis.

A **motion** was made by Mr. Johnson, seconded by Ms. Soskin and carried to **approve the agenda**.

A motion was made by Ms. Soskin, seconded by Mr. Johnson to approve the regular meeting minutes of September 17, 2025 and failed. The minutes of the September 17, 2025 meeting have been tabled.

A **motion** was made by Ms. Davis, seconded by Ms. Golding to **approve the October 22, 2025 bill list**.

A **motion** was made by Ms. Golding, seconded by Mr. Johnson and carried to **approve the September 2025 Payroll Journals.**

A **motion** was made by Ms. Davis, seconded by Mr. Johnson and carried to **approve the Financial Statement for July and August 2025.**

September 2025 Financial Statements have been tabled.

A **motion** was made by Ms. Davis, seconded by Ms. Golding and carried to **approve to move $4.7 million after the receipt of the $2.7 million from the M&T bank account to the NYCLASS (New York Cooperative Liquid Assets Securities System) account.**

Mr. Glick presented a Treasurer report regarding reconciling the bank accounts for the last few months. A table was put together showing accounts and accessibility. A recommendation was given regarding reconciliation of the bank accounts.

A **motion** was made by Ms. Golding, seconded by Mr. Johnson and carried to **grant the Treasurer access to view the Library bank accounts online.**

Library Statistical Report- The statistical report for September 2025 was presented.

Library Director's Report- The report was presented.

Union Representative Report- *Ms. Daley thanked Ms. Davis, Mr. John Ninivaggi (Head of Security), and all other staff member who attended Richard Oates funeral on October 19, 2025. Ms. Daley informed the current Board that Union staff members working at the Library are not allowed to negotiate salaries with the Board Presidents, Directors or Assistant Directors. Ms. Daley also thanked Ms. Wolven for the recent Staff Development Meeting held on October 17, 2025. The staff enjoyed the program and the process of interacting with each other.*

Public Comment: None

Correspondence Received: None

Committee Report:

Budget and Finance: Esther Waldman, Vice President, Chair: The Committee met on October 17, 2025. Past invoices were reviewed, bills over $5,000, Payroll Journals for 9/26/25 and 10/07/2025 were reviewed, and payroll questions were asked and satisfactorily answered previous to the meeting.

A **motion** was made by the Budget and Finance Committee, seconded by Ms. Golding and carried to **approve the purchase of eight (8) tablets for each Board member and the Library Treasurer**. *The By-Laws and Policies Committee will create a policy for the use of these tablets.*

A **motion** was made by the Budget and Finance Committee, seconded by Mr. Johnson to **approve Accu- Data Workforce Solutions as the Library's payroll company, implemented for January 1, 2026.**

A **motion** was made by Ms. Soskin, seconded by Mr. Johnson and carried to **amend the credit card policy rephrasing to "The Finkelstein Memorial Library holds one credit card."**

A **motion** was made by Ms. Davis, seconded by Ms. Golding and carried to **approve the purchase of new badge readers with Simon Security System.**

Personnel: Darnett Davis, President, Chair: The Committee met on September 26, 2025. Personnel matters were discussed, including sexual harassment in the workplace.

A **motion** was made by the Personnel Committee, seconded by Mr. Johnson to **approve a salary increase for the ITS Specialist.** A letter has been placed in Ms. Coatti's personnel file.

Advocacy and Fundraising: Yehudis Gottesfeld, Secretary, Chair: The Committee met on September 29, 2025. Items were discussed such as the October Book Drive, Community Survey, Outreach sites and press contacts, fundraising efforts, increase in outreach to community leaders, apartment complexes and local schools. A follow up with Mr. Johnson on input and ideas for the committee was also discussed.

By-Laws and Policy: Esther Waldman, Vice President, Chair: The Finance Committee recommended to refer the Credit Card Policy to the by-laws and Policy Committee.

Strategic Planning: Joan Soskin, Chair: Nothing to report.

Buildings and Grounds: Yossi Rubinstein, Chair: Meeting to be held on Tuesday, October 28, 2025.

Unfinished Business:

1. By-Laws, referred to Committee.
2. A **motion** was made by Ms. Waldman, seconded by Mr. Johnson and carried to **transfer $42,500 from serval different line items on the budget to the children's book budget for the traditional Jewish collection.**
3. *Payroll companies were discussed and a motion was made under the Budget and Finance Committee.*
4. The approval of the New York State and Local Retirement System of exact amount of payment due by December 15 ,2025 was tabled.

New Business:

1. A **motion** was made by Ms. Davis, seconded by Ms. Soskin and carried to **appoint Patricia Coatti to the new title of ITS Specialist, IT Department, effective Monday, September 22, 2025.**
2. A **motion** was made by Ms. Davis, seconded by Ms.Golding and carried to **appoint Vivek Mathew, Clerk-Typist (PT), IT Department, effective Monday, September 22, 2025.**
3. A **motion** was made by Ms. Soskin, seconded by Mr. Johnson and carried to **approve the staff Holiday Party for Friday, December 5, 2025.**

4. A **motion** was made by Ms. Davis, seconded by Ms. Golding and carried to **establish and fill an Information Services Assistant I (PPT) position in the IT Department.**
5. The approval of paperless monthly board packets was tabled.

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

The board moved into executive session at 8:45 p.m.

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

The board moved out of executive session at 9:05 p.m.

Personnel and Legal matters were discussed.

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

The meeting of the board of trustees was adjourned at 9:07 p.m.

THE NEXT REGULAR MONTHLY MEETING OF THE BOARD OF TRUSTEES WILL BE HELD ON WEDNESDAY, NOVEMBER 19, 2025.

Respectfully submitted.

Yehudis Gottesfeld
Secretary
(Notes taken by Leiah Levine, Clerk to the Board of Trustees)

Darnett Davis
Board President