Addition to the Organizational Meeting Agenda

Agreement for Special Counsel for Anthony Fasano

BE IT RESOLVED, the Board of Trustees hereby approves the attached special counsel services agreement between the Library and Guercio & Guercio, LLP and hereby authorizes the Board President to execute same.

Location of Board meetings Resolution:

WHEREAS, the Board of Trustees is responsible for conducting its meetings in compliance with the New York Open Meetings Law; and

WHEREAS, the Board wishes to designate a meeting location that ensures members of the public are able to attend Board meetings for their full duration; and

WHEREAS, the Library's public entrance closes to new entrants ten minutes prior to the building's posted closing time; and

WHEREAS, the Founders Room has a separate entrance that remains accessible to members of the public during Board meetings after the main library entrance has closed; and

WHEREAS, the Founders Room is capable of accommodating anticipated public attendance and provides an appropriate venue for Board meetings;

BE IT RESOLVED, that regular and special meetings of the Board of Trustees shall be held in the Founders Room beginning with the August 26, 2026 Board meeting, unless otherwise designated by the Board; and

BE IT FURTHER RESOLVED, that the Director shall ensure that the Founders Room is equipped with the audiovisual equipment, internet connectivity, and videoconferencing technology necessary to conduct Board meetings, including Zoom access.

Addition to the Regular Meeting Agenda

- **President's Report**
- **Finance Committee Report**
- **Unfinished Business**

    1. Skypackets update and Bill
    2. Whiteman Osterman and Hanna bill update
    3. Bylaws and Policy Committee actions items from April
        1. Bylaws Section 7 and 12
        2. Board Calendar

New Business

1. **Sunday Closures (resolution may be amended)**
   RESOLVED, the Board hereby directs the Library Director to immediately ensure that the Library is open on Sundays and to take all necessary and applicable actions required to ensure the Library is open on Sunday consistent with any applicable Collective Bargaining Agreement and applicable law;
   BE IT FURTHER RESOLVED, that to the extent the Library Director believes the Sunday may not immediately be opened on a Sunday due to any contractual or legal issue, the same should outlined to the Board in a written memorandum within seven days of this resolution, outlining the concerns, the contractual / legal support for the concern, and the Director's proposed course of action to remedy the concerns.

SPECIAL COUNSEL SERVICES CONTRACT

AGREEMENT made this ______ day of ______________, 2026 by and between the BOARD OF TRUSTEES OF THE FINKELSTEIN MEMORIAL LIBRARY (the "Board") and Guercio & Guercio, LLP (the "Firm").

WHEREAS, the Board, at a meeting held on _______________, 2026, retained Guercio & Guercio, LLP as Special Counsel.

WHEREAS, the Board and Guercio & Guercio, LLP desire to record the terms and conditions of such retainer in contract form.

NOW, THEREFORE, it is agreed as follows:

I. Services: The Firm shall serve as Special Counsel with regard to legal matters related to the Board's rights and responsibilities as a Board.

II. Fee: For the above Services, the Firm's fee shall be on an hourly basis at the rate of $275.00 per hour for attorneys/law clerks and $120.00 per hour for paralegals. In the event a dispute arises relating to our fees, you may have the right to arbitration of the dispute pursuant to Part 137 of the Rules of the Chief Administrator of the Courts, a copy of which will be provided to you upon request.

III. Invoices: The Board shall receive monthly invoices which shall set forth the time devoted to each matter. Time shall be recorded in six-minute intervals (1/10th of an hour).

IV. Special Counsel: We have a special counsel relationship with the law office of Monteiro & Fishman LLP to provide insurance coverage and bankruptcy services on behalf of the firm. This relationship allows our firm to provide representation in these matters without the need to retain outside counsel at significant higher hourly rates which would ordinarily be seen in bankruptcy and insurance coverage matters. Under this arrangement our hourly rate for services is apportioned 100% to their office. We also have a special counsel relationship with the law office of Sokoloff Stern LLP to provide insurance defense and trial counsel services on behalf of the firm under a fee sharing agreement by which our standard hourly rate for services is apportioned 74% to their office and 26% to ours. These fee agreements are based upon actual input, participation, and shared responsibility between the firms.

V. Expenses: The Board shall reimburse the Firm for "out-of-pocket" expenses incurred in the performance of services as Special Counsel. These shall include, but shall not be limited to, long-distance calls, photocopying, printing, Westlaw and LEXIS/NEXIS research, e-discovery storage/production platform, supplies, expressage or deliveries. Nothing hereinabove set forth shall preclude the furnishing of any of the foregoing directly by the Library and the non-necessity to procure reimbursement.

VI. Termination: This contract may be terminated upon thirty (30) days' written notice. In the event of termination prior to the end of the contract, fees would be recalculated pursuant to *quantum meruit* (at our hourly rate) in accordance with State law.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed the date first written above.

FINKELSTEIN MEMORIAL LIBRARY	**GUERCIO & GUERCIO, LLP**
BY: ______________________________	BY: ______________________________
Board President	Anthony J. Fasano, Partner

RESOLUTION

RESOLVED, the Board of Trustees hereby approves the attached special counsel services agreement between the Library and Guercio & Guercio, LLP and hereby authorizes the Board President to execute same.

STATEMENT OF CLIENT'S RIGHTS

1. You are entitled to be treated with courtesy and consideration at all times by your lawyer and other lawyers and personnel in your lawyer's office.

2. You are entitled to an attorney capable of handling your legal matter competently and diligently, in accordance with the highest standards of the profession. If you are not satisfied with how your matter is being handled, you have the right to withdraw from the attorney-client relationship at any time (court approval may be required in some matters and your attorney may have a claim against you for the value of services rendered to you up to the point of discharge).

3. You are entitled to your lawyer's independent professional judgment and undivided loyalty uncompromised by conflicts of interest.

4. You are entitled to be charged a reasonable fee and to have your lawyer explain at the outset how the fee will be computed and the manner and frequency of billing. You are entitled to request and receive a written itemized bill from your attorney at reasonable intervals. You may refuse to enter into any fee arrangement that you find unsatisfactory.

5. You are entitled to have your questions and concerns addressed in a prompt manner and to have your telephone calls returned promptly.

6. You are entitled to be kept informed as to the status of your matter and to request and receive copies of papers. You are entitled to sufficient information to allow you to participate meaningfully in the development of your matter.

7. You are entitled to have your legitimate objectives respected by your attorney, including whether or not to settle your matter (court approval of a settlement is required in some matters).

8. You have the right to privacy in your dealings with your lawyer and to have your secrets and confidences preserved to the extent permitted by law.

9. You are entitled to have your attorney conduct himself or herself ethically in accordance with the Code of Professional Responsibility.

10. You may not be refused representation on the basis of race, creed, color, religion, sex, sexual orientation, age, national origin or disability.

STATEMENT OF CLIENT'S RESPONSIBILITIES

Reciprocal trust, courtesy and respect are the hallmarks of the attorney-client relationship. Within the relationship, the client looks to the attorney for expertise, education, sound judgment, protection, advocacy and representation. These expectations can be achieved only if the client fulfills the following responsibilities:

1. The client is expected to treat the lawyer and the lawyer's staff with courtesy and consideration.

2. The client's relationship with the lawyer must be one of complete candor and the lawyer must be apprised of all facts or circumstances of the matter being handled by the lawyer even if the client believes that those facts may be detrimental to the client's cause or unflattering to the client.

3. The client must honor the fee arrangement as agreed to with the lawyer, in accordance with law.

4. All bills for services rendered which are tendered to the client pursuant to the agreed upon fee arrangement should be paid promptly.

5. The client may withdraw from the attorney-client relationship, subject to the financial commitments under the agreed to fee arrangement, and, in certain circumstances, subject to court approval.

6. Although the client should expect that his or her correspondence, telephone calls and other communications will be answered within a reasonable time frame, the client should recognize that the lawyer has other clients equally demanding of the lawyer's time and attention.

7. The client should maintain contact with the lawyer, promptly notify the lawyer of any change in telephone number or address and respond promptly to a request by the lawyer for information and cooperation.

8. The client must realize that the lawyer need respect only legitimate objectives of the client and that the lawyer will not advocate or propose positions which are unprofessional or contrary to law or the Lawyer's Code of Professional Responsibility.

9. The lawyer may be unable to accept a case if the lawyer has previous professional commitments which will result in inadequate time being available for the proper representation of a new client.

10. A lawyer is under no obligation to accept a client if the lawyer determines that the cause of the client is without merit, a conflict of interest would exist or that a suitable working relationship with the client is not likely.

Gmail Esther Waldman [redacted]

Meeting Notice

dos.sm.Coog.InetCoog <dosCOOG@dos.ny.gov> Tue, Jul 14, 2026 at 1:47 PM
To: [redacted]
Cc: [redacted]

Good afternoon Ms. Waldman,

This email is in response to multiple emails the Committee on Open Government has received requesting an opinion concerning the same July 13, 2026 special meeting of the Finklestein Memorial Library Board of Trustees. For reasons of efficiency and consistency, this is the same opinion being provided to all parties.

The Committee on Open Government is authorized to provide information, guidance, and non-binding legal opinions regarding the Freedom of Information Law (FOIL), the Open Meetings Law (OML), and the Personal Privacy Protection Law (PPPL). The Committee is not authorized to offer an opinion on issues not governed by those laws. We are not authorized to declare violations of law, issue sanctions, or otherwise enforce the Law.

As a preliminary matter, all library boards of trustees are, in our opinion, subject to the OML. The Committee's previous advisory opinions on the matter are available at the links below:

Library, Association or Free Association

2843, 4742, 5266, 5423

Library Board

2796, 2843, 2901, 2925, 3579, 3615, 3903, 5462

However, any requirements to hold a meeting created by a statute besides the OML, or solely by the bylaws of a library board of trustees, fall outside of our authority to offer an opinion.

Sections 104 (1) and (2) of the OML only require public bodies to provide notice to the public of the time and place of its meetings either at least 72 hours before a meeting scheduled one week or more in advance or to the extent practicable at a reasonable time prior to any other meeting. Per those sections of the OML, notice is provided when a public body electronically transmits such notice to the news media (though there is no requirement to guarantee that notice be published as a legal notice) and notice is posted in one or more designated public locations. When a public body "has the ability to do so" notice "shall also be conspicuously posted on the public body's website" according to OML § 104(6) and within the time requirements determined by when the meeting was scheduled. Failure to provide the above notice, for any reason, would be inconsistent with the requirements of the OML.

While there is nothing in the OML expressly limiting the ability of a public body to schedule open meetings less than one week in advance, courts have found that meeting on short notice would be unreasonable unless there is an urgent need to do so. See *Previdi v. Hirsch*, 524 N.Y.S.2d 643, 645 (1988). If the Board of Trustees special meeting was scheduled less than one week in advance, in our view the Board would only have the authority to contemplate the urgent matters justifying the short notice.

Nothing in the OML requires that a public body provide notice of the subject matter of a meeting, that it adhere to any subject matter that it does include in its meeting notice, or that the reason for holding an urgent meeting be provided in any notice. However, the Committee on Open Government has issued guidance concerning the requirements to make records scheduled for discussion at open portions of meetings pursuant to OML § 103(e). *See generally* OML-AO-5673, OML-AO-5564. You may also review the entirety of our previous advisory opinions on the topic at the links below:

Records Scheduled to be Discussed at Meetings

5093, 5235, 5239, 5241, 5244, 5292, 5324, 5341, 5380, 5397, 5564, 5673.

In our view, agendas used to conduct an open portion of a meeting are records scheduled for discussion governed by § 103(e). Section 103(e) of the OML requires that "[a]gency records available pursuant to [FOIL], as well as any proposed resolution, law, rule, regulation, policy or any amendment thereto, that is scheduled to be the subject of discussion by a public body during an open meeting" be made available to the public either by request or, when the body maintains a routinely updated website and utilizes a high speed internet connection, by posting the records to the website "to the extent practicable at least twenty-four hours prior to the meeting[.]" The Committee has previously advised that practicability, for the purposes of § 103(e), is largely dependent on when the record in question is prepared and distributed to the members of the public body. *See* OML-AO-5564.

The OML is silent regarding agendas and does not require a public body use one at all. If the Board of Trustees chooses to use an agenda, the OML does not require the agenda include any specific content or that the Board adhere to that agenda.

A failure to meet any requirement of the OML allows any aggrieved person to seek enforcement of the Law through initiation of an Article 78 special proceeding pursuant to the Civil Practice Law and Rules. In such a proceeding, a court under § 107(1) may determine that a violation of the OML occurred and, if it does so, has the discretion to "declare the action taken in relation to such violation void, in whole or in part, without prejudice to reconsideration in compliance with" the OML and " may require the members of the public body to participate in a training session concerning the obligations imposed by this article conducted by the staff of the committee on open government."

Sincerely,

Miguel-Carlo Bautista *(he/him/his)*

Assistant Attorney 3

New York Department of State

Committee on Open Government

99 Washington Ave., Albany, NY 12231

w: (518) 474-2518

Committee on Open Government | Open Government

[redacted]

[redacted]

Attention: This email came from an external source. Do not open attachments or click on links from unknown senders or unexpected emails.

[Quoted text hidden]

July Finance Committee Meeting Minutes

Date: July 24, 2026

Time: 10:08 AM- 11:00 AM

Location: Finkelstein Memorial Library Board Room / Virtual

Attendees:

Esther Waldman (Chairperson), Yossi Rubinstein (Vice President), Ariel Dahan (Trustee), Mendy Glick (Treasurer), Laura Wolven (Director), Andrew Koblick (Business Manager), Robert Rowe (Library Staff)

I. Call to Order

The finance committee meeting was called to order at 10:08 AM.

II. Unfinished Business

All items under unfinished business were **NOT ADDRESSED** for non-urgency

III. New Business

- **Offsite Programs**
    - A report was requested for the schedule and cost of offsite programs.
    - Schedule report should include looking into programs that start before the library opens.
    - Cost report should include mileage, supplies, and substitute coverage for staff who are offsite for the programs.
- **Substitutes**
    - Annual cost for subbing is over $500,000
    - Possible reduction: Translation substitutes ($9,000). We have staff who can do it now
    - Closing on Saturdays, and opening at 8:30am the rest of the week ($6,000 in Saturday subbing, plus utilities, plus sub coverage during the week) – detailed calculation request
    - Limited services during less-used hours. Ex: Adult reference desk can open late, computers can be unavailable (or unstaffed) during certain hours. Savings analysis requested.
    - Circulation is already short-staffed. Admin asserts that substitutes cannot be cut from circulation.

- **Sundays**
    - Admin asserts that cost per Sunday is about $8,000
    - *Payroll Journals indicate that Sunday OT is about $7,500 per 2-week period*
    - Proposed closures on 9/13 (Rosh Hashana), 9/20 (Erev Yom Kippur), 9/27 (Sukkos), and 10/4 (Simchas Torah)
- **Errors in the Interim Budget Spreadsheet**
    - The amount for Admin is off, as it does not include steps and longevity.
    - Andy keeps saying that the total non-union raises is less than the Board asserts, however he does not have data to the contrary.
    - Requested 2 versions of the "salaries" portion of the budget. One that includes 44 Sundays and does not include raises for non-union staff. Another version that includes 44 Sundays, does not include Saturday, and does not include raises for non-union staff.
- **Programs**
    - $14,000 was cut from the programing budget already
    - Report requested on what kind of programs are included in the budget
    - Grants rarely cover programs
- **IT**
    - IT is the only department with a proposed increase, despite significant cuts in all other departments
    - Report requested on all IT subscriptions and contracts (costs and explanations), and other costs that explain the increase

IV. Other Discussion Items

- **501c3** – Treasurer will assist director in moving the application along so we can get approved as a 501c3. This will help with grant applications
- **Bank Signers** – resolution needed to change Board signers
- **Bank Reconciliations –** Capital Projects and Money Markey accounts weren't reconciled yet
- **Notice** – if admin is unavailable to provide notice for meetings, chair of the meeting can email metro@lohud.com and Beth Zambito to provide notice of the date, time, and location of the meeting.

V. Adjournment

- The next Finance Committee Meeting will be held on August 7, at 10:00AM
- Total Proposed Savings from this meeting: about $80,000

VI. Requested for Next Meeting

- Offsite Programs Report - Schedule and cost, including looking into programs that start before the library opens, and mileage, supplies, and substitute coverage for staff who are offsite for the programs
- Saturday Savings Report of the savings that can be made by closing the library on Saturdays
- Limited Services Report of the savings that can be made by limiting specific services during less-used hours.
- Errors Report - Written explanation of the errors in the Interim Budget.
- Two versions of the "salaries" portion of the budget. One that includes 44 Sundays and does not include raises for non-union staff. Another version that includes 44 Sundays, does not include Saturday, and does not include raises for non-union staff.
- Programs report - what kind of programs are included in the budget
- IT subscriptions and contracts (costs and explanations), and other costs that explain the increase

Respectfully submitted,
Esther Waldman

Finkelstein Memorial Library System

I.T. consulting estimate from Sky Packets.

PRESENTED TO	PRESENTED BY	PRESENTED ON
Laura Wolven	Steve Amarante	05/12/2025

Executive Summary

Sky Packets is pleased to offer our expertise in IT infrastructure consulting to support Finkelstein Memorial in its mission to build a world-class, future-proof library. With our extensive experience designing and implementing cutting-edge technological solutions for libraries, we will provide Finkelstein Memorial with a comprehensive roadmap to integrate advanced digital services, robust network infrastructure, and intelligent library technologies. Our approach ensures that Finkelstein Memorial remains adaptable to future innovations while delivering an enhanced user experience that meets the community's evolving needs. We are committed to partnering with Finkelstein Memorial to create a library that sets a new standard for excellence in the digital age.

Technical Analysis, Evaluation, and Consulting on the following:

- **IT Infrastructure Modernization:** Assessing current hardware and software and recommending upgrades or replacements to ensure that the library's IT systems are modern, efficient, and capable of supporting future growth. The modernization may include budget, equipment, software, consulting, training, pilot testing, approval processes, implementation, and performance metrics.
- **Network Design and Optimization:** Assessing and designing a robust, scalable, and secure network infrastructure that supports high-speed internet access, reliable Wi-Fi coverage, and seamless connectivity across the library system. Additionally, Virtual Desktop Recommendations:
    - Considering an internal solution using Finkelstein Memorial servers for internal staff use.
    - Exploring an external solution that supports both staff and patrons in our library system.
- **Digital Transformation Strategy:** Develop a strategy to incorporate digital services, including e- books, online databases, and virtual programming, ensuring the library stays relevant and accessible in a digital- rst world.
- **Cybersecurity Measures:** Implementing comprehensive security protocols to protect the library’s digital assets, user data, and IT infrastructure from cyber threats while ensuring compliance with data privacy regulations.

- **Smart Building Technology Integration:** Advising on integrating smart technologies, such as automated lighting, climate control, and visitor management systems, to enhance operational efficiency and improve the patron experience. Security will be a key driver.
- **Cloud Solutions and Data Management:** Guiding the transition to cloud-based solutions for data storage, library management systems, and collaboration tools, ensuring scalable and secure access to information.
- **User Experience (UX) Design:** Enhancing the digital and physical user experience by implementing intuitive interfaces, self-service kiosks, and accessible online portals for library patrons.
- **Staff Training and Support:** Providing training programs and ongoing support for library staff to ensure they are proficient in using new technologies and can effectively assist patrons in a tech- enhanced environment.

Potential project deliverables

Comprehensive IT Infrastructure Assessment Report: A detailed evaluation of the existing IT infrastructure, including network, hardware, software, and cybersecurity measures. Additionally, Virtual Desktop Recommendations which:

- Considering an internal solution using Finkelstein Memorial servers for internal staff use.
- Exploring an external solution that supports both staff and patrons in our library system.

Network Design and Implementation Plan: A blueprint for a scalable, high-performance network infrastructure, including specifications for network hardware, Wi-Fi coverage plans, and configuration guidelines.

Digital Transformation Roadmap: A strategic plan outlining the steps to integrate digital services, such as e-books, online databases, and virtual programming, with timelines and resources requirements.

Cybersecurity Strategy Document: A comprehensive cybersecurity plan detailing the necessary security measures, including configurations, data encryption, user authentication protocols, and incident response procedures.

Smart Building Integration Plan: A proposal for integrating smart technologies into the library's infrastructure, including automation systems for lighting, climate control, and security. Security is a key factor. Given the diverse systems Finkelstein Memorial plans to integrate, it's essential that the network for each service are separated for cyber security reasons. Physical and logical segmentation will be considered among other methodology.

IT Infrastructure Modernization Plan: Recommendations for upgrading or replacing outdated hardware and software, including a timeline, budget estimates, and implementation steps.

Cloud Solutions Implementation Guide: A detailed guide on migrating to cloud-based solutions, including data storage, library management systems, and collaboration tools, focusing on scalability and security.

User Experience Enhancement Plan: A plan for improving the user experience through digital and physical enhancements, such as intuitive interfaces, self-service kiosks, and accessible online portals.

Ongoing Support and Maintenance Plan: A plan for providing ongoing IT support, including regular system updates, troubleshooting, and maintenance services post-implementation.

Timeline, Pricing, and Terms

Timeline: The timeline for each project deliverable will be determined once the project's scope is solidified.

Pricing: The consulting rate is one hundred and seventy- five dollars per hour, $175/hr, with ten (10) hours, minimum time blocks and pre-approved by Finkelstein Memorial.

Terms and Conditions:

- Payment terms: thirty **(30)** days.
- Validity: This quote is valid for sixty **(60)** days from the issue date.
- Any additional services or modifications requested beyond the initial scope of work may be subject to a separate quotation.

Contact Us

We look forward to the opportunity to partner with Finkelstein Memorial in this exciting journey toward creating a digital- first, user-centric library system that sets a new standard for public libraries. If you have any questions or comments, please don't hesitate to contact us.

www.skypackets.nyc | steve@sky-packets.com | 516-882-3155

Sky Packets

Finkelstein Memorial Library Network Assessment Agenda

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1. Kickoff & Stakeholder Alignment (60 minutes)

This initial discussion will bring together the IT staff, facilities team, and library leadership to align on goals and confirm the scope of the assessment.

- **Understanding Business Goals:** We'll discuss your "smart library" initiatives, such as IoT adoption, new public Wi-Fi needs, or digital signage projects.
- **Upcoming Projects:** Please share any planned renovations or projects that might impact the network's design.
- **Performance & Monitoring:** We want to hear about your current network performance. What tools, if any, do you use to monitor things like latency or throughput? What are the most common issues or user complaints you encounter?
- **Security Posture:** Let's discuss your current security. What firewalls and policies are in place? How do you manage user authentication and device access?
- **Servers, Services & Applications:** We'll identify your core services, such as DHCP, DNS, and authentication servers. What are the mission-critical applications that the library depends on?
- **Library-Specific & Future Initiatives:** Tell us about the unique devices on your network—like digital signage or self-checkout systems. We'll also discuss any future plans, such as a makerspace or new learning areas.
- **Confirm Scope of next steps:** We'll review the floor plans and confirm key contacts for the next phase.

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2. Physical Infrastructure Review (45 minutes)

This is a physical walk-through to inspect your hardware and cabling.

- **Wiring & Cabling:** We'll check the condition and labeling of your wiring (Cat5e, Cat6, etc.) and inspect patch panels and racks.
- **Network Closets (MDF/IDF):** We'll assess the rack space, cooling, and power in your closets.
- **Conduits & Pathways:** We'll note any opportunities for new cable runs.
- **Switching & Routing Infrastructure:** We'll document switch models and check for **Power over Ethernet (PoE)** capabilities. We'll also ask about your network's segmentation using VLANs and how switches are connected.
- **Internet & WAN Connectivity:** We'll identify your Internet Service Provider (ISP), note your current bandwidth, and locate the demarcation point where the service enters the building. We'll also ask about any backup or redundant connections you might have.

---

3. Wireless Network Survey (30 minutes)

- **Access Point (AP) Placement:** We'll document the location of your Wi-Fi access points.
- **Coverage & Signal Quality:** We'll perform a quick check for dead zones and potential interference.
- **Capacity Planning:** We'll get a sense of the number of users and devices your Wi-Fi needs to support.
- **Technology & RF Environment:** We'll check for current Wi-Fi standards and any sources of interference.

---

4. Conversations with Staff (60 minutes)

We will conduct brief interviews with staff members from various departments to understand their daily interactions with the network and technology systems.

- **Daily Workflow:** We'll ask about the systems they use most often, such as the library catalog, inventory systems, or public computers.
- **User Experience:** We'll gather feedback on how the network's performance affects their work. Are there any specific applications that are consistently slow or problematic?
- **Pain Points:** We want to identify any common frustrations or recurring issues that may not be apparent from a technical review, such as poor Wi-Fi signal in certain areas or printing problems.

Outlook

Re: Tech Audit

From Steve Amarante <steve@sky-packets.com>
Date Mon 6/8/2026 8:41 AM
To Laura M Wolven - FML <lmwolven@rcls.org>

Good Morning, Laura,

We hope you had a decent weekend.

The short answer is yes — we approached the assessment with the explicit goal of identifying opportunities to reduce, consolidate, or right-size spending without negatively impacting operations. Based on the information available to us, we did not identify any areas where spending appeared materially out of line with the services provided or the library's operational requirements. Here are some specifics we evaluated closely:

- **Licensing and support costs:** We reviewed opportunities to reduce hardware licensing or management-related expenses. However, most of those costs appear to be relatively modest and, from our understanding, are already embedded within existing contracts or support agreements. Any savings would likely be minimal.

- **Public workstation environment:** We considered whether the number of public-facing technology resources could be reduced based on observed utilization. However, it appears that the library has already made adjustments in this area over time, and we did not identify any significant additional savings opportunities.

- **Outdoor wireless infrastructure:** We discussed the possibility of reducing certain outdoor wireless equipment (3 radios) and associated licensing. While this could reduce costs slightly, the savings would likely be insignificant relative to the overall technology budget and may already be committed under existing agreements.

- **Security and surveillance systems:** One area we considered was whether there might be opportunities to consolidate portions of the security network with the broader IT environment. However, the security infrastructure was outside the scope of our review, and we did not have visibility into its architecture, operational requirements, or associated costs. As such, we were not in a position to make responsible recommendations in that area.

- **Mobile hotspot lending program:** We also discussed whether scaling back the program could reduce technology-related costs and better support demand. While there are certainly operational and support costs associated with the program, the feedback we received indicated that it is one of the library's most impactful and valued services. Given its success and alignment with the library's mission to expand digital access, we did not believe that recommending reductions would be in the best interests of the organization or the community it serves. We also discussed the possibility of reducing or eliminating portions of the Chromebook/laptop lending inventory. From an operational perspective, these devices can create a disproportionate support burden relative to their cost, including device setup, troubleshooting, account management, software updates, hardware failures, and patron assistance. There may be an opportunity to modestly scale back the program if utilization data supports such a decision. However, as with the hotspot lending program, we did not believe any resulting savings would be sufficient to materially impact the library's overall technology budget. Additionally, reducing device availability could negatively affect patrons' digital access and diminish a service that closely aligns with the library's mission. As a result, we viewed this as a policy and service-level decision rather than a meaningful budget-reduction opportunity.

Ultimately, our conclusion was that the technology environment reflects an organization that has generally been prudent with its investments. The opportunities we identified were less about reducing spending and more about improving operational efficiency, reducing staff friction, improving manageability, and creating a more predictable technology lifecycle. In other words, we found greater opportunity to improve the return on existing investments than to meaningfully reduce costs.

Of course, if the Board would like us to perform a deeper cost-optimization review focused specifically on vendor contracts, telecommunications services, software subscriptions, maintenance agreements, or security systems, we would be happy to discuss a more targeted analysis.

We were genuinely impressed by both the dedication of the staff and the thoughtful use of technology to support the community.

Best regards as always,

Steve Amarante
Sky Packets, Inc

516-882-3155

www.skypackets.nyc

steve@sky-packets.com

200 Broadhollow Rd, Suite 207, Melville, NY, 11747

Let's talk about it. >

On Fri, Jun 5, 2026 at 10:53 AM Laura M Wolven - FML <lmwolven@rcls.org> wrote:

> Hi Steve,
>
> Thank you very much for your team's work on our tech audit. I have read it carefully, and shared with the board. Can you confirm that although we asked for you to look with an eye to things that could be cut for budget purposes, you didn't find anything?
>
> Thank you so much!
>
> Laura
>
> Laura Wolven
> Director
> Finkelstein Memorial Library
> 24 Chestnut Street
> Spring Valley, NY 10977
> (845) 352-5700 ext. 283

Bylaws and Policy Committee Meeting Minutes

Date: April 15, 2026

Time: 9:15am-10:03am

Location: Finkelstein Memorial Library Boardroom/Zoom

Attendees:

- Esther Waldman, Committee Chair
- Laura Wolven, Director
- Yossi Rubinstein, Trustee (Virtual)
- Darnett Davis, President (Virtual)
- Stephanie Cole Adams, Attorney (Virtual)
- Nathan Feist, Paralegal (Virtual)

Attachments:

- Current Bylaws
- **Draft** Resolution (Updated after the committee meeting)
- Committee Charge **Template**
- Updated Procurement Policy **Draft**
- **Draft** Board Calendar

I. Call to Order

The meeting of the Bylaws and Policy Committee was called to order at 9:15am

II. Discussion Items

1. Bylaws Section 5 – Election of Trustees and Budget Vote

- The attorney suggested changing "March 1" to "April 1" to remain in compliance with §260 of Education Law.
- The board already voted to approve that change at the February 25, 2026 Board Meeting, but the current version of the bylaws that are posted to the website, do not reflect that the change was made.

2. Bylaws Section 7 - Term of Trustees

- Background
    - At the regular meeting of February 25, 2026, the Board moved to have the attorney review #7 in the bylaws.
- Proposal – see attached resolution

- Change “Unless amended by resolution” to “Unless altered by termination or removal.”
    - Note: Trustees cannot change the length of another trustee’s term. Trustees are always elected for a full term, or appointed until the end of the term of the trustee they are replacing.
    - The stagger that was set in 2025 may need to be revisited in 2028.

3. Bylaws Section 12 - Committees

- Background
    - At the special meeting of March 17, 2026, the board moved that the library’s attorney work with the committee to draft an amendment to section 12 of the bylaws – Committees
- Proposal – see attached resolution
    - Change wording from “The President shall appoint,” to “The Board shall appoint
    - Add a Committee Charge document including when committees meet, how and by when reports shall be submitted, and noting that committees are advisory only. Ms. Adams (attorney) will send a template.

4. Procurement Policy

- Clarification on the attorney’s draft of the procurement policy was requested. The attorney heard the concerns and said that a new draft would be sent to the committee by April 22.

5. Establishing a Board Calendar

- Although not originally on the agenda for the meeting, the attorney suggested that the Board draft a calendar of important dates and actions, which can help guide actions throughout the year.
- Committee Chair offered to draft a proposed calendar for the board to review.

5. Improving Communication Between the Attorney and the Board

- Not discussed due to lack of time.

III. Action Items

1. **Update the Bylaws** to reflect the already approved change in Section 5 of “March 1” to “April 1.”
2. **Consider the attorney’s suggestion** about moving from a President-centered model to a Board-centered model for Committee appointments.

3. **Amend the Bylaws** using the attorney's suggested, updated resolution.
4. **Review the new draft of the Procurement Policy** and make suggestions.
5. **Review the drafted Board Calendar.**

IV. Adjournment

The meeting was adjourned at 10:03am

Board Calendar DRAFT

July

- Oath of Office for new trustees
- Organizational Meeting
    - Administer Oath(s) of Office for new trustee(s)
    - Election of Officers
    - Appointments of Treasurer, Attorney(s), Committees
    - Committee charge reminder
    - Sign Conflict of Interest Disclosures
- Audit Kickoff

August

- Bylaws and Policy Committee: Annual Policy Review Cycle
    - Prioritize policies due for scheduled review (5-year cycle) and any compliance-required updates.
- Presentation of initial Strategic Plan draft to the Board

September

- Annual Governance and Compliance Review (bylaws, fiduciary duty, Open Meetings Law, procurement, trustee training requirements)
- Strategic Plan: revisions of draft in Committee

October

- Strategic Plan: continued revisions in Committee

November

- Strategic Plan presented to the Board for adoption consideration

December

- Board adoption of the Strategic Plan
- Budget preparation begins (staff develops draft budget with supporting justification for changes)
- Confirmation of annually required Trustee Training
    - Clerk /Secretary reports trustee training completion status

January

- Budget proposals presented to the board
- Establish proposed budget/trustee vote date(s)
- If applicable (union negotiations year): begin negotiations (next cycle: 2029)

February

- Confirm budget vote date (must comply with statutory election schedule)
- Establish election timeline (petition window, ballot preperation, legal notices)
- Distribution of petitions (posted on the library's website, distributed to trustees)
- Reminder of petition deadline (45 days prior to the budget vote)
- Finance Committee: budget review
- Board votes on a proposed budget
- Review the RCLS and State Annual Reports
- Review and approve community annual report draft

March

- (If necessary) final vote on a budget proposal
- Vote to approve RCLS and NYS Annual Reports
- President and Director certify Annual Report
- Personnel Committee Chair distributes and collects Director evaluation questionnaires

April

- Final certification of ballot and candidate eligibility (as applicable per election timeline)
- Confirm submission of RCLS and NYS Annual Reports (due April 1 unless extended)
    - Board formally acknowledges submission of NYS and RCLS annual reports
- Mail the Annual Report to the Community

May

- Personnel Committee drafts the Director Evaluation
- Board reviews and discusses draft Director Evaluation

June

- Personnel Committee creates a final Draft of the Director evaluation
- Board finalizes and approves written Director Evaluation
- Director evaluation discussion
- Compensation discussion (separate agenda item)
- Reminder of annual Trustee Training requirement
    - Clerk /Secretary reports trustee training completion status

(Needs to be edited)

Board Calendar

JULY

- Oaths of Office
- Organizational Meeting
  - Elect Officers
  - *Appoint Treasurer*, Attorney & Committees
  - *Sign Conflict of Interest Disclosures*
- Audit Kickoff

AUGUST

- Policy Review Planning
- Present Initial Strategic Plan Draft

SEPTEMBER

- Governance & Compliance Review
- Revise Strategic Plan in Committee

OCTOBER

- Continue Strategic Plan Revisions

NOVEMBER

- Present Final Strategic Plan

DECEMBER

- Adopt Strategic Plan
- Begin Budget Preparation
- Confirm Trustee Training Status

JANUARY

- Review Budget Proposals
- Set Budget Vote Date
- Begin Union Negotiations *(if year applicable)*

FEBRUARY

- Finalize Budget Proposal
- Set Election Timeline
- Review Annual Reports

MARCH

- Approve Budget & Annual Reports
- Distribute Director Evaluation Surveys

APRIL

- Certify Ballot & Candidates
- Submit State & RCLS Reports
- Mail Annual Report

MAY

- Draft Director Evaluation
- Review & Edit Evaluation

JUNE

- Approve Director Evaluation
- Compensation Discussion
- Training Compliance Review

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