

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF THE HALF HOLLOW HILLS COMMUNITY LIBRARY HELD ON MAY 22, 2023, AT DIX HILLS.

1. Upon a motion by Mrs. Cohen, seconded by Mr. Griffith, the meeting was called to order by Library Board President, Jacob Goldman, at 6:30PM. Also present were Board Members, Maxine Cohen, Bruce Gordon, and Wayne Griffith. Larry Bloomstein was absent with prior notice.
2. Also present were Charlene Muhr, Assistant Library Director, Michele Peluso, Business Manager, Rosemarie Menta, Clerk of the Board of Trustees, and Anne Votta, Substitute Clerk of the Board of Trustees.
3. Also present was Ed Kelley as guest/staff member.
4. Also present was Deborah Morris from Newsday as guest.
5. Upon a motion by Mrs. Cohen, seconded by Mr. Griffith, the minutes of the Regular Board Meeting on April 24, 2023, were approved.
6. Upon a motion by Mr. Griffith, seconded by Mrs. Cohen, the minutes of the Special Board Meeting on May 8, 2023, were approved.
7. Charlene Muhr, Assistant Library Director, shared correspondence.
8. Upon a motion by Mr. Griffith, seconded by Mrs. Cohen, Abstract No. 1181, in the amount of \$8,066.45, was ratified.
9. Upon a motion by Mr. Griffith, seconded by Mrs. Cohen, Abstract No. 1182, in the amount of \$89,833.48, was approved.
10. Upon a motion by Mr. Griffith, seconded by Mrs. Cohen, Abstract No. 1183, in the amount of \$49,146.51, was approved.
11. Upon a motion by Mr. Griffith, seconded by Mrs. Cohen, Abstract No. 1184, in the amount of \$120,493.24, was approved.
12. Upon a motion by Mr. Griffith, seconded by Mrs. Cohen, Abstract No. 1185, in the amount of \$270,602.87, was approved.
13. Upon a motion by Mrs. Cohen, seconded by Mr. Griffith, the Payroll Warrant No. 1528, dated 5/4/23 in the amount of \$144,025.61 was ratified. (Mr. Gordon abstained).

14. Upon a motion by Mrs. Cohen, seconded by Mr. Griffith, the Payroll Warrant No. 1529, dated 5/18/23 in the amount of \$147,494.39 was ratified. (Mr. Gordon abstained).
15. The Board of Trustees discussed Banking and requested further research be conducted with respect to protocol for restricted account, interest rates, CDs, and treasury bills/notes.
16. The Board of Trustees discussed Covid Pay and requested further clarification be obtained from Library Attorney and Library Accountant/Auditor with respect to the lifting of the Federal National Emergency.
17. The Board of Trustees discussed Page Salary increases and requested that the same protocol apply as was approved at the Regular Board Meeting on July 25, 2022. The Board of Trustees confirmed that the maximum hourly rate for Pages will remain at \$18.75.
18. Michele Peluso, Business Manager, discussed financial reports.
19. The Board of Trustees discussed the Third Floor Railing and requested a quotation be obtained for necessary repair work.
20. The Board of Trustees discussed DEI Training and requested a quotation be provided.
21. Upon a motion by Mr. Griffith, seconded by Mrs. Cohen, the Board of Trustees approved the stipend of \$6,000 to Assistant Director, Charlene Muhr, in consideration of her undertaking of increased responsibilities since March 27, 2023.
22. Upon a motion by Mr. Griffith, seconded by Mrs. Cohen, the Board of Trustees appointed Charlene Muhr as Temporary Library Director effective May 11, 2023
23. Upon a motion by Mr. Griffith, seconded by Mrs. Cohen, the Board of Trustees approved the purchase of six (6) replacement computers at a cost not to exceed \$9,000.00.
24. Upon a motion by Mr. Griffith, seconded by Mrs. Cohen, the Board of Trustees approved the purchase of ten (10) replacement iPad Air tablets at a cost not to exceed \$7,000.00.
25. Library Board of Trustee Secretary, Larry Bloomstein, arrived at 7:36PM.
26. Upon a motion by Mrs. Cohen, seconded by Mr. Griffith, the Board of Trustees approved the hiring of A&L Blacktop to complete asphalt sealcoating at the Branch Library in Melville at a cost not to exceed \$5,400.00.

27. Upon a motion by Mr. Griffith, seconded by Mr. Gordon, the Board of Trustees approved the hiring of Strikeforce Maintenance for window cleaning at the Dix Hills location at a cost not to exceed \$3,650.00.
28. Upon a motion by Mr. Griffith, seconded by Mrs. Cohen, the Board of Trustees adopted/approved a Makerspace Policy.
29. Upon a motion by Mr. Bloomstein, seconded by Mr. Gordon, the Board of Trustees approved the purchase of a one (1) year HVAC System Service Agreement with Hi Tech Air Conditioning Service, Inc., for the Dix Hills location at a cost not to exceed \$5,940.00, contingent on the start date to show the executed date of May 1, 2023.
30. Upon a motion by Mr. Griffith, seconded by Mr. Gordon, the Board of Trustees approved the purchase of a one (1) year HVAC System Service Agreement with Hi Tech Air Conditioning Service, Inc., for the Melville location at a cost not to exceed \$3,700.00.
31. The Board of Trustees discussed the Cleaning Service Contracts and requested it be tabled until the June Board Meeting.
32. The Board of Trustees reviewed the Department Monthly Reports and Department Monthly Statistics.
33. Charlene Muhr provided a staffing update.
34. The Board of Trustees discussed transition issues related to the Director and Assistant Director.
35. Upon a motion by Mrs. Cohen, seconded by Mr. Griffith, the Board of Trustees approved the May Personnel Report. (Mr. Gordon abstained.)
36. Upon a motion by Mr. Griffith, seconded by Mr. Bloomstein, the Board of Trustees approved the April Personnel Report. (Mr. Gordon abstained.)
37. Upon a motion by Mr. Griffith, seconded by Mrs. Cohen, the Board of Trustees entered Executive Session to discuss personnel issues at 8:26PM.
38. Upon a motion by Mr. Griffith, seconded by Mr. Bloomstein, the Board of Trustees reconvened into Open Session at 9:12PM.
39. Upon a motion by Mr. Griffith, seconded by Mr. Bloomstein, the Board of Trustees approved the title change/salary increase for Christopher Sarubbi pending discussion with the Library Union and approval by Civil Service.

40. Upon a motion by Mr. Griffith, seconded by Mr. Bloomstein, the Board of Trustees approved the canvassing for an Account Clerk for the Business Office at a salary of \$44,070.00.

41. Upon a motion by Mr. Griffith, seconded by Mr. Bloomstein, the meeting was adjourned at 9:15PM.

Respectfully submitted,

Rosemarie Menta  
Clerk of the Board of Trustees

Larry Bloomstein  
Secretary