

**CENTRAL ISLIP PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MONTHLY MEETING MINUTES  
JANUARY 28, 2020**

**Present:**

**Mr. Norman Wagner, President - *Excused***  
**Ms. Eileen Santangelo, Vice-President**  
**Ms. Dunia Mars, Secretary**  
**Ms. Sharon Pedraza, Trustee - *Excused***  
**Ms. Sharon Dungee, Trustee**  
**Mr. Paul Facchiano, Director**  
**Ms. Sharon Morgan, Treasurer**  
**Ms. Suzanne McGee, Recording Secretary**

The Vice-President, Eileen Santangelo, called the meeting to order at 7:09 p.m. Trustee, Dunia Mars, led the Pledge of Allegiance.

A motion was made by Dunia Mars, seconded by Sharon Dungee, to approve the minutes from the December Monthly Meeting. All present voting aye, motion carried.

**TREASURER'S REPORT**

Dunia Mars moved, seconded by Sharon Dungee, to approve the Outstanding Purchase Order from January 15<sup>th</sup>, in the amount of \$43,530.78. There was a question regarding the Boy Scouts Council membership dues listed. Mr. Facchiano stated it was the charge for the event honoring Legislator Martinez that was hosted by the Boy Scouts. All present voting aye, motion carried.

Sharon Dungee moved, seconded by Dunia Mars, to approve the following Abstract Reports:

- January 16<sup>th</sup>, in the amount of \$65,674.43
- January 21<sup>st</sup>, in the amount of \$61,928.82

All present voting aye, motion carried.

Motion was made by Eileen Santangelo, seconded by Sharon Dungee, to approve the Treasurer's Report for December 2019 read as follows:

Beginning Balance	\$4,516,993.96
Receipts & Transfers	+ \$139,258.00
Subtotal	\$4,656,251.96
Expenses & Transfers	- \$367,198.97
Ending Balance	\$4,289,052.99

All present voting aye, motion carried.

Sharon Dungee moved, seconded by Dunia Mars, to approve the following payroll distributions:

- December 13<sup>th</sup>, in the amount of \$61,007.88
- December 27<sup>th</sup>, in the amount of \$75,063.77

All present voting aye, motion carried.

## **DIRECTOR'S REPORT – BUILDINGS & GROUNDS**

Mr. Facchiano conducted meetings with department heads, in addition to other meetings.

The Director also met with Personnel Consultant Dr. Rita Stein regarding personnel development workshops. Ms. Stein will create a proposal and meet with her again to go over it. He has another meeting scheduled for February 8<sup>th</sup>.

Twin electric has finished the project illuminating the flagpole area in the front – Mr. Facchiano said it came out very nicely.

Mr. Facchiano advised that branches have been cut around the parking lot and perimeter of the library grounds.

The Director advised the library updated application for grant.

Adept worked on setting up the two tablets the library purchased for security personnel use.

The director suggested March 31<sup>st</sup> as the date for the Annual Budget Hearing and April 14<sup>th</sup> for the Annual Budget Vote.

The Governor has stated there is a Tax Cap of 1.85 and the library does not plan to exceed it.

The audit firm recommends a motion on the infrastructure plan approved at a prior meeting. It shows how the library's general funds will be used.

## **PERSONNEL**

A list of non-contract staff and their rates of pay was distributed.

A NYS Department of Labor survey has been completed online.

Mr. Facchiano received two requests from staff whom are Librarian I's asking about being promoted to Librarian II's, he has queried Civil Service about the specifics.

The library received a letter of resignation from Part-Time Call-In staff member, Diana Palma.

The Director asked if the library can interview during the month and the contract will come before the board in February. The response was "yes".

## **OPERATIONS**

The portal for annual reports is open which collects detailed information on the library and operations, it takes a full month to complete.

A fax machine that was requested at a previous meeting was purchased. The library charges \$1 for the first page and .50 cents for every page after. Mr. Facchiano said this is in step with other libraries.

## **PROGRAMS & A.V. ROOM REQUESTS**

All Community Room requests are listed on the Director's Report.

A bed bug was found at the circulation desk. Arrow came and found no other signs of bedbugs.

The Board agrees to place ¼ page advertisement in the program for the NAACP Gala.

## **NEW BUSINESS**

Dunia Mars moved, seconded by Sharon Dungee, to approve the following motions:

- March 31<sup>st</sup> Budget Hearing and April 14<sup>th</sup> for the Budget Vote
- The adoption of the Infrastructure Spending Plan
- Community Room Requests as listed
- The journal advertisement for the NAACP Gala, at the cost of \$80

All present voting aye, motion carried.

## **PUBLIC EXPRESSION**

Jackie Scannella is waiting for the contract to be signed. She said the wording has to be changed and Mr. Facchiano would like it to be approved by the Board and attorney first.

Sharon Dungee stated the Children's and Adult Report is very comprehensive. The report read as though she were there and she was pleased to see that programs were well attended.

There being no further business, Eileen Santangelo moved, seconded by Sharon Dungee, to adjourn the meeting at 7:40 p.m. to go into Executive Session.

The Board came out of Executive Session at 8:05 PM, Vice-President Eileen Santangelo motioned, seconded by Dunia Mars...*[specific personnel names omitted from online minutes – please see library administrator for more information]*.

There being no further business, the meeting was adjourned at 8:11 PM. The next Regular Meeting is scheduled for February 25<sup>th</sup> at 7 PM.

Respectfully submitted,

Suzanne A. McGee  
Recording Secretary