

**CENTRAL ISLIP PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MONTHLY MEETING MINUTES  
NOVEMBER 26, 2019**

**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 7:04 p.m. Dunia Mars led the Pledge of Allegiance.

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

**TREASURER'S REPORT**

Dunia Mars moved, seconded by Eileen Santangelo, to approve the Outstanding Purchase Orders:

- November 15<sup>th</sup>, in the amount of \$80,922.98

All present voting aye, motion carried.

Sharon Dungee moved, seconded by Eileen Santangelo, to approve the following Abstract Reports:

- November 15<sup>th</sup>, in the amount of \$246,173.68
- November 19<sup>th</sup>, in the amount of \$45,492.05

Eileen Santangelo asked about the larger than normal charge for Coffee Solutions. Mr. Facchiano said that overdue bills were misdirected and were not being paid. The company's error has since been corrected. All present voting aye, motion carried.

A motion was made by Sharon Dungee, seconded by Dunia Mars, to approve the Treasurer's Report for October 2019 read as follows:

Beginning Balance	\$5,226,657.61
Receipts & Transfers	+ \$189,415.73
Subtotal	\$5,416,073.34
Expenses & Transfers	- \$463,978.71
Ending Balance	\$4,952,094.63

All present voting aye, motion carried.

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

- October 4<sup>th</sup>, in the amount of \$62,431.36
- October 18<sup>th</sup>, in the amount of \$61,738.06

All present voting aye, motion carried.

### **DIRECTOR'S REPORT**

Mr. Facchiano conducted meetings with staff as well as met with Margarita Espada.

The Director also had a meeting with Phil Voigt regarding the Snowflake Lighting on Wednesday, December 4<sup>th</sup>. He will be providing students to perform musical numbers.

There was a meeting with staff and RightNow! marketing to encourage them to use social media to promote programs.

### **BUILDINGS & GROUNDS**

The library received SED approval on the electrical project, which can now move ahead into a bidding phase.

AR Kropp finished the staff room furnishings.

The video was located for a car that was broken into; however, no report has been filed with the 3<sup>rd</sup> precinct. Trustee Dungee asked that the exterior of the building be patrolled intermittently.

### **OPERATIONS**

The Director advised the Board that Trustee Dungee is on the TD Bank accounts.

An insurance audit regarding worker's compensation is complete.

SCLS has distributed their budget projections; the Live-brary product download cost will increase from \$29,318 for 2019, to \$33,227 reflecting an increase in use.

Fees have been modestly raised by TD Bank.

### **PERSONNEL**

The library would like to hire Michaela Carrillo and Adam Zoffranieri as Library Trainees, at an hourly rate of \$16.47.

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

The library received a request from a Kwanzaa Program for promotional items, however the Board has said no to similar projects. The Director suggested the library could provide a modest giveaway item.

Trustee Santangelo noticed there were some adult programs that did not have many attendees, resulting in a higher than usual average cost per patron.

An A.V. Room request was received from Boy Scout Club 277, for a recruitment drive on December 5<sup>th</sup>, from 6:00 – 8:00 PM.

Mr. Facchiano stated the Haunted House was well attended on October 31<sup>st</sup>.

**NEW BUSINESS**

Library Trainee hiring was moved to Executive Session.

Sharon Dungee moved, seconded by Eileen Santangelo, to approve the aforementioned A.V. Room Request. All present voting aye, motion carried.

**PUBLIC EXPRESSION**

Discussion items included hiring from the community, the policy regarding the hotspots, and an upcoming leadership program for the youth.

There being no further business, Sharon Dungee moved, seconded by Dunia Mars, to adjourn the meeting at 8:04 p.m. The Board came out of Executive Session at 9:00 p.m. The next meeting was scheduled for December 30<sup>th</sup> at 7:00 p.m.

Respectfully submitted,

Suzanne A. McGee  
Recording Secretary