

**CENTRAL ISLIP PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MONTHLY MEETING MINUTES  
JULY 27, 2021**

**Present:**

**Mr. Norman Wagner, President - *Excused***  
**Ms. Eileen Santangelo, Vice-President**  
**Ms. Dunia Mars, Secretary**  
**Ms. Sharon Pedraza, Trustee - *Excused***  
**Ms. Sharon Dungee, Trustee**  
**Ms. Tara Kohles, Director**  
**Ms. Sharon Morgan, Treasurer**  
**Mr. Glenn Tannenbaum, Business Manager**  
**Ms. Suzanne McGee, Recording Secretary**

Vice-President, Eileen Santangelo, called the meeting to order at 7:02 p.m. The Pledge of Allegiance was led by Sharon Dungee.

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

**TREASURER'S REPORT**

Dunia Mars moved, seconded by Sharon Dungee, to approve the Outstanding Purchase Orders, in the amount of \$92,512.96. All present voting aye, motion carried.

Eileen Santangelo moved, seconded by Dunia Mars, to approve the following Abstract Reports:

- July 21<sup>st</sup>, in the amount of \$138,932.06
- July 22<sup>nd</sup>, in the amount of \$62,184.37

All present voting aye, motion carried.

A motion was made by Sharon Dungee, seconded by Eileen Santangelo, to approve the Treasurer's Report for June 2021 read as follows:

Beginning Balance	\$5,570,449.47
Receipts & Transfers	+ \$1,149,326.72
Subtotal	\$6,719,776.19
Expenses & Transfers	- \$378,468.72
Ending Balance	\$6,341,307.47

All present voting aye, motion carried.

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

- June 11<sup>th</sup>, in the amount of \$64,114.63
- June 25<sup>th</sup>, in the amount of \$68,069.70

All present voting aye, motion carried.

## **DIRECTOR'S REPORT – PROGRAMS**

Ms. Kohles updated the Board regarding the success of the Summer Meals Program. The library and Island Harvest have distributed in excess of 2,800 meals. The program will continue Tuesdays and Fridays throughout the summer.

## **UPCOMING EVENTS**

The library will host an Outdoor Family Movie Night, sponsored by the SCPD 3<sup>rd</sup> Precinct on Thursday, August 5<sup>th</sup>.

The Great Giveback is Saturday, October 16<sup>th</sup>. This is a statewide day of celebrating libraries and community service.

## **TECHNOLOGY**

Ms. Kohles discussed the Library Market-Online Calendar for patrons. It includes the calendar for the Community Room and allows patrons to prebook the space, pending staff approval. It will only show times that are open, and the policy information is also available. It was asked how the library will handle cancellations and no-shows. Ms. Kohles will investigate ways for booking requests to be cancelled by the originator.

## **PERSONNEL**

Roy Chapman retired as of July 6, 2021. Ms. Kohles has worked with Civil Service to upgrade the position to a Head Custodian. This allows the library to hire a candidate who has been in the position of Custodial Worker II for a minimum of three years and who can also perform minor repairs on plumbing, electrical, and HVAC systems. She is requesting the approval of the title as well as offering a starting annual salary of \$52,000.

In addition, Ms. Kohles would like to recommend the hiring of the following:

- A Part-Time Library Clerk for Patron Services
- Two Library Pages

Trustee Santangelo asked about how the library monitors online programs. Ms. Kohles advised that there is a librarian present in the online meeting.

## **NEW BUSINESS**

Sharon Dungee moved, seconded by Dunia Mars, to approve the proposal for Online Program Registration, at the cost of \$7,000. All present voting aye, motion carried.

Sharon Dungee moved, seconded by Dunia Mars, to approve the appointment of Kayla Young, to the position of Part-Time Library Clerk in the Patron Services Department at an hourly salary of \$12.50. All present voting aye, motion carried.

Dunia Mars moved, seconded by Sharon Dungee, to approve the appointment of Miriam Allen and Ivon Rubio to the positions of Library Page, at the hourly salary of \$11.96. All present voting aye, motion carried.

Sharon Dungee moved, seconded by Dunia Mars, to approve the payment for all programs presented. All present voting aye, motion carried.

**PUBLIC EXPRESSION**

Debbie Hughes, who is a regular patron of the library, complemented the Director on the new section of Urban Literature. She has found many interesting books there

There being no further business, Sharon Dungee moved, seconded by Dunia Mars, to adjourn the meeting at 7:18 p.m. The next meeting was scheduled for August 31<sup>st</sup> at 7:00 p.m.

Respectfully submitted,

Suzanne A. McGee  
Recording Secretary