

**CENTRAL ISLIP PUBLIC LIBRARY
BOARD OF TRUSTEES
MONTHLY MEETING MINUTES
MAY 31, 2022**

Present:

Mr. Norma Wagner, President
Ms. Eileen Santangelo, Vice-President - Excused
Ms. Dunia Mars, Secretary
Ms. Sharon Pedraza, Trustee
Ms. Sharon Dungee, Trustee
Ms. Tara Kohles, Director
Ms. Sharon Morgan, Treasurer
Ms. Suzanne McGee, Recording Secretary

President, Norman Wagner, called the meeting to order at 7:00 p.m. Trustee, Dunia Mars led the Pledge of Allegiance.

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

TREASURER'S REPORT

Dunia Mars moved, seconded by Sharon Pedraza, to approve the Outstanding Purchase Order Report in the amount of \$192,321.90. All present voting aye, motion carried.

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

- Abstract #19 on May 11th, in the amount of \$26,649.04
- Abstract #20 on May 25th, in the amount of \$91,086.89

All present voting aye, motion carried.

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

- April 11th, in the amount of \$86,119.33
- April 25th, in the amount of \$87,074.62

All present voting aye, motion carried.

A motion was made by Dunia Mars, seconded by Sharon Pedraza, to approve the Treasurer's Report for April 2022 read as follows.

Beginning Balance	\$4,853,826.40
Receipts & Transfers	+\$841,849.45
Subtotal	\$5,695,675.85
Expenses & Transfers	-\$479,271.39
Ending Balance	\$5,216,404.46

All present voting aye, motion carried.

DIRECTOR'S REPORT

Ms. Kohles advised the Board that she would like to promote Katelynn Moss to a Librarian III. The Board was advised the library's website is going to be completely redesigned and will be more user-friendly, especially on mobile.

The library is pursuing digital equity grants and will be providing more technology training and assistance for patrons.

Business Manager Glenn Tannenbaum spoke about the progress he has made examining vendor relationships to obtain better prices. Some of the results are listed below:

- The library has transitioned to a new alarm company and is now saving \$200 monthly and the contract will pay for itself after 18 months.
- There is now a telephone savings of over \$100 a month.
- The library has a new copy machine vendor which saves the library over \$170 per month
- There is a software savings of over \$7,500 annually
- By using Amazon Prime, it absorbs the shipping costs for only \$120 per year
- Large cost savings by using WB Mason for supplies that has alternate pricing for NYS organizations

He will conduct an ongoing review of costs to ensure the library is getting the best value overall.

NEW BUSINESS

Norman Wagner moved, seconded by Dunia Mars, voted to approve the payment of all Outside Programs. All present voting aye, motion carried. All present voting aye, motion carried.

Norman Wagner moved, seconded by Dunia Mars, voted to approve the proposal from Library Market for the development of a new Library website for \$25,037. All present voting aye, motion carried.

Norman Wagner moved, seconded Sharon Pedraza, to appoint Kaitlin Scott to the position of Part-Time Guard at an hourly rate of \$21.75, effective May 23, 2022. All present voting aye, motion carried.

Dunia Mars moved, seconded Sharon Pedraza, to appoint Ashley Meisner to the position of Part-Time Children's Page at the hourly salary of \$17.96, effective May 24, 2022. All present voting aye, motion carried.

Norman Wagner moved, seconded by Dunia Mars, to appoint Katelynn Moss to the position of Librarian III at the annual salary of \$72,869, effective June 1, 2022

Dunia Mars moved, seconded by Sharon Pedraza, to adjourn the meeting at 7:19 p.m. The next meeting is schedule d for Tuesday, June 28, 2022, at 7:00 p.m. All present voting aye, motion carried.

Respectfully submitted,

Suzanne A. McGee
Recording Secretary