

MINUTES OF THE NORTH MERRICK PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

FEBRUARY 24, 2025

APPROVED MINUTES

The following are the Minutes of the North Merrick Public Library Board of Trustees meeting held on Monday, February 24, 2025, at 7:00 p.m.

There were present:	Members:	Richard Smith, President Maeve Schulz, Vice President Eric Ackley Melissa Chambers William Pezzulo
	Director of the Library:	Jacqueline Perez
	Treasurer for the Board:	Aimee Pichardo-Lloyd
	Secretary to the Board:	Jane E. Taylor

1. CALL TO ORDER OF MONTHLY BOARD MEETING

A quorum being present, Mr. Smith, Board President, called the meeting to order at 7:02 p.m.

2. PLEDGE OF ALLEGIANCE

All rise and recite the Pledge of Allegiance.

3. ROLL CALL

Board President, Mr. Smith, recognizes all members of the board are present.

4. VISIT FROM LAWRENCE J. TENENBAUM, ESQ.

Larry Tenenbaum from Jaspan Schlesinger Narendran LLP attended the board meeting to introduce himself to the newer board members and for discussion regarding labor relations.

5. EXECUTIVE SESSION

At 7:04 p.m. Ms. Schulz made the motion, seconded by Mr. Smith:

BE IT RESOLVED, that the Board of Trustees of the North Merrick Public Library leave the General Session and enter into Executive Session.

MOTION CARRIED: 5 – 0

At 7:45 p.m. Ms. Schulz made the following motion, seconded by Mr. Smith:

BE IT RESOLVED, that the North Merrick Public Library Board of Trustees close Executive Session and return to General Session.

MOTION CARRIED: 5 – 0

6. APPROVAL OF THE MINUTES OF THE JANUARY 21, 2025 BOARD MEETING

Mr. Ackley made the motion, seconded by Ms. Chambers:

BE IT RESOLVED, that the North Merrick Public Library Board of Trustees approved the minutes of the January 21, 2025 board meeting.

MOTION CARRIED: 5 – 0

7. APPROVAL OF THE MINUTES OF THE FEBRUARY 7, 2025 BOARD MEETING

Mr. Ackley made the motion, seconded by Ms. Chambers:

BE IT RESOLVED, that the North Merrick Public Library Board of Trustees approved the minutes of the February 7, 2025 board meeting.

MOTION CARRIED: 3 – 2 abstain/ W. Pezzulo, R. Smith

8. APPROVAL OF THE BILLS

Mr. Pezzulo made the motion, seconded by Ms. Schulz:

BE IT RESOLVED, that the North Merrick Public Library Board Trustees approved the following Warrants as written:

General Fund:

Warrant 7A	January 18, 2025 – February 20, 2025	\$147,361.32
Warrant 8	February 21, 2025	\$56,206.47

Capital Fund:

Warrant 8	January 18, 2025 – February 21, 2025	\$2,900.00
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MOTION CARRIED: 5 - 0

9. TOTAL PAYROLL FUNDING

(Paychecks, Deferred Comp, Taxes and Accudata Fee) Ms. Pichardo-Lloyd, Board Treasurer, has reviewed and approved the following Gross Payroll:

January 30, 2025	\$54,762.13
February 13, 2025	\$47,630.47

Mr. Ackley made the motion, seconded by Ms. Chambers:

BE IT RESOLVED, that the North Merrick Public Library Board of Trustees approved the total payroll funding as written and read.

MOTION CARRIED: 5 – 0

10. TREASURER'S REPORT

The Treasurer's reports for the month ending January 31, 2025, the seventh month of the library's fiscal year, were distributed and reviewed by the board. With several projects at various stages, questions concerning "commitment of funds" from "unassigned funds" listed in the reports were discussed. The treasurer will revisit this at the next board meeting. Ms. Chambers made the motion, seconded by Mr. Smith:

BE IT RESOLVED, that the North Merrick Public Library Board of Trustees approved the Treasurer's reports for the month ending January 31, 2025.

MOTION CARRIED: 5 – 0

11. POLICIES

New Business:

A. Policy No. 214 – Homebound Delivery

After discussion and review, Ms. Chambers made the motion, seconded by Mr. Pezzulo:

BE IT RESOLVED, that the North Merrick Public Library Board of Trustees approved Policy No. 214 – Homebound Delivery as written and discussed.

MOTION CARRIED: 5 – 0

12. DIRECTOR'S REPORT**A. Director's Report**

Circulation for January 2025 was 8,657 items, down 608 items from January's 2024 total of 9,581 items. This represents a decrease of 9.64%.

The library's door count for January 2025 was 7,607; down 927 visits from January's 2024 total of 8,534 visits; representing a 10.86% decrease.

In January 2025 there were 4,454 visits to the library's website, up 406 visits from last January's 2024 total of 4,048 website visits. This represents a 10.03% increase in website visits for the month of January 2025.

The electric vehicle (EV) charging station was utilized forty-eight (48) times and grossed \$122.51 for the month of January, 2025.

B. Personnel Action Report

There was no discussion or comments regarding a Personnel Action Report.

C. Department Reports

There was no discussion or comments regarding Department Reports.

13. NEW BUSINESS**A. Children's Room Renovation**

As previously discussed with Senior Architect, Kathleen Sowle, approval of the schematic design is needed before Lothrop Associates can continue and move onto the design development phase of this project. Mr. Ackley made the motion, seconded by Ms. Chambers:

BE IT RESOLVED that the North Merrick Public Library Board of Trustees approved the Schematic Design Documents received on 1/21/2025 with the updates approved on 2/7/2025, and hereby provide Notice to Proceed with the Design Development Phase.

MOTION CARRIED: 5 – 0

B. Reference Room HVAC & Lighting Project

Architect John Tanzi said he continues to anticipate a starting date of late-March/early-April for this project. Due to the coordination of working with two (2) prime contractors (Intricate Tech Solutions & Roland's Electric) and the various equipment needed, he does not have an exact ETA yet. Mr. Tanzi will be in contact to schedule an on-site kick off meeting once a date is established. Furthermore, Mr. Tanzi confirmed that the rooftop unit has been approved and ordered; per the board's request.

C. Budget Vote/Trustee Election Memorandum of Agreement

The Library Budget Vote/Trustee Election will be held on Wednesday, April 9, 2025. Before executing the agreement between the Library and the Board of Elections, approval by the board is required. Ms. Chambers made the motion, seconded by Mr. Smith:

BE IT RESOLVED that the North Merrick Public Library Board of Trustees approved the 2025 Budget Vote/Trustee Election Memorandum of Agreement.

MOTION CARRIED: 5 – 0

D. North Merrick Union Free School District Budget Vote Memorandum of Agreement

The North Merrick Union Free School District would like, once again, to hold its budget vote in the library on Tuesday, May 20, 2025. The Memorandum of Agreement needs to be approved and signed. Mr. Smith made the motion, seconded by Ms. Schulz:

BE IT RESOLVED that the North Merrick Public Library Board of Trustees approved the 2025 North Merrick Union Free School District Facilities Agreement to hold their vote at the library on Tuesday, May 20, 2025.

MOTION CARRIED: 5 – 0

E. ALA Annual Conference 2025

The 2025 ALA Annual Conference will take place in Philadelphia, PA from Thursday, June 26th to Monday, June 30th. The library has budgeted for three (3) attendees. Early bird registration is now open.

F. Preliminary 2025-2026 Library Budget

The preliminary updated 2025-2026 budget has been reviewed, discussed and deliberated. The deadline to finalize the budget is Wednesday, March 12, 2025. The proposed budget exceeds the tax cap. The director has requested a resolution to formally adopt the 2025-2026 proposed budget. Mr. Pezzulo made the motion, seconded by Ms. Chambers:

BE IT RESOLVED, that the Board of Trustees of the North Merrick Public Library adopt the proposed budget for the fiscal year July 1, 2025 – June 30, 2026 as written,

BE IT FURTHER RESOLVED, that the proposed budget in the amount of \$3,164,359 to be raised by taxes be voted upon by the taxpayers on April 9, 2025.

MOTION CARRIED: 5 – 0

14. MEETINGS AND CONFERENCES**A. Board Meetings**

1. March 26, 2025 – 7:00 p.m. (Wednesday) Board & Budget Hearing Meeting
2. April 30, 2025 – 7:00 p.m. (Wednesday)
3. May 20, 2025 – 7:00 p.m. (Tuesday)
4. June 16, 2025 – 7:00 p.m. (Monday)

B. Events, Meetings and Conference

1. March 26, 2025 - Budget Hearing Meeting, (Wednesday) 7:00 p.m.
2. April 9, 2025 - Library Budget Vote/Trustee Election, (Wednesday) 10:00 a.m. to 9:00 p.m.
3. May 8, 2025 – Long Island Library Conference, (Thursday) Melville Marriott
4. May 20, 2025 – North Merrick Union Free School District Budget Vote (Tuesday)
5. June 26-30, 2025 – ALA Annual Conference, Philadelphia, PA

15. CORRESPONDENCE/CURRENT EVENTS

There were no correspondence/current events.

16. PUBLIC COMMENT

There was no public comment.

17. ADJOURNMENT

At 9:57 p.m. Ms. Schulz made the following motion, seconded by Mr. Ackley:

BE IT RESOLVED, that the February 24, 2025 North Merrick Public Library Board of Trustees meeting be adjourned.

MOTION CARRIED: 5 – 0

Respectfully submitted by

Jane E. Taylor

Jane E. Taylor, Secretary

On behalf of the North Merrick Public Library