

MINUTES OF THE NORTH MERRICK PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

MARCH 26, 2025

APPROVED MINUTES

The following are the Minutes of the North Merrick Public Library Board of Trustees meeting held on Wednesday, March 26, 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 7:05 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. PUBLIC HEARING – PROPOSED BUDGET

There were no questions/objections to the North Merrick Public Library 2025-2026 Proposed Budget. The Budget/Trustee Vote is scheduled for Wednesday, April 9, 2025.

5. APPROVAL OF THE MINUTES OF THE FEBRUARY 24, 2025 BOARD MEETING

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

BE IT RESOLVED, that the North Merrick Public Library Board of Trustees approved the minutes of the February 24, 2025 board meeting.

MOTION CARRIED: 5 – 0

6. 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 on the agenda:

General Fund:

Warrant 8A	February 22, 2025 – March 20, 2025	\$194,903.57
Warrant 9	March 21, 2025	\$30,457.24

Capital Fund:

Warrant 9	February 22, 2025 – March 21, 2025	\$0.00
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MOTION CARRIED: 5 - 0

7. TOTAL PAYROLL FUNDING

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

February 27, 2025	\$48,315.62
March 13, 2025	\$48,358.97

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

8. TREASURER’S REPORT

The Treasurer’s reports for the month ending February 28, 2025, the eighth month of the library’s fiscal year, were distributed and reviewed by the board. Mr. Smith made the motion, seconded by Ms. Chambers:

BE IT RESOLVED, that the North Merrick Public Library Board of Trustees approved the Treasurer’s reports for the month ending February 28, 2025.

MOTION CARRIED: 5 – 0

9. DIRECTOR’S REPORT

A. Director’s Report

Circulation for February 2025 was 8,023 items, down 1,210 items from February’s 2024 total of 9,233 items. This represents a decrease of 13.1%. (Despite this decrease, the library’s circulated items total remains above the statistics for 2023 totals.)

The library’s door count for February 2025 was 7,305; down 480 visits from February’s 2024 total of 7,785 visits; representing a 6.1% decrease.

In February 2025 there were 4,173 visits to the library's website, down 22 visits from last February's 2024 total of 4,195 website visits. This represents a 0.5% decrease in website visits for the month of February 2025.

The electric vehicle (EV) charging station was utilized twenty-nine (29) times and grossed \$77.54 for the month of February, 2025.

B. Personnel Action Report

The director is seeking permission to hire Miriam Smiarowski as a 20-hour Full-Time Librarian I at \$31/hour. This is a budgeted position and a replacement for a previously vacated position. Ms. Chambers made the motion, seconded by Ms. Schulz:

BE IT RESOLVED, that the North Merrick Public Library Board of Trustees approved the director's request to hire Miriam Smiarowski as a 20-hour Full-Time Librarian I at the salary of \$31/hour.

MOTION CARRIED: 5 – 0

The director is seeking permission to canvass the Clerk-Typist List for a full time Clerk-Typist for \$20-\$21/hr. This is a budgeted position and also a replacement for a previously vacated position. Ms. Schulz made the motion, seconded by Mr. Pezzulo:

BE IT RESOLVED, that the North Merrick Public Library Board of Trustees approved the director's request to canvass the Typist-Clerk List at the salary of \$20-\$21/hr.

MOTION CARRIED: 5 – 0

C. Department Reports

There was no discussion or comments regarding Department Reports.

10. NEW BUSINESS

A. Trustee Group Photo

The director has requested an updated group photo of the Board of Trustees reflecting the changes in membership from the last election. This photo will be used in various marketing materials for the library.

B. NYS Annual Report

The director submitted the NYS annual report to NLS by Saturday, March 1, 2025. A copy of the draft report has been distributed to the board for review. The director requests a resolution to accept the report as written. Mr. Pezzulo made the motion, seconded by Ms. Schulz:

BE IT RESOLVED, that the North Merrick Public Library ("Library") operated under its plan of service in accordance within the provisions of Education Law and the Regulations of the Commissioner of Education, and assures that the "Annual Report" was reviewed and accepted by

the Library Board of Trustees on March 26, 2025.

MOTION CARRIED: 5 – 0

C. Reference Room HVAC & Lighting Project

On March 19, 2025 a kickoff construction meeting was held with John Tanzi, the library's director, and the project's prime contractors, Intricate Tech Solutions and Roland's Electric. The project is scheduled to break ground on April 21, 2025; contingent upon the delivery of the rooftop HVAC unit, which was ordered in February.

The anticipated duration time for this project is approximately six (6) to eight (8) weeks. During the initial phase, the focus will be on lighting installation, led by Roland's Electric, then followed by the HVAC system installation, led by Intricate. A detailed project timeline will be provided by the contractors.

At this time, no full-library closures are anticipated. Flyers will be distributed within the library during the coming weeks, advising patrons of the limited seating situation during this project. To ensure a smooth transition, custodial and IT staff have begun relocating furniture, collections, and computer equipment to alternate areas of the building in the weeks leading up to the project start date.

D. Paint Color for Reference Room

John Tanzi advised the director that the specified paint manufacturer for the Reference Room project is Sherwin Williams. The Board is requested to consider color options from this supplier. Paint chips and suggestions from the reference staff are available for the board's perusal. A sample jar of Windchill SW9636 will be applied to a small area of the reference wall for examination and appraisal.

E. Children's Room Renovation Project

Lothrop has provided an update on the Design Development (DD) phase. According to Kathleen Sowle, structural and electrical engineering work is expected to be completed by the end of this week. A progress set of DD drawings has been shared for reference, with the understanding that development will continue. Final interior elevations, including detailed drawings of the reading nook and book towers, are scheduled for completion in the first week of April.

Additionally, sketches of potential flooring finish plans will be provided next week, and further CAD-developed options for the staff office windows are in progress. Lothrop is scheduled to present the Design Development phase in person at the next Board Meeting on April 30, 2025.

F. Committed Funds

On the advice of the library's auditor Al Coster, the board will make a motion to commit funds for the children's room construction from its unassigned fund balance in the general fund. Ms. Schulz made the motion, seconded by Ms. Chambers:

BE IT RESOLVED, that the Board of Trustees of the North Merrick Public Library commit \$1,200,000 for construction of the children's room from its unassigned fund balance in the general fund.

MOTION CARRIED: 5 – 0

G. Meeting with First National Bank Long Island

On March 5, 2025, the director met with representatives from First National Bank of Long Island to discuss the security of the library's banking accounts following the ACH fraud incident in late January. Attendees included Linda Roldan (VP of Municipal Banking), Carolina Melo (Branch Manager), and NMPL'S Susan Munisteri, Jessica Petrowski, and Aimee Pichardo-Lloyd.

To enhance account security, the implementation of the Positive Pay System for all the library's accounts will be introduced. This service, provided at no cost to municipal banking clients, will help verify all outgoing checks and ACH transactions.

For checks:

A spreadsheet of all outgoing checks will be uploaded, and the bank will compare it against the checks issued.

For ACH transfers:

The library will establish a list of approved recipients and transfer limits. Any transactions outside these parameters will be flagged for review.

To ensure the smooth implementation of this new procedure, Susan and Jessica will receive training from FNBLI personnel, via Zoom, on the Positive Pay system.

H. Budget Vote

In coordination with Joanne Long, the director is making final preparations for the upcoming budget/trustee vote. Legal notices have been published in the Merrick Herald and Long Island Business News; in compliance with legal requirements. The ballots have been approved and ordered, and security will be on-site for the entire day.

For new residents and first-time voters, in-person voter registration will take place at the Library on April 2, 2025. Board Vice President, Maeve Schulz is seeking re-election and is the sole candidate appearing on the ballot.

I. Annual Report & Proposed Budget Brochure

After discussion and review, the board is asked to pass a resolution approving the Annual Report and Proposed Budget brochure. Mr. Smith made the motion, seconded by Ms. Chambers:

BE IT RESOLVED, that the Board of Trustees of the North Merrick Public Library approve the 2025-2026 Annual Report and Proposed Budget brochure with the changes discussed and agreed upon.

MOTION CARRIED: 5 – 0

J. Kids' Fest 2025

Kids' Fest will be held this year on April 26th & 27th, 2025. The library will, once again, be participating with a table set up on Saturday, April 26th. The children's department along with other staff members will have books, information, and giveaways for the children attending this event.

K. Civil Service Residency Waiver

NLS Director Caroline Ashby was informed by the Civil Service Commission that our request for a residency waiver for all professional librarian positions has been denied. A copy of the official letter from the Civil Service Commission was distributed to the board.

L. Long Island Library Conference

The Long Island Library Conference (LILC) will be held Thursday, May 8, 2025 at the Long Island

Marriott. Registration is now taking place. A schedule and description of workshops has been distributed to the board. NMPL's Jeff Baker is one of the committee members for this event. Several staff members and trustees have expressed interest in attending this conference.

M. Harbes Barnyard Renewal Pass

Harbes Barnyard has introduced a new pricing structure that requires the library to pay \$1,450 for the pass renewal. Additionally, patrons using the pass would now be required to pay an admission fee of \$5 per person on weekdays and \$10 per person on weekends and holidays. Given this change, the director does not believe it is in our patrons' best interest to offer a pass that still requires them to pay this additional fee. The director is not aware of any other libraries that have chosen to renew their pass with Harbes under these new terms.

Inasmuch as this is the library's second most requested pass, the board would like to revisit this matter at the next board meeting and has asked the director to follow-up on this issue and advise if Harbes Barnyard revises their pricing structure after the library community report their dismay.

N. Room Use Application

There has been a meeting room request from North Merrick patron Valerie Pezzulo. Mr. Ackley made the motion, seconded by Ms. Chambers:

BE IT RESOLVED, that the North Merrick Public Library Board of Trustees approved the room request of patron Valerie Pezzulo.

MOTION CARRIED: 4 – 1 ABSTAIN (W. Pezzulo)

14. MEETINGS AND CONFERENCES

A. Board Meetings

1. April 30, 2025 – 7:00 p.m. (Wednesday)
2. May 20, 2025 – 7:00 p.m. (Tuesday)

3. June 17, 2025 – 7:00 p.m. (Tuesday)
4. July 2, 2025 – 7:00 p.m. (Tuesday)

B. Events, Meetings and Conference

1. April 9, 2025 - Library Budget Vote/Trustee Election, (Wednesday) 10:00 a.m. to 9:00 p.m.
2. May 8, 2025 – Long Island Library Conference, (Thursday) Melville Marriott
3. May 20, 2025 – North Merrick Union Free School District Budget Vote (Tuesday)
4. 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.

5. EXECUTIVE SESSION

At 8:40 p.m. Mr. Smith made the motion, seconded by Mr. Schulz:

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

MOTION CARRIED: 5 – 0

At 8:52 p.m. Mr. Smith made the motion, seconded by Mr. Pezzulo:

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

MOTION CARRIED: 5 – 0

17. ADJOURNMENT

At 8:55 p.m. Ms. Schulz made the following motion, seconded by Ms. Chambers:

BE IT RESOLVED, that the March 26, 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

