

**MINUTES OF THE NORTH MERRICK PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING**

**AUGUST 19, 2025**

**APPROVED MINUTES**

The following are the Minutes of the North Merrick Public Library Board of Trustees meeting held on Tuesday, August 19, 2025, at 7:00 p.m.

There were present:	Members:	Richard Smith, President Maeve Schulz, Vice President Melissa Chambers William Pezzulo
	Director of the Library:	Jacqueline Perez
	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 monthly meeting of the board of trustees to order at 7:10 p.m.

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

Board President, Mr. Smith, acknowledges a quorum is present. Mr. Ackley is absent with prior notice; Ms. Schulz arrived at 7:23 pm.

**4. PILOT COMPOSTING PROJECT/LAUREN KRUEGER**

Composting advocate Lauren Krueger, attended the board meeting to update the trustees on the progress of the composting bin. Eagle Scout Nelson Tso from troop 225 along with friends built a three (3) compartment composting bin container.

Upon completion, Ms. Krueger contacted the Cornell Cooperative Extension in an effort to connect with a master gardener. Ms. Krueger estimated an additional \$1,500 in donations is still needed to complete the project (buckets, shovels, etc., plus a storage unit).

The board is ready promote this pilot project in the NMPL Newsletter with a sign up of approximately 15 families to attend a workshop explaining what is allowed to be composted, how it works and finally, with the distribution of organic matter to those participants for use in their home gardens.

**5. EXECUTIVE SESSION**

At 7:26 p.m. Ms. Schulz made the motion, seconded by Ms. Chambers:

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

MOTION CARRIED: 4 – 0

At 7:49 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 resume the General Session.

MOTION CARRIED: 4 – 0

**6. APPROVAL OF THE MINUTES OF THE JULY 22, 2025 MEETINGS**

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

BE IT RESOLVED, that the North Merrick Public Library Board of Trustees approved the minutes of the July 22, 2025, Reorganization and General Session Board meetings.

MOTION CARRIED: 4 – 0

**7. APPROVAL OF THE BILLS**

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

BE IT RESOLVED, that the North Merrick Public Library Board Trustees approved the following warrants:

General Fund:

Warrant 1A	July 18, 2025 – August 14, 2025	\$113,959.65
Warrant 2	August 15, 2025	\$94,508.22

Capital Fund:

Warrant 2	July 18, 2025 - August 15, 2025	\$4,092.00
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MOTION CARRIED: 4 – 0

**8. TREASURER'S REPORT**

Board Treasurer Ms. Pichardo-Lloyd was unable to attend this meeting and will present her reports for the month ending July 31, 2025, and August 30, 2025 at the September 17, 2025 board meeting.

**9. TOTAL PAYROLL FUNDING**

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

July 31, 2025	\$58,955.06
August 14, 2025	\$45,397.49

Mr. Smith 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: 4 – 0

## **10. POLICIES**

### **New Business**

#### **A. Policy No. 500 Code of Conduct**

After some discussion and review, Mr. Pezzulo made the motion, seconded by Mr. Smith:

BE IT RESOLVED, that the North Merrick Public Library Board of Trustees approved Policy No. 500 Code of Conduct.

MOTION CARRIED: 4 – 0

## **11. DIRECTOR'S REPORT**

### **A. Director's Report**

Circulation for July 2025 was 10,235 items, down 325 items from July's 2024 total of 10,560 items. This represents a decrease of 3%.

The library's door count for July 2025 was 8,750 down 616 visits from July's 2024 total of 9,366 visits; representing a 6.6% decrease.

In July 2025 there were 5,061 visits to the library's website, down 448 from last July's 2024 total of 5,509 website visits. This represents an 8% decrease in website visits for the month of July 2025.

The electric vehicle (EV) charging station was utilized forty-eight (48) times and grossed \$112.35 for the month of July 2025.

As a reminder, the Director will be away on vacation beginning August 20, 2025 and returning September 2, 2025. Supervisory librarians will be in charge during this absence and the Director will be available via email and phone throughout this time.

### **B. Personnel Action Report**

There was no discussion or comments regarding Personnel Action Reports.

### **C. Department Reports**

There was no discussion or comments regarding Department Reports.

## **12. UNFINISHED BUSINESS**

### **A. NYLA Annual Conference**

The 2025 New York Library Association Annual Conference & Trade Show will take place Wednesday, November 5, 2025 to Saturday, November 8, 2025 in Saratoga Springs. The library has budgeted for four (4) attendees. At the July board meeting, one staff member, the Director, and two Board members were approved to attend the conference. Children's librarian Brittany Georgalas and the Director are grateful for the opportunity to attend. Early bird registration is currently open and ends September 1, 2025. Ms. Schulz and Mr. Smith have expressed an interest in attending.

**B. Construction Aid FY25-26**

The Director has submitted the draft of the NYS Construction Aid grant in the amount of \$1,230,072 to Nassau Library Systems for review. If awarded, the maximum amount that the library can expect to receive is \$615,036.

**C. Reference Room HVAC and Lighting Project**

Roland Electric incorrectly installed the long-awaited light fixtures. The lights were flush mounted without the pole stems, and obstructing the room's smoke detector. The original timeline for this project of 6-8 weeks has now extended and is still not complete; as we await the pole stems. A.R. Kropp Company & Sons has given the Director a target date of the first week of September for installation of the new bookshelves.

**D. Children's Room Renovation Project**

Lothrop is moving forward with the construction documents after having the asbestos testing report reveal the only asbestos found was in the pipes above the ceiling tiles, which is not included in the scope of this project. The Director sent out the RFP (request for proposal) for construction management concerning the children's room renovation project.

**13. NEW BUSINESS**

**A. November 4, 2025 Election Day**

The North Merrick Public Library will, once again, be a polling place for the November 4, 2025 General Election. The library will not, however, be an early voting site. The nearest early voting site for this election will be Temple Beth Am in Merrick.

**B. Merrick Fall Festival**

As always, the library will participate in the annual Merrick Fall Festival. The library will have a booth reserved on Saturday, October 25, 2025. Staff members will be working the booth throughout the day. Friends of the Library and Trustees are encouraged to stop by and say "hello".

**C. Trustee Code of Ethics Policy**

The North Merrick Public Library Trustee Code of Ethics must be acknowledged and signed annually. Each board member received the policy for execution.

**D. RFP for Project Manager – Children's Room**

The Director sent out the RFP (request for proposal) for construction management concerning the children's room renovation project to five (5) firms recommended by other libraries. The

proposals are due September 8, 2025, and to date, two (2) firms have already requested site visits.

**E. Civil Service Salary Plan**

Civil Service requires a salary plan with maximum/minimum salaries for all positions in all libraries. The NMPL plan has not been updated since 2023 and was outdated (no Librarian 3 title). We are unable to do the required annual payroll certification until the salary plan is updated. Ms. Chambers made the motion, seconded by Ms. Schulz:

BE IT RESOLVED; that the North Merrick Public Library Board of Trustees approved the updated 2025 - 2026 Salary Plan for submission to the Nassau County Civil Service Commission.

MOTION CARRIED: 4 – 0

**F. Staff Appreciation Breakfast**

The Director is hoping to hold this year's Staff Appreciation Breakfast outdoors under the Pavilion. Possible dates include Friday, October 3rd, Friday, October 10th, or Friday, October 24<sup>th</sup>, 2025.

At the breakfast, staff members who have reached milestone anniversaries with the library are recognized. This year three (3) staff members will be recognized; one achieving 5 years of service, one achieving 15 years of service, and one achieving 20 years of service. The breakfast will take place from 9:00 a.m. to 10:30 a.m. The Director is requesting permission to delay the opening of the library to 11 a.m. for that date. Ms. Schulz made the motion, seconded by Ms. Chambers:

BE IT RESOLVED, that the North Merrick Public Library Board of Trustees approved the delayed opening of 11:00 a.m. to accommodate the Staff Appreciation Breakfast to be held on Friday, October 10, 2025.

MOTION CARRIED: 4 – 0

**G. Insurance Renewal**

The library's insurance is due for renewal on September 1, 2025. The Director is seeking approval for this renewal. The total for fiscal year 2025-2026 is \$24,291.91; which is an increase of \$1,786.40 from 2024-2025. According to Jason Maslin at Bradley & Parker, this eight percent increase is on the lower end of nationwide increases on all insurance policies. A copy of the policy renewal has been distributed to all board members for review. Mr. Smith made the motion, seconded by Ms. Chambers:

BE IT RESOLVED, that the Board of Trustees for the North Merrick Public Library approved the renewal for the Utica Insurance Policy from Bradley & Parker in the amount of \$24,291.91.

MOTION CARRIED: 4 – 0

**H. Check Signing Process**

Recently, there had been an “emergency” regarding the issuing of a check. Trustees Mr. Pezzulo and Mr. Smith have requested to be notified prior to notifying other board members when a check signature is required; inasmuch as they are usually more readily available.

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

1. September 17, 2025 – 7:00 p.m. (Wednesday)
2. October 21, 2025 – 7:00 p.m. (Tuesday)
3. November 17, 2025 – 7:00 p.m. (Monday)

**B. Events, Meeting and Conferences**

1. August 21, 2025 (Thursday) 6:30 p.m. Adult Summer Reading Party featuring Author Kieran Scott
2. September 20, 2025 (Saturday) 10:00 a.m. – 12:00 p.m. Trustee Basics Training at NSL
3. October 10, 2025 (Friday) 9:00 – 11:00 a.m. Delayed Opening, Staff Appreciation Breakfast
4. October 24 – 26, 2025 (Friday – Sunday) Annual Merrick Fall Festival
5. November 4, 2025 (Tuesday) – General Election Voting
6. November 5-8, 2025 – NYLA Annual Conference/Trade Show, Saratoga Springs, NY

**15. CORRESPONDENCE/CURRENT EVENTS**

There were no correspondence/current events.

**16. PUBLIC COMMENT**

There was no public comment.

**17. ADJOURNMENT**

At 8:46 p.m. Mr. Smith made the following motion, seconded by Mr. Pezzulo:

BE IT RESOLVED, that the August 19, 2025 meeting of the Board of Trustees of the North Merrick Public Library be adjourned.

MOTION CARRIED: 4 – 0

Respectfully submitted by

**Jane E. Taylor**

Jane E. Taylor, Secretary

On behalf of the North Merrick Public Library

