

MINUTES OF THE NORTH MERRICK PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

JULY 22, 2025

APPROVED MINUTES

The following are the Minutes of the North Merrick Public Library Board of Trustees meeting held on Tuesday, July 22, 2024, 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 REORGANIZATION MEETING

A quorum being present, Mr. Smith, Board President, called the reorganization meeting to order at 7:07 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

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

4. EXECUTIVE SESSION

At 7:10 pm current Board President, Mr. Smith, called an executive session for nominations/voting to fill the 2025-2026 President and Vice-President Board of Trustees positions. Ms. Chambers seconded the motion:

BE IT RESOLVED, that the North Merrick Public Library Board of Trustees enter into an executive session to vote on the 2025-2026 Board President and Vice President positions.

MOTION CARRIED: 5 – 0

At 7:14 pm Mr. Smith made the motion, seconded by Ms. Schulz to close the executive session.

BE IT RESOLVED, that the North Merrick Public Library Board of Trustees leave executive session and resume the Reorganization Meeting.

MOTION CARRIED: 5 – 0

5. NOMINATIONS/APPOINTMENTS BOARD PERSONNEL

Nomination of Board President, Richard Smith:

BE IT RESOLVED, that the North Merrick Public Library Board of Trustees elected Richard Smith for Board President for a term of one (1) year.

MOTION CARRIED: 5 – 0

Nomination of Board Vice President, Maeve Schulz:

BE IT RESOLVED, that the North Merrick Public Library Board of Trustees elected Maeve Schulz for Board Vice President for a term of one (1) year.

MOTION CARRIED: 5 – 0

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

BE IT RESOLVED, that the North Merrick Public Library Board of Trustees award Jane Taylor the appointment of Secretary to the Board of Trustees.

MOTION CARRIED: 5 – 0

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

BE IT RESOLVED, that the North Merrick Public Library Board of Trustees award Aimee Pichardo-Lloyd the appointment of Treasurer for the Board of Trustees.

MOTION CARRIED: 5 – 0

6. SWEARING IN OF ELECTED/APPOINTED PERSONNEL

The Oath of Office was administered by Legal Counsel, Lawrence Tenenbaum, to: Mr. Smith, Board President, Ms. Schulz, Vice President, Ms. Pichardo-Lloyd, Treasurer, and Ms. Taylor, Secretary to the Board. After taking the Oath, the pledge cards were signed and notarized.

7. APPOINTMENTS

Mr. Smith made the motion, seconded by Mr. Ackley:

BE IT RESOLVED, that the North Merrick Public Library Board of Trustees award Baldessari & Coster LLP the appointment of Auditor.

MOTION CARRIED: 5 – 0

Mr. Smith made the motion, seconded by Mr. Ackley:

BE IT RESOLVED, that the North Merrick Public Library Board of Trustees award Jaspan Schlesinger Narendran LLP the appointment of General Counsel.

MOTION CARRIED: 5 – 0

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

BE IT RESOLVED, that the North Merrick Public Library Board of Trustees award Lawrence J. Tenenbaum of Jaspan Schlesinger Narendran LLP the appointment of Labor Counsel.

MOTION CARRIED: 5 – 0

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

BE IT RESOLVED, that the North Merrick Public Library Board of Trustees award Jaspan, Schlesinger Narendran LLP the appointment of Counsel for Construction.

MOTION CARRIED: 5 – 0

Mr. Pezzulo made the motion, seconded by Mr. Ackley:

BE IT RESOLVED, that the North Merrick Public Library Board of Trustees award the Merrick Herald the Designation of Official Newspaper.

MOTION CARRIED: 5 – 0

8. ADJOURNMENT OF THE REORGANIZATION MEETING

At 7:23 Mr. Smith made the following motion, seconded by Ms. Schulz:

BE IT RESOLVED, that the July 22, 2025, Reorganization Meeting of the Board of Trustees of the North Merrick Public Library be adjourned.

MOTION CARRIED: 5 - 0

9. CALL TO ORDER OF MONTHLY BOARD MEETING

A quorum being present, Mr. Smith, Board President, called the general meeting of the board of trustees to order at 7:42 p.m.

10. APPROVAL OF THE MINUTES OF THE JUNE 26, 2025 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 June 26, 2025, board meeting.

MOTION CARRIED: 5 – 0

11. APPROVAL OF THE BILLS

Mr. Smith made the motion, seconded by Mr. Ackley:

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

General Fund:

Warrant 12A	June 24, 2025 – July 16, 2025	\$94,780.55
Warrant 1	July 17, 2025	\$84,541.90

Capital Fund:

Warrant 1	June 24, 2025 - July 15, 2025	\$190,325.37
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MOTION CARRIED: 5 – 0

12. TREASURER’S REPORT

Ms. Pichardo-Lloyd presented her reports for the month ending June 30, 2025, the final month in the library’s fiscal year.

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

BE IT RESOLVED, that the North Merrick Public Library Board of Trustees approved the Treasurer’s reports for the month ending June 30, 2025, the final month of the library’s fiscal year.

MOTION CARRIED: 5 – 0

13. TOTAL PAYROLL FUNDING

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

July 3, 2025	\$45,062.22
July 17, 2025	\$45,534.12

Mr. Pezzulo 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 reviewed and signed by the Board Treasurer, Ms. Pichardo-Lloyd.

MOTION CARRIED: 5 – 0

14. EXECUTIVE SESSION

At 7:37 pm Board President, Mr. Smith, with the library's Legal Counsel, Mr. Tenenbaum, requested an executive session to discuss labor relations. Mr. Ackley made the motion, seconded by Ms. Chambers:

BE IT RESOLVED, that the North Merrick Public Library Board of Trustees enter into an executive session to discuss labor relations.

MOTION CARRIED: 5 – 0

At 8:24 pm Mr. Smith made the motion, seconded by Mr. Ackley to close the executive session and resume the general meeting.

BE IT RESOLVED, that the North Merrick Public Library Board of Trustees leave executive session and resume the General Meeting.

MOTION CARRIED: 5 – 0

15. POLICIES

New Business

A. Policy No. 500 Code of Conduct

After some discussion, this policy was tabled and will be revisited at the next board meeting, scheduled on August 19, 2025.

16. DIRECTOR'S REPORT

A. Director's Report

Circulation for June 2025 was 8,847 items, down 47 items from June's 2024 total of 8,894 items. This represents a decrease of 0.5 %.

The library's door count for June 2025 was 8,314, up 234 visits from June's 2024 total of 8,080 visits; representing a 2.9% increase.

In June 2025 there were 4,64 visits to the library's website, up 445 from last June's 2024 total of 3,861 website visits. This represents a 11.1% increase in website visits for the month of June 2024.

The electric vehicle (EV) charging station was utilized twenty-five (25) times and grossed \$110.58 for the month of June 2025.

B. Personnel Action Report

The Director is seeking permission to hire Tenise Miller as a full-time Typist-Clerk at \$21/hr. This is a budgeted position and a replacement of a previously vacated position. Mr. Smith 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 Tenise Miller as a 35-hour Full-Time Typist-Clerk at the salary of \$21/hour.

MOTION CARRIED: 5 – 0

The Director is also seeking permission to promote Kelly Rechsteiner to titled Librarian 3 with an increase in salary of \$2.50/hr. Mr. Pezzulo made the motion, seconded by Mr. Smith:

BE IT RESOLVED, that the North Merrick Public Library Board of Trustees approved the Director's request to promote Kelly Rechsteiner to titled Librarian 3 with an increase in salary of \$2.50/hr.

MOTION CARRIED: 5 – 0

C. Department Reports

There was no discussion or comments regarding Department Reports.

17. UNFINISHED BUSINESS

A. Children's Room Renovation Project

The Director is preparing an RFP (Request for proposals), to go out within the next week, for a project manager to coordinate the Children's Room Renovation Project.

Lothrop's Kathleen Sowle reported to the director that, having the board accept the design develop phase; with the agreement of carpet tiles (cobalt/supporting cobalt colors) and with the completed asbestos testing, they would like to go forward with the construction documents. Mr. Ackley made the motion, seconded by Ms. Chambers:

BE IT RESOLVED, that the North Merrick Public Library Board of Trustees approved Lothrop's request to proceed with the construction document submission phase for the Children's Room Renovation Project.

MOTION CARRIED: 5 – 0

B. 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 into week 14 and is still not complete.

18. NEW BUSINESS

A. ALA Reports

Librarians Taylor Smith and Jeff Baker would like to thank the Board for the opportunity to attend the American Library Association (ALA) Conference in Philadelphia. The Director has distributed copies of their reports covering this conference to all Board members.

B. NMPL Organizational Chart

The North Merrick Public Library Organizational Chart has been updated. A copy of the new chart has been distributed to the Trustees.

C. Long Island Children's Museum (LICM) Pass

The Long Island Children's Museum has made several changes to its library museum pass program; most of which are unfavorable. The annual cost of each pass has increased from \$1,300 to \$1,500, and the admission policy has been reduced significantly. Each pass will now admit only one adult and one child; whereas, previously it covered admission for any four individuals.

The one positive change is that the passes are now available to print-on-demand, eliminating the need for physical pickup and return. The library has purchased two (2) passes again this year, and we will communicate the changes to the public. Nassau library directors have sent written complaints to LICM, to no avail. Several libraries are not renewing their memberships; however, the majority are continuing to offer this pass.

D. Program Highlights

The Director would like to acknowledge and congratulate Debby Rood-Goldman, Head of Reference, for the two (2) wonderful programs she recently led: Summer Fruit Focaccia, and a book club visit from well renown author David Baldacci.

An additional congratulations is also being sent out to the YA Department on their "Escape Room" program and Teen Nostalgia Night, as well as the consistently creative Children's Department which has now begun weekly Masterpiece Activities as "in-person" and "take-and-make" programs. At the end of the summer, the children's artwork will be displayed with an art show exhibition.

E. Director Vacation

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.

F. Jaspan Schlesinger Narendran Agreement for Legal Counsel Services 2025-26

Library Attorney, Lawrence J. Tenenbaum, sent over the proposal for the Legal Counsel Retainer for 2025-2026. There are no changes to the retainer fee. Mr. Smith made the motion, seconded by Mr. Ackley:

BE IT RESOLVED, that the North Merrick Public Library Board of Trustees approved the agreement for legal counsel services from Jaspan Schlesinger Narendran with a retainer of \$5,000.00 per year.

MOTION CARRIED: 5 – 0

G. 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. The Director respectfully asked to attend, alongside NMPL's Brittany Georgalas, who will be presenting on Friday, November 7, 2025. This would leave two spaces available for Trustees expressing an interest in attending.

BE IT RESOLVED, that the North Merrick Public Library Board of Trustees approved the Director and one staff member to attend the 2025 NYLA Annual Conference & Trade Show.

MOTION CARRIED: 5 – 0

H. Records for Disposal

In compliance with Library Policy No. 412, the Director is seeking approval to dispose of the record contents listed on the attachment "Records to be Destroyed" and stated below. Mr. Smith made the motion, seconded by Mr. Pezzulo:

BE IT RESOLVED, that the North Merrick Public Library Board of Trustees approved the disposal of records as written and listed below; per Library Policy No. 412.

1 box	Financial documents dated 7/18 – 6/19	destroy date 6/25
4 boxes	Accounts payable dated 7/18 – 6/19	destroy date 6/25

(Financial documents contains bank statements, bank receipts, deposits, journals and ledgers, warrants. Accounts payable documents contain bills, paid invoices, voided checks, 1099 forms)

MOTION CARRIED: 5 – 0

I. Construction Aid FY25-26

The Director is working on the NYS Construction Aid application for the 2025-2026 fiscal year for our Children's Room Renovation Project. An intent to apply form has been filled out with Nassau Library System. Also, the Director has already received a waiver from SHPO for the project. In order to apply, the Board must approve the Assurances – State Aid for Library Construction Program (FY 2025-2026). Mr. Smith made the motion, seconded by Ms. Chambers:

BE IT RESOLVED, that the North Merrick Public Library Board of Trustees accepts the Assurances for the State Aid for Library Construction Program (FY 2025-2026).

MOTION CARRIED: 5 – 0

J. Arrow Security Rate Changes

The library's current security firm, Arrow Security, has advised the Director of a change in fees, raising their rates from \$32.80 to \$33.61 per hour, an \$0.81. increase; stating a change in the prevailing wage effective July 1, 2025. Ms. Chambers made the motion, seconded by Ms. Schulz:

BE IT RESOLVED, that the North Merrick Public Library Board of Trustees approved the change in rates from \$32.80 to \$33.61 by Arrow Security.

MOTION CARRIED: 5 – 0

19. MEETINGS AND CONFERENCES

A. Board Meetings

1. August 19, 2025 – 7:00 p.m. (Tuesday)
2. September 17, 2025 – 7:00 p.m. (Wednesday)
3. October 21, 2025 – 7:00 p.m. (Tuesday)
4. November 17, 2025 – 7:00 p.m. (Monday)

B. Events, Meeting and Conferences

1. August 14, 2025 (Thursday) 6:00 p.m. Children's Summer Reading: Artists' Showcase
2. August 21, 2025 (Thursday) 6:30 p.m. Adult Summer Reading Party featuring Author Kieran Scott
3. November 5-8, 2025 – NYLA Annual Conference/Trade Show, Saratoga Springs, NY

20. CORRESPONDENCE/CURRENT EVENTS

There were no correspondence/current events.

21. PUBLIC COMMENT

There was no public comment.

22. ADJOURNMENT

At 9:25 p.m. Mr. Smith made the following motion, seconded by Ms. Chambers:

BE IT RESOLVED, that the July 22, 2025 meeting of the Board of Trustees of the North Merrick Public Library be adjourned.

MOTION CARRIED: 5 – 0

Respectfully submitted by

Jane E. Taylor

Jane E. Taylor, Secretary

On behalf of the North Merrick Public Library

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