

Brentwood Public Library  
Board of Trustees Monthly Meeting Minutes  
March 30, 2021

**Present:**

Ellen Edelstein, Vice President  
Francis Picart, Trustee  
William Menendez, Trustee

Absent with notice: Board President Mary Reid; Dorina Barksdale, Trustee

Thomas Tarantowicz, Director  
Xibe Solis, Assistant Director  
Matthew Morley, Business Manager

Public Attendance: Kris Schumacher,  
Margaret Utset, Robyne Pinkerton

**Also Present:**

William Cullen, Library Attorney  
Al Coster, Library Auditor  
Miranda Hatziangelou, Board Secretary

**I. Call to Order**

The meeting was called to order at 7:29 pm by Board Vice President Ellen Edelstein.

**II. Approval of Agenda**

Francis Picart moved, William Menendez seconded, to accept the agenda as presented. All in favor.

**III. Public Expression**

The floor was opened to public expression. There was none.

**IV. Approval of Minutes**

Francis Picart moved, William Menendez seconded, to accept the minutes of the February 25, 2021 board meeting. All in favor.

**V. Correspondence.** There was none.

## VI. Financial

- a) Francis Picart moved, William Menendez seconded, to accept the Treasurer's Monthly Report for the period of June 1, 2020 to June 30, 2020, as per review and recommendation of the Business Manager, Matthew Morley. All in favor.
- b) Francis Picart moved, William Menendez seconded, to accept the Treasurer's Monthly Report for the period of July 1, 2020 to July 31, 2020, as per review and recommendation of the Business Manager, Matthew Morley. All in favor.
- c) Francis Picart moved, William Menendez seconded, to accept the Treasurer's Monthly Report for the period of August 1, 2020 to August 30, 2020, as per review and recommendation of the Business Manager, Matthew Morley. All in favor.
- d) William Menendez moved, Francis Picart seconded, to accept the Financial Report for the period of February 1, 2021 to February 28, 2021, as per review and recommendation of the Business Manager, Matthew Morley. All in favor.
- e) Francis Picart moved, William Menendez seconded, to accept the Collateral Reconciliation Report dated February 2021, as per review and recommendation of the Business Manager, Matthew Morley. All in favor.
- f) Bills for the month of March 2021 were audited by William Menendez. Mr. Menendez moved, Francis Picart seconded, to approve the expenditures in the amount of \$645,772.90. All in favor.

## VII. Reports

- a. Board Members reported on meetings and library events attended. Francis Picart reported on his attendance at the SCLS meeting, where they discussed the COVID Relief Bill possibly helping with the pandemic related budget shortfall, attendance at NAACP meetings and the Virtual Library Advocacy Day. Board Vice President Ellen Edelstein also attended the Virtual Library Advocacy Day, where she noted, only Senator Phil Boyle attended in person, the other representatives having elected to send their aides in their stead. In addition, Board Vice President Ellen Edelstein attended Chamber of Commerce meetings, Historical Society Meetings, the Sisters of St. Joseph Meeting and the Maria Regina Board meeting, various "great" Library virtual programs, and received the nomination from Legislator Sammy Gonzalez for the "Woman of Distinction" Award.
- b. The Director's report was accepted. Library Director Thomas Tarantowicz discussed the Library's transitioning to re-opening, plans for Capital Improvements, and attending a LILRC panel discussion regarding Civil Service and Hiring Practices.

- c. The Assistant Director's report was accepted. Assistant Library Director Xibe Solis attended the Library Advocacy Day virtually and met with Assemblyman Phil Ramos' aide to discuss possibly procuring additional funds for the Library's ongoing wi-fi hotspot program. Assistant Library Director Xibe Solis also attended the regional Assistant Directors' meeting where the focus was on figuring the equipment that will be necessary in order for libraries, going forward to best offer hybrid programming, combining the best of both actual and virtual programs for patrons. Assistant Library Director Xibe Solis also met via Zoom with a group from Northwell in a discussion to have the Library receive certification as a "Breastfeeding Friendly Place."
  
- d. The Business Manager's report was accepted. Business Manager Matthew Morley gave an update on ongoing Capital projects in the Library. The Archive room work is almost complete, with only the last touches still needed, and the Teen room, where the renovation has been completed, placing all fixtures on wheels to allow for an interactive environment, adaptive to the shifting needs of the department.
  
- e. The Library Attorney's report. Library Attorney William Cullen deferred his report to executive session.
  
- f. Personnel report:  
Francis Picart moved, William Menendez seconded, to accept personnel changes as reported. All in favor.

VIII. Unfinished Business. There was none.

#### IX. New Business

- a. Audit: At the request of Library Director Thomas Tarantowicz, the Auditor's report was moved up to precede the Financials. Board Vice President Ellen Edelstein gave the floor to Al Coster of Baldessari & Coster, LLP. Mr. Coster noted that there was really nothing to pass on or recommend to the Board, which is good news as it illustrates that the Audit found everything to be in order. Mr. Coster gave his report to the Board. Board Vice President Ellen Edelstein stated that she found the report easy to follow and Francis Picart found it thorough and well presented. William Menendez moved, Francis Picart seconded, to accept the Auditor's Report as presented. All in favor.
  
- b. Francis Picart moved, William Menendez seconded, to approve the Confidentiality of Records of Library Users Policy as presented. All in favor.
  
- c. William Menendez moved, Francis Picart seconded, to approve the Library Personnel Policy as presented. All in favor.

d. RESOLUTION FOR THE DESIGNATION OF LIBRARY FUND BALANCE FOR PURPOSES OF SPECIFIC FUTURE CAPITAL PROJECTS

William Menendez moved, Francis Picart seconded, to approve the designation of the sum of THREE MILLION FIVE HUNDRED THOUSAND and 00/100 (\$3,500,000.00) DOLLARS of the Library's General Fund Balance for purposes of supplementing the ONE MILLION ONE HUNDRED FORTY ONE THOUSAND THIRTY SEVEN and 54/100 (\$1,141,037.54) DOLLARS current Capital Projects Fund, for a total Capital Project Fund balance of FOUR MILLION SIX HUNDRED FORTY ONE THOUSAND THIRTY SEVEN and 54/100 (\$4,641,037.54) DOLLARS, committed for purposes of specific future Library Capital Projects as Listed in the Report of Library Architects, Beatty Harvey Coco Architects LLP dated March 26, 2021, and as recommended by Library Director, Tom Tarantowicz; with all such expenditures from such Capital Fund to be approved by the Library Board of Trustees during the contracting, performance and completion of each such designated capital project. All in favor.

e. RESOLUTION AUTHORIZING FUTURE PAYMENT OF LIBRARY EXPENDITURES DURING PANDEMIC CORONAVIRUS CONDITIONS:

Francis Picart moved, William Menendez seconded, to approve the preauthorization of expenditures for Library bills and expenses for the months of April 2021 (\$800,000), May 2021 (\$800,000) & June 2021 (\$700,000), not to exceed in total \$2,300,000.00, as requested by the Business Manager, Matthew Morley, and recommended by Library Director, Tom Tarantowicz; with all such expenditures to be approved monthly by the Library Director, Library Business Manager and Library Treasurer, and thereafter to be ratified by the Board of Trustees at the July 2021 meeting of the Board of Trustees. All in favor.

X. Other. Library Director Thomas Tarantowicz advised the Board that the Re-Organization meeting scheduled for June 30, 2021 must take place between July 1-14, 2021 as per the Library By-Laws, and therefore should be moved to July 1, 2021 or another mutually convenient date. All present agreed to be sent notification as soon as an exact date is determined.

XI. Suggestion Box. There was none.

XII. Public Expression. There was none.

XIII. Date/Time of next board meeting

The next regular meeting of the Board of Trustees will be on Thursday, April 29, 2021, at 2:00 pm.

XIV. Executive Session

Board Vice President Ellen Edelstein moved to adjourn the meeting to Executive Session for legal matters/personnel matters at 8:39 pm. All in favor.

Board Vice President Ellen Edelstein moved to reconvene the meeting at 8:45 pm.

XV. Adjournment

There being no further business Francis Picart moved to adjourn the meeting at 8:45 pm.

Respectfully submitted

Miranda Hatziangelou  
Secretary to the Board