

Brentwood Public Library
Board of Trustees Monthly Meeting Minutes
April 29, 2021

Present:

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

Absent with notice:
Dorina Barksdale, Trustee

Public Attendance: Kris Schumacher

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

Also Present:

Miranda Hatziangelou, Board Secretary
Tia Johnson, Office Assistant

I. Call to Order

The meeting was called to order at 3:02 pm by Board President Mary Reid.

II. Pledge of Allegiance, led by Library Director Thomas Tarantowicz.

III. Public Expression

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

IV. Approval of Agenda

Ellen Edelstein moved, William Menendez seconded, to accept the agenda as presented.
All in favor.

V. Approval of Minutes

- a) Ellen Edelstein moved, Francis Picart seconded, to accept the minutes of the March 30, 2021 Public Information meeting. All in favor.
- b) Francis Picart moved, William Menendez seconded, to accept the minutes of the March 30, 2021 Board meeting. All in favor.

VI. Correspondence

Library Director Thomas Tarantowicz read a letter from Eastern Suffolk BOCES, signed by Audrey Gottlieb, thanking the Library for our support in their application for grants to establish another Literacy Zone in Brentwood. We are awaiting news whether they were successful.

VII. Financial

- a) Francis Picart moved, Ellen Edelstein seconded, to accept the Treasurer's Monthly Report for the period of September 1, 2020 to September 30, 2020, as per review and recommendation of the Business Manager, Matthew Morley. All in favor.
- b) Ellen Edelstein moved, William Menendez seconded, to accept the Financial Report for the period of March 1, 2021 to March 31, 2021, as per review and recommendation of the Business Manager, Matthew Morley. All in favor.
- c) Ellen Edelstein moved, Francis Picart seconded, to accept the Collateral Reconciliation Report dated March 2021, as per review and recommendation of the Business Manager, Matthew Morley. All in favor.
- d) Bills for the month of April 2021 were audited by Ellen Edelstein. Ms. Edelstein moved, William Menendez seconded, to accept the expenditures in the amount of \$677, 457.65. All in favor.

Library Director Thomas Tarantowicz suggested, at the direction of Library Attorney William Cullen, that the library rescind the resolution pre-authorizing payment of bills for April, May & June, and proposal of a new, amended resolution. See under "New Business, sub section f."

VIII. Reports

- a. Board Members reported on meetings and library events attended. Ellen Edelstein attended a Chamber of Commerce zoom meeting, a wake for Elsa Ford, a Historical Society meeting, a lecture by Teddy Roosevelt's great-grandson, and is continuing with the process of becoming an Associate with the Sisters of St. Joseph. Francis Picart attended the SCLS Board meeting, and an NAACP meeting. William Menendez had no report. Board President Mary Reid reported that she has almost completed a very busy tax season, and has remained in continuous communication with Library Director Thomas Tarantowicz regarding Library business and events. In addition, Mrs. Reid congratulated Ellen Edelstein on receiving the "Woman of Distinction" Award for Islip from Legislator Sammy Gonzalez.
- b. The Director's report was accepted. Library Director Thomas Tarantowicz attended the LDA Award ceremony via zoom, where awards were given to Trina Reed for 2020 and Neely Mcahey for 2021. Library Director Thomas Tarantowicz also reported that repairs to the parking lot are complete, and the potholes have been filled. The Library is looking at designs for the future to make the outside space more usable and safe, including new lighting, resurfacing, and a new septic tank, all of which will involve multiple agencies to receive proper permits and approvals. William Menendez suggested that in the immediate, the blue handicap spot

paint be re-done in the parking lot. Finally, Library Director Thomas Tarantowicz mentioned that the Library is considering adding charging stations for hybrid cars, as Suffolk County would like electric vehicle stations all throughout the county, but he will discuss this further under “New Business, sub section a.”

- c. The Assistant Director’s report was accepted.
Assistant Director Xibelualka Solis reported that the Brentwood Public Library has been officially certified by Northwell as a Breastfeeding Friendly Site. Our status has been posted on the Library’s social media, and will appear in our next Newsletter. Assistant Director Xibelualka Solis attended the virtual Advocacy Meeting and met with an aide from Assemblyman Ramos’s office who was very interested in helping us get the rest of the funds initially promised for our hotspots. Assistant Director Xibelualka Solis also met with Senator Phil Boyle and Senator Alexis Weik’s aide. Board President Mary Reid asked how much funds are still outstanding for the hotspots. Library Director Thomas Tarantowicz explained that the Dormitory Authority was originally to provide this money for infrastructure, but now that it was allocated to hotspots, we may potentially need to find a different source. We have already received \$500 thousand, half of which has already been used; we are trying for \$500 thousand more. Board President Mary Reid suggested it may be time to meet with Assemblyman Ramos again. Library Director Thomas Tarantowicz said he intends to, and in the meantime is working with his aide.
- d. The Business Manager’s report was accepted.
Business Manager Matthew Morley reported that the construction in the Teen room is complete, including height adjustable desks for staff and all related wiring. The new archive room is still in progress due to construction delays, which happily are now resolved. The Adult Reference and YA depts. were jointly awarded grant money from the University of Pittsburgh to participate in the “Citizen Science Project” for the month of April. The \$5,000 grant is to be used for the acquisition of program and learning materials, including take home supplies for science programs. Both departments kept it within the realm of the Natural and Earth Sciences as a nod to Earth Day.
- e. The Library Attorney’s report. There was no report.
- f. Personnel report:
Ellen Edelstein moved, William Menendez seconded, to accept personnel changes as reported. All in favor.

IX. Unfinished Business. There was none.

X. New Business

- a. Suffolk County Electric Vehicle Charging Stations
Library Director Thomas Tarantowicz met with Suffolk County and over thirty Suffolk libraries regarding State grant money allocated to create electric charging stations for Suffolk County vehicles to charge overnight, while providing them to patrons and staff during the day. Library Director Thomas Tarantowicz asked if these stations are compatible with our solar power units, and they will be looking into that. For now, we remain in the information stage, however, adding these charging stations is in line with the Library's move toward sustainability and making environmentally friendly improvements.
- b. Exhibition & Display Policy and Agreement
Ellen Edelstein moved, Francis Picart seconded, to accept the updated Exhibition & Display Policy and Agreement, as presented and re-written with the purpose of informing all parties of our requirements and of the obligations involved,. All in favor.
- c. Environmental Policy
Francis Picart moved, William Menendez seconded, to accept the update of the Environmental Policy, as part of the Brentwood Public Library's requirement for Certification of Environmental Stewardship, as presented. All in favor.
- d. Fiscal Year 2021 Inventory Deletions
Ellen Edelstein moved, Francis Picart seconded, to approve the Inventory Deletions as presented. All in favor.
- e. Maintenance of Public Order Policy
Francis Picart moved, Ellen Edelstein seconded, to accept the updates with regard to the Brentwood Public Library's position on the prohibition of photography and videography in public areas of the Library, as such actions may be in violation of the Library's existing Confidentiality of Records of Library Users policy, and as permitted by NYS Law Section 262 "Use of public and Indian libraries" which states "Every library established under section two hundred fifty-five of this chapter shall be...subject always to rules of the library trustees who shall have authority to exclude any person who willfully violates such rules;..." All in favor.
- g. Resolution authorizing future payment of library expenditures during pandemic coronavirus conditions for the months of April, May and June 2021 approved at the Board Meeting of March 30, 2021 is rescinded, and in its stead the following resolution authorizing future payments of Library expenditures during pandemic coronavirus conditions for the months of May and June, 2021 is approved:

To approve the preauthorization of expenditures for Library bills and expenses for the months of May 2021 (\$800,000) & June 2021 (\$700,000), not to exceed in total \$1,500,000.00, 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.

XI. Other

Board President Mary Reid asked when can the shredding truck be brought back for the community, as some patrons have been asking her about that. Library Director Thomas Tarantowicz responded that he will look into making that happen again if the company is back in operation.

XII. Suggestion Box. There were no patron suggestions.

XIII. Public Expression. There was none.

XIV. Date/Time of next board meeting

The next regular meeting of the Board of Trustees will be on Thursday, May 27, 2021, at 12:00 pm.

XV. Executive Session. There was none.

XVI. Adjournment

There being no further business, Ellen Edelstein moved to adjourn the meeting at 2:57 pm.

Respectfully submitted

Miranda Hatziangelou
Secretary to the Board