

**Mount Pleasant Public Library: Board of Trustees Meeting
Minutes of the Meeting of December 15, 2022**

Trustees & Liaisons present: Dick Malina, Mary Ann Quinn, Julie Edwards, Marcie Krauss, James Riina, Rebecca Myers, Eric Neuman, Frank Casale

Also present: John Fearon, Library Director; Martha Mesiti, Assistant Library Director

Trustees & Liaisons absent: Donna Gambaccini, David Vinjamuri (Village Liaison), Thomas Sialiano (Town Liaison)

Call to order

Administrative: Trustee Krauss called the meeting to order at 7:01 pm.

Minutes

The minutes of the November 17, 2022, Board meeting were approved. Moved by Trustee Myers, seconded by Trustee Malina, and passed.

Opportunity to Hear from the Public: There were no members of the public in attendance.

Presentation from Mark Tulis, Esq.

At 7:03 pm, on a motion by Trustee Neuman, seconded by Trustee Edwards, the Board went into Executive Session for a presentation from Library counsel Mark Tulis, Esq., on the role of a municipal board. The Board came out of Executive Session at 7:44 pm, on a motion by Trustee Myers, seconded by Trustee Neuman.

Master Plan Committee

After discussion, it was moved by Trustee Casale, and seconded by Trustee Edwards, that:

It is hereby resolved that the recommendations of the Library Master Plan Committee be adopted and forwarded to the Town and Village

202212-01 The motion passed.

Claims of Payment

After discussion, it was moved by Trustee Casale, and seconded by Trustee Quinn, that:

It is hereby resolved that the Town Comptroller be authorized to:

- Pay all vouchers reviewed and approved by the Director and the Comptroller, for the month of December 2022, for a total of \$48,937.00

202212-02 The motion passed.

Directors Report

Director Fearon reported on the Library's financial situation. The Library will come in well under budget this year, owing to a number of staff resignations. Director Fearon recommended moving some of the Library's reserve funds into CDs to benefit from current high interest rates. The Library is active, as people are back in the building, programs are busy, and circulation is strong.

Policies:

After discussion, it was moved by Trustee Malina, and seconded by Trustee Riina, that:

- It is hereby resolved that the Library adopt a revised Family and Medical Leave Policy
- It is hereby resolved that the Library adopt a revised Non-Discrimination and Harassment (Including Sexual Harassment) in the Workplace Policy
- It is hereby RESOLVED, By the Board of Trustees of the Mount Pleasant Public Library that the *Retention and Disposition Schedule for New York Local Government Records (LGS-1)*, issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

FURTHER RESOLVED, that in accordance with Article 57-A:

- a) only those records will be disposed of that are described in Retention and Disposition Schedule for New York Local Government Records (LGS-1), after they have met the minimum retention periods described therein;
 - b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.
- It is hereby resolved that the Library agrees to the rescission of the following polices:
 - Fine Rates (approved 2012)
 - COVID-19 Pandemic: Building Reopening Plan (approved 2020)

202212-03 The motion passed.

Contract Renewals:

After discussion, it was moved by Trustee Myers, and seconded by Trustee Casale, that:

It is hereby resolved that the following contracts be approved for services in 2023:

- \$27,000 with Comlab for IT consulting and services
- \$24,000 with William Link LLC for facilities consulting services

202212-04 The motion passed.

Organizational Resolution

After discussion, it was moved by Trustee Edwards, and seconded by Trustee Malina, that:

- It is hereby resolved that the Board of Trustees of the Mount Pleasant Public Library will hold monthly meetings at 7:00 pm on the third Thursday of each month. Meetings will be held in the Board Room of the library.
- It is hereby resolved that the Library Board of Trustees retain the services of Mark Tulis, Esq., a partner in the law firm of Oxman, Tulis, Kirkpatrick, Whyatt and Geiger LLP as Library attorney.
- It is hereby resolved that the Library Board of Trustees authorizes the payment of claims by the Town Comptroller for all claims, payroll and payroll related expenses, approved by the Library Director, prior to the Library Board's approval of the warrant. All such claims must be presented for approval at the next regular Board meeting.
- It is hereby resolved that the Town Comptroller be authorized to transfer funds between the Library and the Town prior to the Library Board's approval.
- It is hereby resolved that the Journal News be named the sole newspaper of record for the Mount Pleasant Public Library because it meets all criteria for a "newspaper of record" for the area serviced by the library.
- It is hereby resolved that the following banks are designated as Depositories:
 - JP Morgan Chase Bank
 - Signature Bank
 - Tompkins Mahopac Bank
- It is hereby resolved that the 2023 Hours of Operations be approved

202212-05 The motion passed

Executive Session

At 8:35 pm, on a motion by Trustee Neuman, seconded by Trustee Quinn, the Board went into Executive Session to discuss matters of personnel. The Board came out of Executive Session at 8:39 pm, on a motion by Trustee Quinn, seconded by Trustee Edwards.

Personnel

After discussion, it was moved by Trustee Myers, and seconded by the Trustee Riina that:

- It is hereby resolved that Julia Auerfeld be appointed to the position of Librarian Trainee, effective January 2, 2023, or thereafter, at the rate of pay of Grade III, Step V, as detailed in the Authorized Personnel Salary Schedule
- It is hereby resolved that Martha Mesiti's appointment to the position of Assistant Director be made permanent
- It is hereby resolved that Alex Kiffer's appointment to the position of Librarian I be made permanent
- It is hereby resolved that the 2023 Authorized Personnel Salary Schedule be approved
- It is hereby resolved that the Library Board authorizes the payment of accrued holiday leave to regularly scheduled non-union hourly employees

202212-06 The motion passed.

Nominating Committee

After discussion, it was moved by Trustee Casale, and seconded by Trustee Riina, that:

It is hereby resolved that the following slate of officers be approved for 2023:

- President - Julie Edwards
- Vice-President - Eric Neuman
- Secretary - Mary Ann Quinn
- Fiscal Officer - Dick Malina

202212-07 The motion passed.

Trustee Quinn moved for adjournment at 8:50 pm, seconded by Trustee Edwards.

Next regular meeting: January 19, 2023, at 7:00 pm.

Respectfully submitted,

Mary Ann Quinn

Secretary

Mount Pleasant Public Library Board of Trustees
Resolution 202212-01: Approved at December 15, 2022 Meeting

The Inter-Municipal Agreement governing the Mount Pleasant Public Library authorizes the Library Board of Trustees to make recommendations to the Town Council and Village Board for capital improvements to the Library.

The Main Library building at 350 Bedford Rd currently presents two significant challenges. The existence of hazardous (asbestos-containing) materials throughout the building makes it difficult and expensive to maintain and upgrade the building. In addition, the layout of the Library, dating back to the 1960s, is no longer consistent with the demands placed on contemporary libraries.

In the summer of 2022, the Library engaged HMA2 Architects to develop a Master Plan for the Library with a dual goal. In the first place, the Plan creates a vision for the Library that addresses the existing concerns with the building. Secondly, it puts the Library Board in a position to make informed recommendations for improvements to the Town and Village.

After careful review of the Plan, and after the conversation at the October Town/Village presentation and several internal discussions, the Library Board recommends to the Town and Village that the Master Plan be implemented in three phases at the Main Library. (The first phase would focus on renovation and remediation of the Children's Room and Technical Services space; the second phase on the Lower Level; and the third on the Main Room.)

The Board believes that implementing the Plan in phases will allow the Library to continue to offer the community a full range of services during the construction period. While there is likely to be an additional cost to phasing construction, the alternative — closing the entire Library for a considerable period of time — would require the Library to find an alternative location. The cost of that temporary location would likely consume any savings realized by the single-phase approach.

In addition, phasing the project will allow the parties to spread the cost of the overall project over several years. The Library continues to commit to offering financial support for each phase of construction to the best of its abilities. The Library currently has significant reserves and, in the event of a construction project being confirmed, will be able to explore further grant opportunities.