

MINUTES OF THE NORTH MERRICK PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

APRIL 30, 2025

APPROVED MINUTES

The following are the Minutes of the North Merrick Public Library Board of Trustees meeting held on Wednesday, April 30, 2025, at 7:00 p.m.

There were present: Members: Richard Smith, President
Maeve Schulz, Vice President
Eric Ackley
Melissa Chambers
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 MONTHLY BOARD MEETING

A quorum being present, Ms. Schulz, Board Vice President, called the meeting to order at 7:15 p.m.

2. PLEDGE OF ALLEGIANCE

All rise and recite the Pledge of Allegiance.

3. ROLL CALL

All members of the board are present except Mr. Pezzulo who is absent with prior notice and Mr. Smith, who arrived at 9:23 p.m.

4. APPROVAL OF THE MINUTES OF THE MARCH 26, 2025 BOARD MEETING

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

BE IT RESOLVED, that the North Merrick Public Library Board of Trustees approved the minutes of the March 26, 2025 board meeting.

MOTION CARRIED: 3 - 0

5. APPROVAL OF THE BILLS

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

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

Warrants as written on the agenda:

General Fund:

<u>General Fund</u>		
Warrant 9A	March 22, 2025 – April 23, 2025	\$139,923.34
Warrant 10	April 24, 2025	\$41,850.00

<u>Capital Fund:</u>		
Warrant 10	March 22, 2025 – April 23, 2025	\$2,837.82

MOTION CARRIED: 3 - 0

6. TOTAL PAYROLL FUNDING

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

March 27, 2025	\$48,789.89
April 10, 2025	\$47,232.67
April 24, 2025	\$47,412.24

Mr. Ackley 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: 3 – 0

7. TREASURER'S REPORT

The Treasurer's reports for the month ending March 31, 2025, the ninth month of the library's fiscal year, were distributed and reviewed by the board. Mr. Ackley made the motion, seconded by Ms. Chambers:

BE IT RESOLVED, that the North Merrick Public Library Board of Trustees approved the Treasurer's reports for the month ending March 31, 2025.

MOTION CARRIED: 3 – 0

8. LOTHROP ASSOCIATES D.P.C. – CHILDREN'S ROOM RENOVATION

Robert Gabalski, AIA, Kathleen Sowle, RA, Senior Project Mgr. and Darius Sealy, Technical Designer attended the board meeting for discussion and updates on the Children's Room renovation project.

Entering into the Design Development phase, and with the trenching for all the mechanical, electric, plumbing and structural in place; samples of carpet squares and vinyl plank tiles, along with color swatches were presented to the board. The "acoustic ceiling cloud" colors in various shades of blue, yellow, gray, dark gray, soffit lighting, as well as the window style, (portal/storefront) were all reviewed and deliberated. Questions regarding the flexible height tables with moveable furniture and reading nooks were also considered. An asbestos test has been suggested (sooner rather than later) by the architect.

9. DIRECTOR'S REPORT

A. Director's Report

Circulation for March 2025 was 9,118 items, down 326 items from March's 2024 total of 9,444 items. This represents a decrease of 3.45%.

The library's door count for March 2025 was 9,018; up 486 visits from March 2024 total of 8,532 visits; representing a 5.69% increase.

In March 2025 there were 4,721 visits to the library's website, up 764 visits from last March's 2024 total of 3,957 website visits. This represents a 19.31% increase in website visits for the month of March 2025.

The electric vehicle (EV) charging station was utilized forty-eight (48) times and grossed \$119.96 for the month of March, 2025.

The North Merrick Public Library Budget Vote/Trustee Election was held on Wednesday, April 9, 2025. The proposed 2025-2026 budget called for total expenditures of \$3,223,410 with \$3,164,359 to be raised by taxes. The amount to be raised by taxes represented a 4.58% budget increase. The results were as follows:

<u>Budget Vote:</u>		<u>Candidate Votes:</u>	
Yes	121	Maeve Schulz	134
No	36	[Won five (5) year term]	
TOTAL		157	

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.

10. UNFINISHED BUSINESS**A. Harbes Barnyard Renewal**

Harbes Barnyard has introduced a new pricing structure that requires the library to pay \$1,450 for the pass renewal. Despite multiple outreach efforts by the director, fellow trustees, and neighboring libraries, communication from Harbes regarding their updated pricing structure has been minimal.

As a result, we have not, to date, renewed the Harbes Barnyard pass for this season. To reiterate, the new price structure would require a \$1,450 annual payment from the library, while patrons would still incur admission fees of \$5 per person on weekdays and \$10 on weekends and holidays. Ms. Schulz made the motion, seconded by Ms. Chambers:

BE IT RESOLVED, that the North Merrick Public Library Board of Trustees approved the purchase of the Harbes Barnyard Renewal pass at a cost of \$1,450.

MOTION CARRIED: 2 – 1

B. Reference Room Paint Color

Four (4) additional paint color samples have been added to the Reference Room walls for review and feedback. The board will defer this decision to the director to choose between Krypton or Lazy Gray, as the color Windchill is no longer desired.

10. NEW BUSINESS

A. Reference Room HVAC & Lighting Project

Work on the HVAC and lighting upgrade in the Reference Room did not begin until Tuesday, April 29, 2025 and is now progressing according to schedule. The anticipated timeline for project completion remains 6–8 weeks. Roland Electric has advised the director that the lights are on back order and will be delayed until late June. Architect John Tanzi recommends the library wait and not change the light choice, though the project is already one (1) week behind schedule.

B. New York Hall of Science Pass

The library is pleased to announce the acquisition of the New York Hall of Science Museum pass.

This new offering will be available to the public in the coming weeks and includes free admission for two (2) adults and up to four (4) children, free parking, along with discounts to the 3D Theater, Rocket Park Mini Golf, and the Science Playground Area.

C. Civil Service Residency Waiver

In an unexpected and positive development, the Civil Service Commission has approved a two-year pilot residency waiver for the Librarian I title. This will open the exam to residents of Westchester, New York City, and Suffolk counties. A permanent waiver and expansion to additional titles may be considered in the future. The next Librarian I exam is now open to non-Nassau County residents.

D. Food for Fines

In celebration of National Library Week, NMPL has, once again, participated in the “Food for Fines” initiative. Patrons were encouraged to donate non-perishable food items in exchange for fine forgiveness. All collected items will be donated to a local food pantry.

E. Librarian III Position

The director is seeking approval from the board to request an “in-house” promotional exam through Civil Service for a Librarian III Title. This exam would be available to current staff members with the Librarian II title. As the library is not large enough to warrant an Assistant Director, the creation of a titled Librarian III would help formalize our internal structure; taking on supervisory and scheduling duties now being managed informally. Additionally, this role would serve as the designated person in charge during the director’s absence. After discussion, the board would like to revisit this request pending further questions and labor negotiations.

F. Director Vacation

The Director will be on vacation from Wednesday, August 20, 2025 through Sunday, August 31, 2025. During this time, supervisory librarians will oversee day-to-day operations.

14. MEETINGS AND CONFERENCES

A. Board Meetings

1. May 20, 2025 – 7:00 p.m. (Tuesday)
2. June 17, 2025 – 7:00 p.m. (Tuesday)
3. July 22, 2025 – 7:00 p.m. (Tuesday)
4. August 19, 2025 – 7:00 p.m. (Tuesday)

B. Events, Meetings and Conference

1. May 8, 2025 – Long Island Library Conference, (Thursday) Melville Marriott
2. May 20, 2025 – North Merrick Union Free School District Budget Vote (Tuesday)
3. June 26-30, 2025 – ALA Annual Conference, Philadelphia, PA

15. CORRESPONDENCE/CURRENT EVENTS

There were no correspondence/current events.

16. PUBLIC COMMENT

There was no public comment.

5. EXECUTIVE SESSION

At 9:31 p.m. Ms. Schulz made the motion, seconded by Ms. Chambers:

BE IT RESOLVED, that the Board of Trustees of the North Merrick Public Library leave the General Session and enter into Executive Session to discuss labor contract negotiations.

MOTION CARRIED: 3 – 0

At 9:56 p.m. Mr. Smith made the motion, seconded by Mr. Ackley:

BE IT RESOLVED, that the North Merrick Public Library Board of Trustees close Executive Session and return to General Session.

MOTION CARRIED: 4 – 0

17. ADJOURNMENT

At 9:57 p.m. Ms. Schulz made the following motion, seconded by Ms. Chambers:

BE IT RESOLVED, that the March 26, 2025 North Merrick Public Library Board of Trustees meeting be adjourned.

MOTION CARRIED: 4 – 0

Respectfully submitted by

Jane E. Taylor

Jane E. Taylor, Secretary

On behalf of the North Merrick Public Library