

**Peninsula Public Library  
Board of Trustees  
February 20, 2020**

Minutes of the Meeting of the Board of Trustees of the Peninsula Public Library held on Thursday, February 20, 2020, at the Library, 280 Central Avenue, Lawrence, New York 11559.

**TRUSTEES PRESENT**

Jeff Leb, President  
Audrian Gray, Vice President  
Sarah Yastrab, Secretary  
Samuel Francis, Treasurer  
Reva Oliner, Trustee

**ALSO PRESENT**

Carolynn Matulewicz, Director  
Rhonda Todtman, Assistant Director/Recording Secretary  
Paula Ohana, Account Clerk

**ABSENT WITH PRIOR NOTICE**

Reva Oliner, Trustee

**COMMUNITY GUESTS**

Josh and Michele Justic, Lawrence residents  
Gedaliah Wielgus, Cedarhurst resident

**CALL TO ORDER**

The meeting was called to order at 7:36 PM.

**APPROVAL OF THE MINUTES**

The Board reviewed the minutes of the Board Meeting held on January 14, 2020, and Trustee Leb moved to accept the minutes as presented. The motion was seconded by Trustee Yastrab and carried.

**FINANCIAL REPORTS**

Trustee Leb moved to accept the following **Report of the Treasurer**, dated January 31, 2020.

TD Bank General Account -1617	\$ 682,221.07
TD Bank Payroll Account -1609	-\$ 3,183.72
TD Bank Payroll Account -1351	\$ 124,845.05
TD Bank Clearing Account -4892	\$1,384,575.32
Petty Cash	\$ 314.90
Circulation Desk	\$ 140.00

The motion was seconded by Trustee Yastrab and passed.

**Bills for Approval**

After review, motion was made by Trustee Leb, seconded by Trustee Yastrab and carried to approve checks in the sum of \$113,843.09 and online payments/petty cash disbursements in the sum of \$21,981.41, dated January 27 through March 3, 2020.

### Payroll Warrant

After review, motion was made by Trustee Leb, seconded by Trustee Yastrab and carried to approve payroll funding for Payroll Period 3 in the sum of \$54,065.18.

After review, motion was made by Trustee Leb, seconded by Trustee Yastrab and carried to approve payroll funding for Payroll Period 4 in the sum of \$53,848.87.

### STATISTICAL REPORT

The Statistical Report dated January 31, 2020 was reviewed.

### DIRECTOR'S REPORT

- Personnel Changes:
  - Antoinette Levine, Children's Librarian, resigning as of Friday, January 21.
- Installation of the new circulation desk was completed on Wednesday, January 29.
- Staff received Census Training provided in house by the Director and Assistant Director of the Nassau Library Service on Wednesday, January 29.
- Due to upgrades of our RFID hardware, the library must replace many of our Windows 7 computers. We received a quote from Bibliotheca to replace the RFID hardware for \$20,000.
- The auditors have been working to complete the Audit for fiscal year 2018-2019. The library entered an agreement with Sound Actuary to assist in completing the GASB 75 report.
- The library has not yet heard about approval for our construction grant application.
- The library received the legislative grant money totaling \$13,000 from Assemblywoman Melissa Miller.
- On February 6<sup>th</sup>, local library directors including Director Matulewicz attended a meeting with State Senator Todd Kaminsky. They met afterwards with Governor Cuomo's new County representative, Andrew Mulvey.
- A meeting has been planned with Assemblywoman Melissa Miller. It will take place at PPL on Thursday, March 12 at 10:00 AM.

### CORRESPONDENCE AND ANNOUNCEMENTS

The Board received an invitation from the Lawrence Association to march in this years Memorial Day Parade on Sunday, May 24<sup>th</sup>.

The Lawrence School District did not respond to our FOIL request (pertaining to the LIPA PILOT money) sent on December 17, 2019, within the required 30 days, but we did receive the information on Wednesday, February 19.

**OLD BUSINESS**

There was no old business to discuss.

**NEW BUSINESS**

After review, a motion was made by Trustee Leb, seconded by Trustee Francis and carried to approve the Library's 2019 Annual Report for submission to the DLD and NYS.

Gedaliah Wielgus expressed interest in offering his services to the Board as the new Board treasurer, filling the position once held by Samuel Fishman.

After discussion, motion was made by Trustee Leb, seconded by Trustee Francis and carried to appoint Hamburger, Maxson, Yaffe & McNally, LLC to represent the library in a suit against the Lawrence Public Schools regarding non-receipt of the Library's portion of PILOT payments received by the School District since January 2015.

After review, a motion was made by Trustee Francis, seconded by Trustee Gray, to approve the Library's Budget draft for the 2020-2021 budget year, pending increases in the programming and printed materials allotments.

**EXECUTIVE SESSION**

Via a motion made by Trustee Leb, seconded by Trustee Gray and passed, the Board moved into Executive Session at 8:37 PM to discuss issues pertaining to real estate.

**RECONVENE OPEN SESSION**

Via a motion made by Trustee Leb, seconded by Trustee Francis and carried, the Board moved into Open Session at 8:57 PM.

**ADJOURNMENT**

Having no further business to discuss, Trustee Leb moved to adjourn the meeting at 9:01 PM. Trustee Gray seconded and the meeting was adjourned.

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Rhonda Todtman  
Recording Secretary