

The regular November meeting of the Nassau Library System Board of Trustees was held at the NLS Service Center in Uniondale on November 25, 2024. Members of the public could attend in person or virtually. These minutes are a summary, not a transcript, of the discussion that took place at this meeting.

Trustees Present: John Scaparro (presiding), Bill Keller, Carl Williams, George O. Williams, Monique Hardial, and Pat Mars attended in person. Kathleen McDonough-Kobbe attended virtually and did not participate in any votes.

Trustees Absent with Notice: None.

Trustees Absent without Notice: Deborah Mabry.

NLS Administrators and Staff Present: Caroline Ashby (Director), Nicole Scherer (Assistant Director), Robert Drake (Assistant Director, Technology Operations), Charisse Relyveld-Osnato (Business Manager), and Gina Staffa (Clerk of the Board) attended in person.

Member Libraries Present: Keith Klang (MLD Chair and Director, Port Washington), Mamie Eng (Director, Valley Stream), and Mara Marin (Director, Uniondale) attended virtually. Chris Marra (Director, Oceanside), Janet Pearsall (Trustee, Oceanside), and Pat Roth (Trustee, Oceanside) attended in person.

Other attendees: Joshua Smith (Area 9 candidate) attended in person.

Call to Order

Trustee Scaparro called the meeting to order at 7:32 p.m. The Pledge of Allegiance was recited.

Minutes

Trustee Carl Williams moved the approval of the amended minutes of the October 28, 2024 meeting. The motion was seconded by Trustee Keller and passed unanimously.

Public Participation Period #1

Trustee Scaparro asked if anyone in the audience had any questions or comments about agenda items. There were none. Director Ashby introduced members of the audience.

Introduction of Area 9 Candidate: Joshua Smith

Joshua Smith, candidate for Area 9 representative on the NLS Board of Trustees, introduced himself. The election will be held at the NLS Annual Meeting on December 4.

Treasurer's Report

The following NLS General Fund warrants were approved via a motion made by Treasurer Mars, seconded by Trustee Carl Williams, and passed unanimously:

- A24-45 in the amount of \$78,218.58 dated October 31, 2024
- A24-46 in the amount of \$95,061.03 dated November 14, 2024
- A24-47 in the amount of \$530,613.47 dated November 25, 2024

The following NLS Trust and Agency Fund warrants were approved via a motion made by Treasurer Mars, seconded by Trustee Keller and passed unanimously:

- T24-22 in the amount of \$18,071.34 dated October 31, 2024
- T24-23 in the amount of \$7,082.70 dated November 14, 2024

The following NLS Grants and Special Revenue Fund warrant was approved via a motion made by Treasurer Mars, seconded by Trustee George O. Williams, and passed unanimously:

- G24-11 in the amount of \$706.60 dated November 25, 2024

The following NLS Capital Fund warrant was approved via a motion made by Treasurer Mars, seconded by Trustee Carl Williams and passed unanimously:

- CAP24-07 in the amount of \$192,788.25 dated November 25, 2024

The following ILS Services Operating Fund warrants were approved via a motion made by Treasurer Mars, seconded by Trustee George O. Williams and passed unanimously:

- Y24-33 in the amount of \$21,633.94 dated October 31, 2024
- Y24-34 in the amount of \$29,079.97 dated November 14, 2024
- Y24-35 in the amount of \$181,798.71 dated November 25, 2024

Treasurer Mars moved the acceptance of the following October 2024 financial reports. The motion was seconded by Trustee George O. Williams and passed unanimously:

- General Fund Expenditures – Monthly/Cumulative
- Capital Fund
- Grants & Special Revenue Fund Activity
- Cumulative Revenue
- Cash Reports (Cash Position Summary / Bank Account Activity)
- ILS Operating Fund – Revenue & Expenditures
- ILS Capital Fund – Revenue & Expenditures
- ILS Technology Development Fund – Revenue & Expenditures
- ILS E-Commerce Fund – Revenue & Expenditures
- ILS Funds – Cash Position Summary

Director's Report

Director Ashby submitted a written report and provided the following updates.

- The board was asked to complete a performance evaluation for the director. Caroline will provide the board with her self-evaluation and individual trustees will be asked to provide their reviews to the Board President prior to the December 19 meeting.
- Baker & Taylor had offered Nassau libraries better pricing than state contract for over a decade. Recently, directors noted that B&T had started charging a transportation fee, which is not allowed under the state contract terms. In order to stay in compliance with bidding laws, many libraries have asked B&T to move their accounts back to state contract pricing.

Caroline, Nicole, and Robert discussed Amazon's recent efforts to attract business from libraries. They are now offering free Business Prime accounts to libraries and plan to launch book processing services for libraries. One of Baker & Taylor's most senior sales managers announced she is leaving to work at Amazon. These efforts by Amazon to capture library market share are sure to put increased financial pressures on traditional book jobbers like B&T and Ingram.

Assistant Director's Report

Assistant Director Scherer gave an update on the Nassau Library Quest, planned for winter 2025, as well as the 2024 NYLA Annual Conference, where she and several other NLS staff presented.

Assistant Director, Technology Operations Report

Assistant Director Drake reported on the kickoff meeting for the new mobile app and with an expected go-live in February 2025. He also congratulated Maria Rizzuti on her 43 years of service and thanked her for everything she's done for the system and cataloging services department.

MLD Report

MLD Chair Keith Klang reported:

Nominations for the 2025 MLD Executive Board have been finalized. The slate is as follows:

- Jessica Tymecki - 2nd Term Beginning January 2025 (3-Year Term)
- Michele Lipson - 1st Term Beginning January 2025 (3-Year Term)
- Camille Purcell - 1st Term Beginning January 2025 (3-Year Term)
- Carol Lagos - 1st Term Beginning January 2025 (Completing the Final Two Years of Aviva Kane's Term)

The MLD Executive Board has been discussing the possibility of returning the monthly MLD meeting back to in-person only, after years of the meetings either being either virtual only or on an in-person/virtual rotation following the pandemic. Many directors have expressed the benefits of holding in-person meetings, including the opportunity to connect with colleagues face-to-face and discuss important issues in a more effective way.

Thank you to Gina, Caroline and the NLS team for the wonderful bus trip to Brooklyn Public Library and Queens Public Library last month. It was an amazing opportunity to connect with colleagues and gain new perspectives on how library services are being offered by our neighbors in New York City.

Staff Written Reports

Trustee Keller moved the acceptance of the staff written reports as written. This motion was seconded by Trustee George O. Williams and unanimously passed.

Unfinished Business

SMS Privacy Policy

Via a motion made by Trustee Keller and seconded by Trustee Mars, the Board approved the SMS Privacy Policy.

Proposed 2025 NLS Budget

The proposed 2025 NLS Budget was reviewed by the board. It included a few updates from the draft shared at the October meeting. The projected interest revenue was increased, with the additional funds added to the transfer to capital. The Salaries-MLS line was slightly decreased to account for unfilled positions. Medicare reimbursement costs have been released for 2025 and the amount was adjusted to add an additional retiree that was recently announced. In addition, the attorney retainer amount for 2025 was received, which resulted in an annual increase of \$500. Lastly, the approved 2024 amended budget has been reflected on the proposed 2025 budget.

Following this meeting, the proposed 2025 NLS Budget will be presented at the NLS Annual Meeting on December 4. A hearing will be included on the agenda for the December 19 meeting. The NLS board will also vote on the approval of the 2025 Budget at the December 19 meeting.

New Business

Proposed 2025 ILS Budget

The proposed 2025 ILS & Associated Services budget was reviewed with the board. The proposal was previously recommended by the ILS Advisory Council and a majority of participating member library boards

have approved its recommendation to the NLS Board. The overall proposed budget has a decrease of 7.5%. The NLS Board will vote on the approval of the 2025 ILS & Associated Services Budget at the NLS Board meeting on December 19.

SMS Notifications

Via a motion made by Trustee Keller and seconded by Trustee Mars, the Board authorized Assistant Director Robert Drake to request SMS functionality be enabled under the terms of the existing Patron Point agreement, with the \$1,000 one-time set up charge waived.

Nominating Committee

Via a motion made by Trustee Keller, seconded by Trustee George O. Williams, and passed unanimously the board appointed Trustee Carl Williams to the position of Nominating Committee Chair.

Public Participation Period #2

Trustee Scaparro asked if anyone in the audience had any questions or comments. Chris Marra thanked NLS for their assistance in setting up the services for the new building.

Executive Session

The Board moved into Executive Session at 8:42 p.m. to discuss the terms and conditions of employment of specific individuals via a motion made by Trustee Carl Williams, seconded by Trustee Keller, and passed unanimously.

Return to Open Session

The Board returned to Open Session at 9:09 p.m. via motion made by Trustee George O. Williams, seconded by Trustee Hardial, and passed unanimously.

Personnel Actions

Via a motion made by Trustee Carl Williams and seconded by Trustee Keller, the Board unanimously accepted the resignation of Maria Rizzuti with the last day of employment of November 29, 2024.

Via a motion made by Trustee George O. Williams and seconded by Trustee Keller the Board approved the hiring of Pawel Backiel as Temporary Delivery Driver at the rate of \$30.12 per hour for up to 35 hours per week with a start date of November 25, 2024.

Adjournment

The meeting was adjourned at 9:11 p.m. via motion made by Trustee Carl Williams and seconded by Trustee Mars, which passed unanimously.

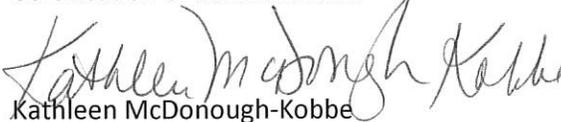
Respectfully submitted,


Regina Staffa

Clerk of the Board

Date: 12/19/24

Certification of these Minutes


Kathleen McDonough-Kobbe

Secretary, Board of Trustees

Date: 12/19/24