

**East Williston Public Library**  
**Board of Trustees Meeting**  
Minutes from Monday, January, 13, 2025 at 7pm

Present at Meeting: Sabrina Scarantino, Christina Rizzotti, Chris Xuereb, Ajla McDonald, Jamie Cutinella, Erin Urkel

1. Call to order and roll call. Meeting started at 7:06pm.

2. Approval of minutes from 12/2/24 meeting. Ajla motioned to approve, Chris seconded, Christina third, motion approved unanimously.

3. Financial Report

- Checking account - \$16,000, will get another \$62,000 (operating account). We still have \$82,000 in expenses. Reserve account has a higher balance than expected (\$59,000; above the \$25,000 minimum).
- Ajla will continue to monitor month to month. Ideally, we want working capital to fund payroll. We want to be conservative with the reserve. Projection for current fiscal year. Run-rate - \$30-33k, but hoping to get to \$28k. Membership fees, \$5,000 so far. Book ordering is under budget. Erin mentions that book ordering is slow during November and December
- Minimum wage went up and was factored into the budget. Increases beginning February 1 Staff same percentage (3.1%). Directors up by 5%.
- Voted all in favor for Staff and Co-Director Pay Increase Resolution. Sabrina motion, Chris Xeureb second, Ajla McDonald and Christina Rizzotti
- Ajla will begin to work on a budget draft for next fiscal year

4. Library Director's Report

- New door installed by DPW
- All locks on exterior doors will switch to a key fob
- Interior doors will be changed to magnetic locks (entire building included in upgrade)
- First fire drill held on 1/13/25

5. Unfinished Business

- Chris has reviewed the NY State Standards and the library board has reviewed all standards at prior meetings. Standard 14 reviewed and approved.
- Sabrina motioned to approve all of the Standards, all voted in favor.
- Sabrina will update the Library Policy Guide to include trustee information and roles
- Ajla suggests changing the wording of the Salary Adjustments section to reflect a general statement on increases at the board's discretion
- Chris and Ajla suggest adding a line to the Vacation section to note that vacation time will be forfeited if a Library Director leaves the position.
- Ajla suggests moving the amendments into the main document or changing the language into one comprehensive document.
- Minimum fund balance - change "Run-rate to reflect current financials. Chris will calculate and adjust percentage (\$25,000 of Run-rate).
- Chris recommends updating Borrowing Policy
  - Museum passes may be borrowed for 1 days (change from 3)
  - Remove "passes may be reserved up to one month in advance"

- Remove inactive link and update from footnotes of Complaints and Restriction of Materials Policy. Chris will change and Sabrina will review.
- Review Bylaws
  - Remove line “Trustees already on the Board as of December 4, 2019, shall be eligible for one additional appointment at the expiration of their term” (Organization section)

#### 6. New/Other Business

- Christina will begin to create Library Report (usually sent out in April)
- Library Survey to be completed at the same time

#### 7. Communications/Correspondence

- Deputy Mayor Raffaella Dunne joined the meeting at 7:56p.m.
- Discussion on coordination with Village
- The village is busy planning the Centennial Gala (April 2026) - merch may be available for purchase
- Joanna is going to be scheduling Budgeting Meetings
- Discussion on RecDesk
  - 2025-26 all payments will flow through RecDesk
    - The goal is to move away from cash payments
    - Raffaella suggests using RecDesk for Library events
    - Attendance can be tracked
  - Jamie expressed concern about using RecDesk for non-paid events
- Discussion on need for waivers for library events
- Budget Workshop meeting planned for end of February to review full budget
  - February 14 - first draft to Village to review
- Installation of new doors planned for early June with new locking system

Meeting adjourned at 8:22pm.

Next meeting  
February 10th, 2025

#### **Upcoming Meeting Schedule**

\*Tuesday, March 18th, 2025

April 28th, 2025

May 19th, 2025

June 16th, 2025