

AMITYVILLE PUBLIC LIBRARY AGENDA

Wednesday, December 18th, 2024
6:00 p.m.

- I. Call to order.

- II. Approval of the minutes from the November 20th meeting.

- III. Guest: Jill Sanders, Cullen & D'Anowski

- IV. Financial Officer
 - Warrant Sheet # 25-5B
 - Warrant Sheet # 25-6A
 - Report of Receipts and Disbursements

- V. Director's Report
 - Treasurer's Report/Hours
 - Building Update
 - Personnel

- VI. Old Business

- VII. New Business

- VIII. Adjournment

AMITYVILLE PUBLIC LIBRARY
REGULAR BOARD OF TRUSTEES MEETING
Wednesday, November 20, 2024
6:00 P.M.
MINUTES

MEETING: was called to order at 6:01 p.m. by Anthony Ceriello.

PRESENT : Anthony Ceriello, Mary Beth Scarola, Eileen Taylor, Todd Schlitt, and Shadd Jamison. Absent: Leslie Kretz, Sharon Tener.
Visitor: Katherine Rosier observing for a class at S.C. Community College.

MINUTES: of the Regular Board of Trustees Meeting of October 16 2024 approved upon motion made by Eileen Taylor seconded by Mary Beth Scarola. All in favor.

FINANCE: Warrant Sheet 25-4 B in the amount of \$ 104,127.72, \$ 26,641.50 and \$ 125,277.56 and Warrant Sheet 25-5A in the amount of \$ 214,799.04 and \$ 3,800.00 approved by motion made by Mary Beth Scarola, seconded by Eileen Taylor. All in favor.

The Treasurer Report Report approved upon motion by MaryBeth Scarola, seconded by Eileen Taylor. All in favor. Claims Auditor Report tabled until November, 2024.

BUILDING UPDATE:

Work is progressing on Phase 2, as we await the dewatering permit. When Phase 2 is completed, if the water issue is not resolved, we discussed shutting down (earlier than planned) so work can proceed in the main library to keep on schedule.

PERSONNEL: Raquel Wolf resigned her position as Business Manager and left on November 8th. We will replace her vacancy with a part time position.

OLD BUSINESS: We are waiting for a signed MOA to finalize the Union Negotiation

NEW BUSINESS:

Upon motion made by Mary Beth Scarola, seconded by Eileen Taylor the Board approved the Bathrooms and Kitchenette renovations on the lower level, not to exceed \$ 175,000.00. We have applied for 2 grants to offset this cost. All in favor.

Motion made by Eileen Taylor, seconded by Mary Beth Scarola to purchase iPads for the Children and Teen libraries with age appropriate software at a cost of \$ 9,000.00. We have applied for a Grant for one half of the cost. All in favor.

Motion made by Mary Beth Scarola and seconded by Eileen Taylor to pay Park East \$ 27,114.15 for work performed. All in favor.

Motion made by Mary Beth Scarola and seconded by Eileen Taylor to employ National Library Relocations when we close the library. This company will pack all

our shelves, store them safely and re-shelve all material when construction is completed at a cost not to exceed \$ 68,739.00. Monies will be drawn from the Capital Account. All in favor.

Motion made by Eileen Taylor and seconded by Mary Beth Scarola to purchase monitors for the community room and Smart Boards at a cost not to exceed \$ 15,802.00. We are applying for a grant towards this expenditure. All in favor.

Motion made by Eileen Taylor and seconded by Mary Beth Scarola to approve the Well Permit Defense and Indemnification Agreement with Amityville School District. All in favor.

Motion made by Mary Beth Scarola and seconded by Eileen Taylor designating April 8, 2025 for our annual Budget Vote. All in favor.

EXECUTIVE SESSION:

At 7:15 p.m. the Board entered Executive Session to conduct Shadd's annual review. Executive session adjourned at 7:32 p.m.

ADJOURNMENT: Motion made by Eileen Taylor and seconded by Mary Beth Scarolatto adjourn the meeting at 7:32 p.m. All in favor.

DIRECTOR'S REPORT

AMITYVILLE PUBLIC LIBRARY

Wednesday, November 20th, 2024

6:00 p.m.

Treasurer's & Claims Auditor's Reports

The Board is requested to make a motion to approve the Treasurer's Report for November 2024.

The Board is requested to make a motion to approve the Claim Auditor's Report for November 2024.

Claims Auditor and Treasurer

The Claim's Auditor worked 7 hours in November. The Treasurer worked 8.25 hours in November.

Building Update

The door count was 5,415 in November.

The November APL Alterations and Additions Project monthly update is attached.

The application for the dewatering permit was filed on November 26. We should hear very soon whether the application was acceptable, if not we have to re-submit it, if it is correct, they will review it and hopefully get back to us with an answer within 3 months. Once the permit is granted, they can resume removing the ground water and get started on the elevator pit.

In the meantime, the second-floor staff space is almost complete and will be ready to be finished with paint, carpet, lights etc. as soon as we're ready.

There is some expected downtime between the holidays and whenever we receive the permit as there is nothing more that can really be done until the east side of the project is started. Electric, HVAC, and low voltage wiring run from one end of the library to the other so to close and work on the adult side while we wait for the permit would be pointless because we would have to close again once the addition is complete.

I updated the Mayor and the Village Trustees on the progress of the project and the inevitable hiccups we have encountered along the way.

Personnel

Reached out to local accountant, Donna Gellineau-Matone to see if she is interested in working part time as a Bookkeeper. Donna owns an accounting practice right next door on Oak street. She is an active member of the community, involved with the Rotary Club and Chamber of Commerce. She is interested and we will meet after the holidays.

Old Business

- Union Negotiation
- Move February meeting

New Business

- 2025/2026 Budget Workshop
- Park East payment resolutions
- Bathroom renovation
- Construction hours (1/16-1/27)

Respectfully submitted by Todd Schlitt, Library Director

Amityville Public Library

25-5B

Check Register

November 2024

DATE	NUM	VENDOR	MEMO/DESCRIPTION	AMOUNT
01-0200-000-1 M&T/Checking				
11/01/2024	14156	Jolanta Bazyte	Oct.2024 Morning Intermediate Yoga	750.00-
11/01/2024	14157	Sandra Rovira	Oct.2024 Beginners Yoga	225.00-
11/01/2024	14158	Fusion Networks		100.00-
11/01/2024	14159	SCLS - Overdues	AMTY	47.88-
11/01/2024	14160	B&T - Continuations	C0574483	49.03-
11/01/2024	14161	B&T - Instant books	L0269893	318.83-
11/01/2024	14162	B&T - Aut. Yours	L0771083	107.41-
11/01/2024	14163	B&T - Proc/Fiction	L2124653	369.11-
11/01/2024	14164	B&T - Large Print	L4088893	57.09-
11/01/2024	14165	B&T - Children's Bks	L8002843	39.33-
11/01/2024	14166	B&T - Processed	L9304793	407.45-
11/01/2024	14167	Midwest Tape, LLC	2000015934	248.55-
11/01/2024	14168	Harriet Garelick	Medicare Reimbursement Nov.2024	349.40-
11/01/2024	14169	Susan Handler	Medicare Reimbursement Nov.2024	349.40-
11/01/2024	14170	Joan Monteleone	Medicare Reimbursement Nov.2024	349.40-
11/01/2024	14171	Nora Schual	Medicare Reimbursement Nov.2024	349.40-
11/01/2024	14172	Linda Ferraro	Medicare Reimbursement Nov.2024	174.70-
11/01/2024	14173	Frances Millnamow	Medicare Reimbursement Nov.2024	174.70-
11/01/2024	14174	Mary Gordon-Ray	Medicare Reimbursement Nov.2024	174.70-
11/01/2024	14175	Joan Traugott	Medicare Reimbursement Nov.2024	174.70-
11/04/2024	14176	DRP Solutions	AP11	2,137.96-
11/04/2024	14177	EnvisionWare, Inc.	1932	575.00-
11/04/2024	14178	Midwest-Adult AV	2000001615	11.24-
11/04/2024	14179	NYS Employees' Health Insurance Pending Account	03577	42,371.21-
11/04/2024	14180	Sunrise Window Cleaning		155.00-
11/12/2024	14181	Stephanie Ann Jodlowski	Oct. 15 2024 "One on One Career Coaching"	190.00-
11/12/2024	14182	Green Earth Craft, Inc.	Nov.2024 "Pumpkin Truck"	250.00-
11/12/2024	14183	Quadrone Enterprise Inc.	Nov.2024 "S'mores Take & Make"	360.00-
11/12/2024	14184	Kristen Bott-Hayes	Nov.2024 "Pet Rock"	200.00-
11/12/2024	14185	Amazon Capital Services	A3COCO37OGIAVX	108.61-
11/12/2024	14186	Shabnam Faruqui	Reimbursement for postage	2.21-
11/12/2024	14187	Coachman Luxury Transport	Client ID AmityPLMC	2,500.00-
11/12/2024	14188	Demco, Inc.	312032000	165.06-
11/12/2024	14189	Environmental Landscaping & Design		551.00-
11/12/2024	14190	EverBank	20416784	198.00-
11/12/2024	14191	First-Citizens Bank & Trust Co.	1750795	121.00-
11/12/2024	14192	Island Industrial Boilers		1,562.00-
11/12/2024	14193	Lund Valve Testing		55.00-
11/12/2024	14194	Midwest-Adult AV	2000001615	13.49-
11/12/2024	14195	National Grid	56405-34000	168.25-
11/12/2024	14196	NYS and Local Retirement System	50713	156,348.00-
11/12/2024	14197	Quatela Chimeri PLLC		702.00-
11/12/2024	14198	Skinnon & Faber, CPAs, P.C.		315.00-
11/12/2024	14199	Staples	NYC 1007943	141.84-

DATE	NUM	VENDOR	MEMO/DESCRIPTION	AMOUNT
11/12/2024	14200	Verizon Business	Y2750953	0.34-
11/12/2024	14201	Winters Bros. Hauling of LI, LLC	21-15788 0	423.83-
11/12/2024	14202	Newsday	53493683	231.92-
11/12/2024	14203	Anchor Coffee LLC	Nov.12 2024 "Coffee,Books,Snacks"	125.00-
11/13/2024	14204	B&T - Aut. Yours	L0771083	360.49-
11/13/2024	14205	B&T - Proc/Fiction	L2124653	758.30-
11/13/2024	14206	B&T - Large Print	L4088893	238.90-
11/13/2024	14207	B&T - Children's Bks	L8002843	198.85-
11/13/2024	14208	B&T - Processed	L9304793	613.00-
11/25/2024	14209	Donald Allen	Sept/Oct.2024	300.00-
11/25/2024	14210	Mary Kearns	Nov.2024 "One on One Citizenship"	600.00-
11/25/2024	14211	Lauren N. Donnelly	Nov.24 "SL/CE"	800.00-
11/25/2024	14212	Stephanie Ann Jodlowski	Nov.12 2024 "One on One Career Coaching"	190.00-
11/25/2024	14213	Green Earth Craft, Inc.	Nov. 13 2024 "Paracord Bracelets"	250.00-
11/25/2024	14214	Jolanta Bazyte	Nov. 7,14 2024 "Morning Inter Yoga"	300.00-
11/25/2024	14215	Fortunate Hand LLC	Nov.24 "Trivia Night/BYOBook"	450.00-
11/25/2024	14216	Great South Bay Dance LLC	Nov.2024 "Dance w/me & Hip Hop"	500.00-
11/25/2024	14217	Dianne Hawxhurst	Nov. 2024 "Countdown to Christmas"	325.00-
11/25/2024	14218	Maria D'Andrea	Nov.2024 "Dream Interpretation"	150.00-
11/25/2024	14219	Lucrezia Levanti	Nov.2024 "Thankful Bottle"	330.00-
11/25/2024	14220	Nadia Campbell-Mitchell	Nov.5&19 2024 "Reiki on Zoom"	200.00-
11/25/2024	14221	Sandra Rovira	Nov.2024 "Beginners Yoga"	225.00-
11/25/2024	14222	Robert Subject	Reimbursement for SCLA Membership	55.00-
11/25/2024	14223	Steven Soper	Oct/Nov.24 "Mileage Reimbursement"	12.86-
11/25/2024	14224	Amazon Capital Services	A3COCO37OGIAVX	1,208.93-
11/25/2024	14225	Blackstone Publishing	168108	29.99-
11/25/2024	14226	Central Business Systems	AP00	39.75-
11/25/2024	14227	CSEA Employee Benefit Fund	Group#289	1,417.09-
11/25/2024	14228	CSEA, Inc.	Nov.2024 "Csea Dues"	684.36-
11/25/2024	14229	Cullen & Danowski, LLP	ID# 70550	600.00-
11/25/2024	14230	First-Citizens Bank & Trust Co.	1750795	497.34-
11/25/2024	14231	Island Industrial Boilers		6,297.07-
11/25/2024	14232	Luscher		1,387.50-
11/25/2024	14233	Ocean Janitorial Supply, Inc		195.40-
11/25/2024	14234	OTC Brands, Inc.	29071321	70.33-
11/25/2024	14235	Playaway Products LLC		318.70-
11/25/2024	14236	Skinnon & Faber, CPAs, P.C.		175.00-
11/25/2024	14237	Staples	NYC 1007943	276.82-
11/25/2024	14238	Staples	NYC 1007943	190.56-
11/25/2024	14239	Suffolk Cooperative Library System	ID# AMTY	6,700.00-
11/25/2024	14240	The New York Times	904126000	82.00-
11/25/2024	14241	Ultimate Pest Control Inc		810.00-
11/25/2024	14242	Utica National Insurance Group	202303888	12,874.00-
11/25/2024	14243	B&T - Instant books	L0269893	26.57-
11/25/2024	14244	B&T - Aut. Yours	L0771083	731.64-
11/25/2024	14245	B&T - Proc/Fiction	L2124653	150.56-
11/25/2024	14246	B&T - Large Print	L4088893	266.70-
11/25/2024	14247	B&T - Children's Bks	L8002843	52.61-
11/25/2024	14248	Amity Vacuum, Inc.		164.40-
11/26/2024	14249	Harriet Garelick	December Reimbursement	349.40-
11/26/2024	14250	Susan Handler	December Reimbursement	349.40-

DATE	NUM	VENDOR	MEMO/DESCRIPTION	AMOUNT
11/26/2024	14251	Joan Monteleone	December Reimbursement	349.40-
11/26/2024	14252	Nora Schual	December Reimbursement	349.40-
11/26/2024	14253	Linda Ferraro	December Reimbursement	174.70-
11/26/2024	14254	Frances Millnamow	December Reimbursement	174.70-
11/26/2024	14255	Mary Gordon-Ray	December Reimbursement	174.70-
11/26/2024	14256	Joan Traugott	December Reimbursement	174.00-
11/26/2024	14257	Christopher Fiore	Nov.2024 "Ukulele/Guitar"	720.00-
11/26/2024	14258	Key to My Art	Nov.25 2024 "Paint Night"	375.00-
11/26/2024	14259	Rosemary Algios	Nov.24 "American Sign Language"	450.00-
11/26/2024	14260	Shadd Jamison	Travel/Mileage Reimbursement	454.79-
11/26/2024	14261	Nassau County Museum of Art		600.00-
11/26/2024	14262	Verizon	651-755-985-0001-74	705.81-
11/26/2024	14263	BVCA		90.00-
11/26/2024	14264	Todd Schlitt	Mileage Reimbursement	126.10-
11/26/2024	14265	Nadia Campbell-Mitchell	August 6 & 20 2024 "Reiki on Zoom"	200.00-
Total for 01-0200-000-1 M&I/Checking				\$ 262,721.16-
02-0201-004 M&T/Capital				
11/04/2024	1132	Flanagan Electric Corp	FEC Job# 3687	3,800.00-
Total for 02-0201-004 M&T/Capital				\$ 3,800.00-
02-0201-005 M&T/2024 Library Bonds				
11/13/2024	1011	Cassone Leasing, Inc		2,014.00-
11/13/2024	1012	John Miccoli	Id# 6	2,500.00-
11/13/2024	1013	Quatela Chimeri PLLC		260.00-
11/26/2024	1014	CALL-A-HEAD	Cust# AMITYVILL3	831.00-
11/26/2024	1015	Park East Construction Corp.		27,114.15-
Total for 02-0201-005 M&T/2024 Library Bonds				\$ 32,719.15-

Amityville Public Library

25-6A

Check Register

December 1-18, 2024

DATE	NUM	VENDOR	MEMO/DESCRIPTION	AMOUNT
01-0200-000-1 M&T/Checking				
12/10/2024	14266	Howard Dashkin	July/Aug "Latin Mix" Aug/Sep "Line Dancing"	1,600.00-
12/10/2024	14267	Kate Ciannella	Nov.24 "Qigong"	600.00-
12/10/2024	14268	Sandra Rovira	Nov.24 "Chair Yoga"	300.00-
12/10/2024	14269	Danielle Hitner	Nov.24 "Zumba"	500.00-
12/10/2024	14270	Amazon Capital Services	A3COCO37OGIAVX	191.05-
12/10/2024	14271	Ann Guarascio	Nov.2024	495.00-
12/10/2024	14272	CCP Solutions, LLC	AP03	296.72-
12/10/2024	14274	DRP Solutions	AP11	2,133.13-
12/10/2024	14275	EverBank	20416784	198.00-
12/10/2024	14276	Cengage Learning Inc / Gale	123506	78.72-
12/10/2024	14277	First-Citizens Bank & Trust Co.	1750795	121.00-
12/10/2024	14278	FNBO	**** * 5913	4,464.34-
12/10/2024	14279	Fusion Networks		100.00-
12/10/2024	14280	Midwest Tape, LLC	2000015934	258.50-
12/10/2024	14281	Midwest-Adult AV	2000001615	11.24-
12/10/2024	14282	NYS Employees' Health Insurance Pending Account	03577	39,921.77-
12/10/2024	14283	PSEGLI	0346-5000-72-1	3,190.80-
12/10/2024	14284	Quatela Chimeri PLLC		1,170.00-
12/10/2024	14285	Skinnon & Faber, CPAs, P.C.		245.00-
12/10/2024	14286	Staples	NYC 1007943	99.89-
12/10/2024	14287	Sunrise Window Cleaning		155.00-
12/10/2024	14288	SCLS - Overdues	AMTY	39.90-
12/10/2024	14289	The Hartford	14807494	2,607.25-
12/10/2024	14290	Ultimate Pest Control Inc	13020	250.00-
12/10/2024	14291	Winters Bros. Hauling of LI, LLC	21-15788 0	423.83-
12/10/2024	14292	B&T - Instant books	L0269893	114.38-
12/10/2024	14293	B&T - Aut. Yours	L0771083	400.36-
12/10/2024	14294	B&T - Proc/Fiction	L2124653	175.14-
12/10/2024	14295	B&T - Large Print	L4088893	235.07-
12/10/2024	14296	B&T - Processed	L9304793	319.63-
12/10/2024	14297	Elsada Warner	APL Bus Trip Refund "Annie"	160.00-
12/10/2024	14298	Dorothy Bausch	APL Bus Trip Refund "Annie"	160.00-
12/10/2024	14299	Maria Izaguirre	APL Bus Trip Refund "Annie"	240.00-
12/10/2024	14300	Augusta D McFarland	APL Bus Trip Refund "Annie"	80.00-
12/10/2024	14301	Lourdes Pileta	APL Bus Trip Refund "Annie"	80.00-
12/10/2024	14302	Theresa Schumann	APL Bus Trip Refund "Annie"	160.00-
12/10/2024	14303	Karen Himmelmann	APL Bus Trip Refund "Annie"	80.00-
12/10/2024	14304	Ann Cannella	APL Bus Trip Refund "Annie"	80.00-
12/10/2024	14305	Joseph M Finegan	APL Bus Trip Refund "Annie"	80.00-
12/10/2024	14306	Ketty C. Posilgua-Sinnott	APL Bus Trip Refund "Annie"	80.00-
12/10/2024	14307	Environmental Landscaping & Design		175.00-
12/10/2024	14308	United States Postal Service		1,703.04-
Total for 01-0200-000-1 M&T/Checking				\$ 63,773.76-

02-0201-005 M&T/2024 Library Bonds

DATE	NUM	VENDOR	MEMO/DESCRIPTION	AMOUNT
12/10/2024	1016	Amityville VFW	Oct/Nov.2024	2,400.00-
12/10/2024	1017	Cassone Leasing, Inc		2,014.00-
12/10/2024	1018	Intricate Tech Solutions	Project Nos: 58-01-06-03-6-015-008	11,799.23-
12/10/2024	1019	J.C. Broderick & Associates, INC		3,946.00-
12/10/2024	1020	John Mccoll	Id# 6	2,250.00-
12/10/2024	1021	Quatela Chimeri PLLC		3,562.00-
12/10/2024	1022	Stalco Construction, Inc.		150,279.25-
12/10/2024	1023	Stalco Construction, Inc.		279,164.15-
12/10/2024	1024	Park East Construction Corp.		32,554.44-
Total for 02-0201-005 M&T/2024 Library Bonds				\$ 487,969.07-
Not Specified				
12/10/2024	14273	Cassone Leasing, Inc	Voided	0.00
Total for Net Specified				\$0.00



Monthly Progress Report

November 2024

Amityville Public Library



Report prepared by Christopher Bueno



PARK EAST
CONSTRUCTION
CORP.



Table of Contents

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*Providing Leadership,
Integrity, and Building
Excellence since 1989*



Section I – Program Summary November 2024

Project Summary

- New Children Areas Sections.
- New Circulation Areas.
- New Study Rooms.
- New Public Restrooms.
- New Meeting Rooms.
- New Exterior 2nd floor Terrace.
- New 2nd Floor Staff Work Rooms.
- New Elevator.
- New Mechanical Equipment for Extension.
- New Building Fire Alarm System.
- New Light Fixtures.



Section II - Work Progress November 2024

- Hirsch Plumbing will start the layout for the first-floor bathroom by installing the rough plumbing only.
- Stalco installed second-floor steel joist for the dormer. Started framing the second-floor walls with window openings in the new dormer.
- Installed the new slab on deck for the 2nd-floor office and IT room.
- Stalco revised and coordinated the final paperwork needed by Durcan Engineering regarding filing for the dewatering permit for phase 1 construction.
- CDJ installed the new fire alarm system next to the existing fire alarm.
- New CO smoke detectors and strobes have been installed at the basement level.
- CDJ installed new conduits from the mechanical room main panel to the first-floor new electrical closet.
- Intricate installed a 6" and 8" ID flue running through the existing mechanical room and into the exterior storage room.
- Continued submission of submittals.
- Continued with RFI submission.
- Continue tracking long lead items.
- Continue to follow up with the dewatering permit.



Section III – Work Planned December 2024

- CDJ will start running the electrical conduit from the new second-floor office to the IT room, allowing for future low-voltage wires.
- Hirsch Plumbing will continue installing rough plumbing for the first-floor bathrooms.
- Intricate to return and remove the temporary hot water exhaust and install the permanent 6" flue going through the same area into the exterior storage room.
- Stalco continues framing the second floor after the new dormer is installed and secured.
- DCS will remove the existing shingles from the main roof and install new GAF shingles on the existing building.
- NYCO will inform us if the proper paperwork is submitted. The DEC will then respond with a time frame for obtaining a dewatering permit.
- Continued submission of submittal.
- Continued submission of RFI.
- Continue tacking long lead items.
- Continue to follow up with the dewatering permit.



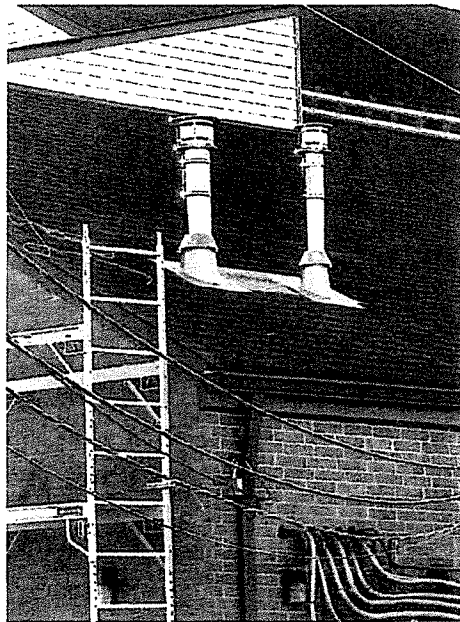
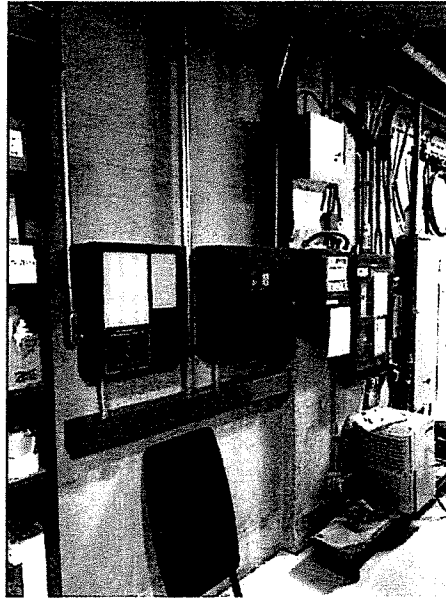
Section IV – Progress Photos



York Concrete pours the new slab on deck on the second-floor existing office.



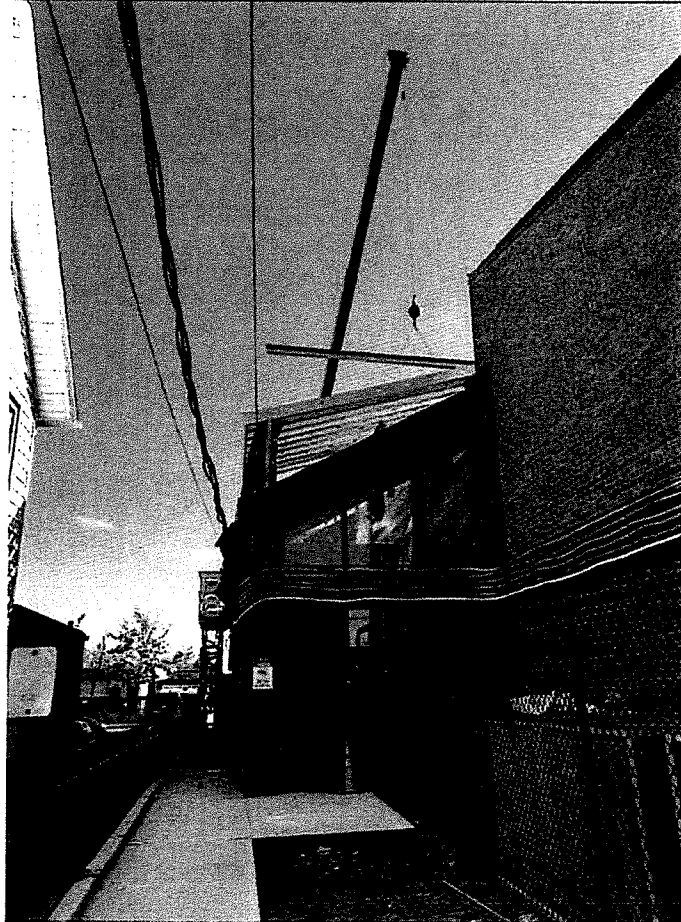
Section IV – Progress Photos



CDJ installed a new fire alarm system that will be active once phase 1 is complete. Intricate installed the boiler and hot water heater flues.



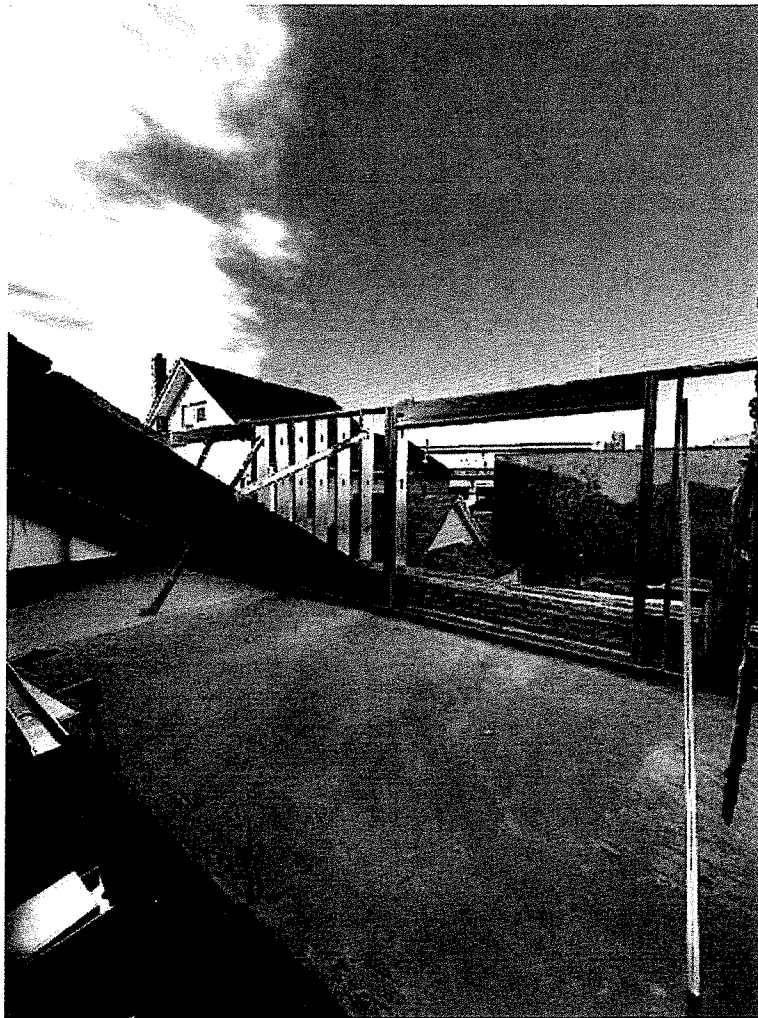
Section IV – Progress Photos



Stalco hoisted the new steel joists with the crane. This will allow the installation of a new second-floor dormer.



Section IV – Progress Photos



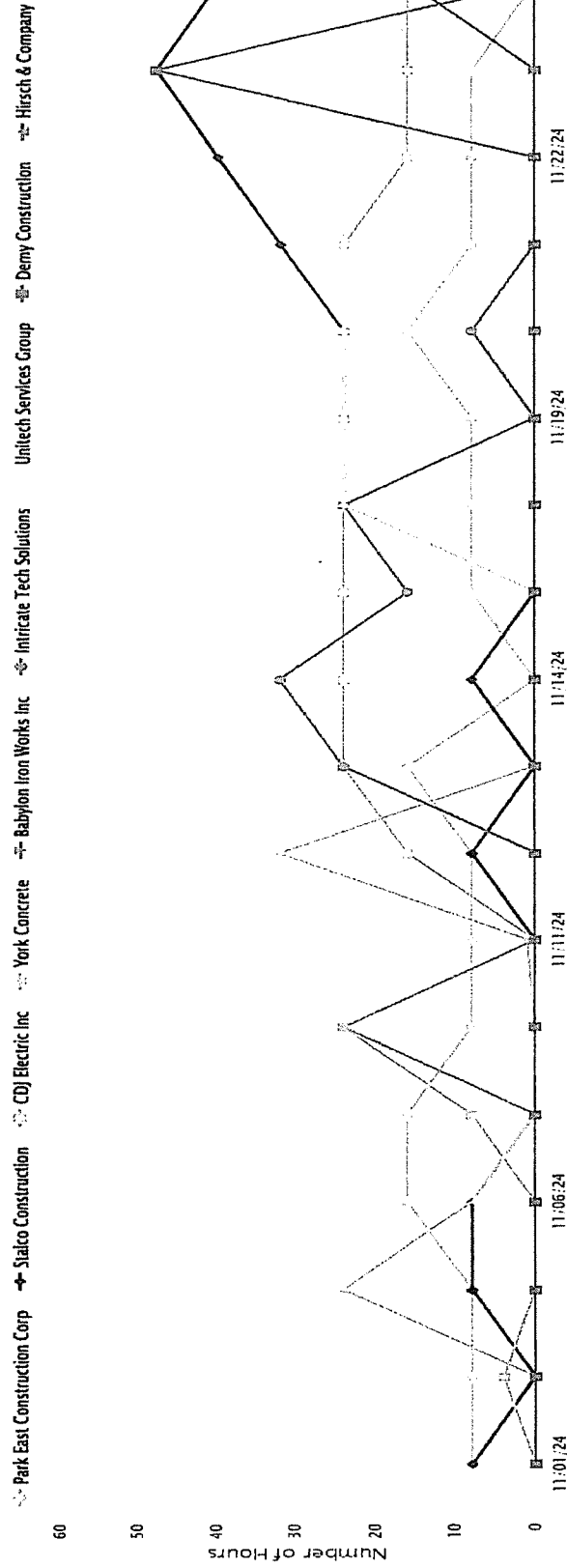
Stalco started installing the 2nd-floor exterior wall framing and will continue framing the rest of the walls and the dormer windows.



Section V – Workforce Summary – Company/Hours November 2024

Daily Log Manpower Report

MANPOWER GRAPH





Amityville Public Library
November 2024
End of Progress Report