

April 22, 2010

The 704th Meeting of the Board of Trustees of the Elmont Public Library, Elmont Union Free School District, Town of Hempstead, Nassau County, New York, was held at the Elmont Public Library on April 22, 2010.

CALL TO ORDER/EXECUTIVE SESSION

The meeting was called to order by Ms. Tania Lawes, President, at 6:00 p.m.

MEMBERS PRESENT: Ms. Tania Lawes, President
Ms. Joanne Mazzeo, Vice President
Ms. Maria Gregori
Ms. Monique Hardial
Ms. Kathleen Harsch
Ms. Pauline Johnson
Mr. Patrick Nicolosi

ALSO PRESENT: Ms. Maggie Gough, Director
Robert O'Brien, Esq., Library Board Attorney
Mr. Frank Marino, Advanced Consulting Corp.
Ms. Catherine Antioco, Library Board Clerk

PUBLIC: See attached sign in sheet.

Ms. Mazzeo moved to go into executive session at 6:00 p.m. to discuss personnel and legal matters. Seconded by Ms. Johnson.

Unanimously carried.

The Board reconvened in Public Session at 8:05 p.m.

SALUTE TO THE FLAG

Agenda Items

No discussion.

Meeting Room/Theatre Requests

St. Benedict's School of Dance was represented by Terri Rhymes-Lowery. They requested use of the theatre for a program celebrating the history of Michael Jackson. The application was reviewed by the attorney and found to be in order.

Ms. Johnson moved to approve the theatre use request of St. Benedict's School of Dance for June 19, 2010, if the date is available, pending receipt of the insurance certificate. Seconded by Mr. Nicolosi.

Unanimously carried.

Ms. Johnson moved to approve the meeting room request of Assemblyman Alfano for a planning meeting on April 29, 2010, pending availability. Seconded by Ms. Mazzeo.

Unanimously carried.

APPROVAL OF THE MINUTES

Minutes of the Meeting of March 25, 2010

Page 8, "Legal" second paragraph, change "Assemblyman Ambrosino" to "Councilman Ambrosino."

Page 8, "Correspondence, change "Morton Civil Association" to "Morton Civic Association."

Page 8, "Correspondence," add "The Director was requested to write a letter to Councilman Ambrosino thanking him for his assistance in arranging the voting date."

Ms. Gregori moved to approve the Minutes of the Meeting of March 25, 2010, as corrected. Seconded by Ms. Mazzeo.

Unanimously carried.

Minutes of the Meeting of March 30, 2010

Ms. Gregori moved to accept the minutes of the meeting of March 30, 2010, as presented. Seconded by Ms. Harsch.

Unanimously carried.

FINANCE**Budget Hearing**

Mr. Thomas Madera asked if he could obtain a copy of the actual figures for budget expenditures for last year to compare to the actual budget figures under "2008/2009" and "2009/2010 Budget" on the proposed budget worksheet. He was told by the attorney that he should file a FOIL request for this information. It was explained that these figures are included in the accountant's report that he submits quarterly.

Mr. Nicolosi moved to accept the 2010/2011 proposed budget in the amount of \$2,391,942.00, the amount to be raised by taxation.
Seconded by Ms. Hardial.

Unanimously carried.

Aministrative Fund Disbursements dated April 16, 2010

No discussion.

Treasury Warrants

Question regarding Treasury Warrant #2000 dated April 22, 2010, Check #14909, Code V in the amount of \$356.00 payable to "American Library Association." This was for giveaways and decorations for National Library Week.

Ms. Mazzeo moved to approve Treasury Warrant #1995 dated March 25, 2010 (Payroll Warrant) in the amount of \$60,974.95.
Seconded by Ms. Johnson.

Unanimously carried.

Ms. Mazzeo moved to approve Treasury Warrant #1998 dated April 7, 2010 (Payroll Warrant) in the amount of \$96,183.07.
Seconded by Ms. Johnson.

Unanimously carried.

Ms. Mazzeo moved to approve Treasury Warrant 2000 dated April 22, 2010 (April Bill Warrant) in the amount of \$56,982.55.
Seconded by Mr. Nicolosi.

Unanimously carried.

Ms. Mazzeo moved to approve Treasury Warrant #2001 dated May 1, 2010, (Board Appointees Warrant) in the amount of \$11,801.26.
Seconded by Mr. Nicolosi.

Unanimously carried.

Monthly Position Paper for the period March 19, 2010 to April 16, 2010

Discussion followed regarding:

Code II, 450 6. Oil Gas Heat was overspent by \$3,231.41.

Code III, 9055.8 4. Disability Insurance was overspent by \$1,347.78

It was explained that this will not cause us to go over budget because the Library's budget is not a "line by line" budget, and some lines are underspent.

MAIN LIBRARY AND BRANCHES

Director's Report

Ms. Gough reported.

The March 24, 2010 staff meeting introduced the staff to the new ALIS proposed interface "Encore."

The April 7, 2010 meeting advised the staff of the recent acquisition of the Sewanhaka High School District middle school/high school text books that are now available in the Young Adults Department.

National Library Week was very successful.

Sharon Roberts and Steve Harsch attended the NLS/NCLA sponsored Customer Service Workshop on April 15, 2010. Vicky Bruno attended the Children's Place Workshop on April 11 to April 15, 2010. Reports on attendance at these workshops will be available for the Board's information.

Regarding the budget workshop held on March 30, 2010, Ms. Gough thanked all the Board for working to present a zero increase budget to the community.

For the past three weeks, the Alden Manor branch has been subject to flooding. Mr. Marino has put in water pumps, circulating fans and directed cleaning up operations. He has made arrangements with the owner to install two pumps in the basement and will have the building environmentally cleared before the staff and patrons return.

Mr. Marino and the Director are developing construction plans and going out to bid for the information desk to be installed in the high circulation area of new books/media. Additional plans include disassembling the existing reference desk area to accommodate the Career and Health and Wellness Centers.

Ms. Gough asked the Trustees if they will agree to a request from NLS to display a sign saying that the Elmont library is a member of NLS. The Trustees were agreeable, provided they see the sign before it is placed at the Library. They would also like to know the cost to NLS for these signs.

After a brief discussion, the following motions were made:

Mr. Nicolosi moved to permit up to nine staff members to attend the Long Island Library Conference on Thursday, May 6, 2010, at the Crest Hollow Country Club from 8:30 a.m. to 3:45 p.m., provided adequate staffing is available, for a total cost not to exceed \$450.00. Seconded by Ms. Hardial.

Unanimously carried.

Ms. Johnson moved to permit the Director to attend the annual ALA Conference in Washington, D.C. from June 25 to June 29, 2010, at an estimated cost of \$1,275.00. Seconded by Ms. Gregori.

Unanimously carried.

Advanced Consulting Corporation Report

Mr. Marino reported.

He advised that a postcard explaining the upcoming budget will be mailed to residents at a cost of \$2,749.00. Discussion followed regarding the need for this separate mailer this year when it was included in the newsletter in the past. This was an unusual situation this year because of the change in the date of the newsletter. Next year the budget information will again be included in the newsletter.

The RFP was mailed to five CPA firms and is due back by May 20, 2010.

Mr. Marino advised that he has completed the required paperwork to claim “unclaimed funds” from the State. He suggested the public to go onto “www.osc.state.ny.us” to see if they may be on the list of persons with unclaimed funds.

Regarding the proposed Library loan request to the School District,

Ms. Gregori moved to send the proposed loan letter to the School District in the total amount of \$975,000.00. Seconded by Ms. Johnson.

Unanimously carried.

Ms. Gough, Ms. Seward and Mr. Marino have met with representatives of Citibank, TD Bank and Bank of New York regarding our banking. A negative

thus far for the Bank of New York is that it does not have a local representative. When he gets all the information, he will make a recommendation to the Board.

Regarding Bid EPL 2010-2, Millwork, the bid was mailed out.

Regarding flooding at the Alden Manor Branch, an environmental testing company will test the air quality, and he expects the branch will reopen on Friday. It has been closed for seven (7) days.

COMMITTEE REPORTS

Regarding proposed changes to Policy 700-1, Meeting Room Use Policy,

Ms. Johnson moved to approve the changes to Policy 700-1, Meeting Room Use. Seconded by Ms. Harsch.

Unanimously carried.

Ms. Johnson moved to approve the changes to Policy 700-3, Theatre Use Policy. Seconded by Mr. Nicolosi.

Unanimously carried.

Ms. Mazzeo moved to approve the changes to Policy 300-6, Procurement Policy. Seconded by Mr. Nicolosi.

In Favor: Ms. Gregori, Ms. Harsch, Ms. Johnson, Mr. Nicolosi, Ms. Mazzeo

Opposed: Ms. Hardial

Motion carried.

The President thanked the members of the above committees.

Regarding the Scholarship Committee, at present we only have enough money to award a scholarship to one student from Sewanhaka High School and one from Elmont Memorial High School.

LEGAL

Mr. O'Brien reported.

Mr. O'Brien reviewed EPL 2010-2 for legal content, and found it to be in order.

A union negotiation is scheduled for Thursday, April 29, 2010.

PERSONNEL

There were no personnel items for discussion.

CORRESPONDENCE

A letter was received from the American Legion inviting everyone to come out to the Memorial Day parade on Saturday May, 29, 2010, starting at 9:30 a.m. in the Sewanhaka High School parking lot and ending at the Library.

NEW BUSINESS

Mr. Nicolosi asked the Director if the Library use statistics could include a comparison to the prior year.

OLD BUSINESS

Regarding Policy 300-8, Overtime Pay/Exceed Part-Time Hours,

Ms. Johnson moved to approve the changes to Policy 300-8 Overtime Pay/Exceed Part Time Hours. Seconded by Ms. Harsch.

Unanimously carried.

Regarding Policy 200-4, Official Newspapers,

Ms. Johnson moved to approve the changes to Policy 200-4, Official Newspapers. Seconded by Mr. Nicolosi.

Unanimously carried.

This is the second reading for Policy 300-8 and Policy 200-4 and, therefore, they take effect as of this date.

PUBLIC

Mr. Barry Del Maestro asked why we don't include the actual budget expenditures alongside the proposed budget expenditures. It was explained that the fiscal year does not end until June 30 each year, but that the Accountant's quarterly report includes reports that keep the Board and the public up to date as to the budget status.

He also asked what kind of surplus the Library carries. Mr. Marino replied that it is in the area of \$60,000.00 to \$80,000.00 yearly. At present the Library has about a \$180,000.00 unreserved fund balance and \$400,000.00 reserved fund balance.

Mr. John Beasley congratulated the Board on presenting a zero increase budget. However, he was concerned about the reduction in staff salaries. The Director advised that a portion of it has to do with better utilization of part-time staff. He

also was of the opinion that actual figures should be included in the budget mailer.

Ms. Pat McGee expressed her opinion to the Trustees that the ALA conference is a very important one that every library director should attend.

OTHER

No discussion.

ADJOURNMENT

The next regularly scheduled meeting of the Board of Trustees will be held on Thursday, May 27, 2010 at 6:00 p.m. The Board will go into Executive Session from 6:00 p.m. to 7:00 p.m. At 7:00 p.m. there will be a meeting to discuss the Library's goals, which will be open to the public. The regular Board meeting will commence at 8:00 p.m.

Ms. Johnson moved to adjourn the meeting at 9:55 p.m. Seconded by Ms. Harsch.

Unanimously carried.

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Respectfully submitted,

Catherine Antioco
Library Board Clerk