

April 28, 2011

The 716th 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 28, 2011.

**CALL TO ORDER/EXECUTIVE SESSION**

The meeting was called to order by Ms. Tania Lawes, President at 6:30 p.m.

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

**MEMBERS ABSENT:** Ms. Maria Gregori (prior notice given)

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

**PUBLIC** See attached sign-in sheet

Ms. Mazzeo moved to go into executive session at 6:30 p.m. to discuss personnel and legal matters. Seconded by Mr. Nicolosi.

Unanimously carried.

The Board reconvened into Public Session at 8:25 p.m.

**SALUTE TO THE FLAG**

**Agenda Items**  
No discussion.

### **Meeting Room/Theatre Requests**

There were no meeting room or theatre requests for the Board's consideration.

### **APPROVAL OF THE MINUTES**

#### **Minutes of the Meeting of March 24, 2011**

Page 6, Old Business, 1st paragraph, change "Regarding the 2011/2012 proposed budget, there is a zero increase" to read: "Regarding the 2011/2012 proposed budget, there is a zero tax increase...."

Ms. Johnson moved to approve the Minutes of the Meeting of March 24, 2011, as corrected. Seconded by Ms. Harsch.

Unanimously carried.

### **FINANCE**

#### **Administrative Fund Disbursements dated April 21, 2011**

We have collected late fees and fines on all outstanding materials borrowed by patrons for which we have had to reimburse lending libraries.

#### **Credit Card Expense Report for the Billing Cycle 2/25/11 - 3/14/11**

Ms. Mazzeo moved to approve the Credit Card Expense Report for the Billing Cycle 2/25/11 to 3/14/11 in the amount of \$436.18. Seconded by Ms. Johnson.

Unanimously carried.

#### **Financial Position Paper for the Period March 19, 2011 to April 21, 2011**

Computer Services & Databases line was overspent.

### **Treasury Warrants**

Warrant 2053 dated April 28, 2011, check number 1442, code 452 in the amount of \$388.90 payable to L.I. Locksmith was to rebuild the back door combination lock and fix the push button lock on back doors.

Ms. Mazzeo moved to approve Treasury Warrant #2051 dated April 6, 2011 (Payroll Warrant) in the amount of \$100,105.13. Seconded by Mr. Nicolosi.

Unanimously carried.

Ms. Mazzeo moved to approve Treasury Warrant #2052 dated April 20, 2011 (Payroll Warrant) in the amount of \$62,609.72. Seconded by Mr. Nicolosi.

Unanimously carried.

Ms. Mazzeo moved to approve Treasury Warrant #2053 dated April 28, 2011 (April Bill Warrant) in the amount of \$61,553.53. Seconded by Mr. Nicolosi.

Unanimously carried.

Ms. Mazzeo moved to approve Treasury Warrant #2054 dated May 1, 2011 (Board Appointees' Warrant) in the amount of \$11,744.76  
Seconded by Mr. Nicolosi.

Unanimously carried.

## **MAIN LIBRARY AND BRANCHES**

### **Director's Report**

Ms. Gough reported.

The Employee Work Performance Evaluation forms have been completed and evaluations are being conducted.

The ALIS Executive Board selected Ms. Gough to fill a position on the Executive Board.

The NLS Area 5 Meeting will be held on Wednesday, May 18, 2011 at 7:30 at the Hillside Public Library.

Ms. Gough requested permission for five staff members to attend the Long Island Library Conference on May 5, 2011 at the Crest Hollow Country Club a cost of \$50.00 per person.

Ms. Johnson moved to permit up to five (5) staff members to attend the Long Island Library Conference on May 5, 2011 at a cost of \$50.00 person, plus gas reimbursement for one car that will be used for transportation to the conference.  
Seconded by Mr. Nicolosi.

Unanimously carried.

The Trustees approved the language in the annual letter to be sent to the community regarding the budget.

Ms. Gough requested permission to close the branches an additional day to make up for not replacing two part-time clerks who were working at the main branch, effective June 1, 2011.

Ms. Johnson moved to close the branches an additional day, commencing June 1, 2011. Seconded by Ms. Hardial.

Unanimously carried

Commencing June 1, 2011, the Alden Manor Branch will be closed on Tuesdays and Thursdays and the Stewart Manor Branch will be closed on Wednesdays and Thursdays.

Mr. Nicolosi moved to eliminate a full-time custodian position effective April 30, 2011. Seconded by Ms. Hardial.

Unanimously carried.

Mr. Nicolosi moved to establish a title of maintainer full-time position. Seconded by Ms. Hardial.

Unanimously carried.

Mr. Nicolosi moved to hire Michael Marino as a full-time maintainer at the salary of \$41,000 per year, with a probationary period of twelve (12) weeks, effective Monday, May 2, 2011. Seconded by Ms. Hardial.

Unanimously carried.

Michael Marino is no relation of the business manager, Frank Marino.

Brief discussion regarding some programs that have had zero participation. The Instrumental Jazz program was canceled due to illness. Senior Connections has low attendance, but it is a free program and providing service to the seniors who do come in is very beneficial to them.

### **Advanced Consulting Corporation Report**

Mr. Marino reported.

Bids were awarded as per the Board direction.

Discussion regarding sinking a well to supply water for irrigation. Financially, the investment will be returned within thirty (30) months. The Board directed Mr. Marino to go out to bid.

The wall to support the glass in the Young Adults department has been completed and glass will be installed tomorrow.

The Trustees were provided with new district assessments.

### **COMMITTEE REPORTS**

#### **Policy Committee**

Regarding Policy 700-3, Theatre Policy, there was an additional question for the attorney's attention. Decision regarding this policy was postponed to the May meeting.

Policy 200-1 Library Board Meetings - Discussion regarding "Conduct of Meetings," the Trustees requested changing the order of Meeting Procedures, section iii, number 8 to include the Personnel Report with the Director's Report.

Ms. Mazzeo moved to approve Policy 200-1, Library Board Meetings, as corrected, with a new amended date of April 28, 2011. Seconded by Mr. Nicolosi.

Unanimously carried.

Policy 300-2, Library Contingency Fund

Mr. Nicolosi moved to approve Policy 300-2, with a new amended date of April 28, 2011. Seconded by Ms. Mazzeo.

Unanimously carried.

Policy 300-10, Conference Attendance

Ms. Mazzeo moved to approve Policy 300-10, Conference Attendance, with a new amended date of April 28, 2011. Seconded by Mr. Nicolosi.

Unanimously carried.

Policy 300-12, Cost of Gas

Ms. Mazzeo moved to approve Policy 300-12, Cost of Gas, with a new amended date of April 28, 2011. Seconded by Mr. Nicolosi.

Unanimously carried.

#### Scholarship Committee

To date, the Scholarship Committee fund raisers have raised \$1,935.20. A meeting will be scheduled so that committee members can review scholarship applications.

#### NASSAU LIBRARY SYSTEM

Nothing in addition to that discussed above.

#### LEGAL

Mr. O'Brien reported.

Union negotiations are ongoing.

#### CORRESPONDENCE

No discussion.

#### NEW BUSINESS

The Director was requested to put the policy regarding unattended children at library on the web site.

The Job Fair will be held on Wednesday, May 4<sup>th</sup> from 11:00 a.m. to 2:00 p.m. Thirty vendors will participate.

There are two dedicated computers for persons looking for jobs.

Elmont Health Check on May 14 will be held at the Library from 10:00 a.m. to 4:00 p.m. Included will be dental exams and procedures. Three hundred bags of food will be given to the first 300 persons who have completed the health screenings.

Regarding a recent article in the newspapers referring to persons using library computers to access pornographic sites, we have policies for computer use as well as fire walls that the Director is confident will deter anyone using library computers to access pornography.

The public was encouraged to come out for "poetry slams" in the Young Adults Department. Dr. Linda Opry has been designated Poet Laureate for Nassau County.

#### OTHER

Ms. Lawes made the following statement:

“As my term of service ends and many of you know, I have chosen not to seek reelection. I take this opportunity to thank you, the greater Elmont community, for trusting that I was the right person for the job some five years ago. It was an honor to serve you.

“To my board colleagues, I thank you for twice electing me Vice President, and then, three terms as President.

“Director, Maggie Gough, I want to thank you for the work you do and I want to pay special attention to the dedication you showed in bringing the Jackie Robinson Exhibit to Elmont. I know a single person does not run the library and thus I recognize the efforts of the non-board members at this table and those who work here.

“The public is not always aware of the rules and regulations we must follow. We are often in the awkward position of not being able to disclose all we know or all we may want to share, but after we take the oath of office, we are obliged to protect the integrity of the institution. We do so by adhering to the rule of law and by avoiding the impression of impropriety. Always, the institution is first.

“We understand the public’s passions and concerns. As a board, we try to be fiscally responsible in our planning for today and the future. Sometimes that requires tough decisions to be made for the benefit of all.

“The board should not be the scapegoat for personal crusades. It is my hope, my plea that this community as a whole moves forward in a positive manner that benefits all of us. As the “Gateway to Long Island” let’s lead a shining example of unity and leadership for our youth and strength for our elderly. The mantle of excellence must be carried on all of our shoulders.

“Thank you and God Bless.”

## **PUBLIC**

The public was reminded of and asked to adhere to the three minute limit at the microphone.

Mr. Dan Jacob asked the Board for clarification as to why a program he presented to the Director was not sponsored and why he had not received a response from the Board. Mr. Jacob was advised that the Board leaves the decision of what programs will be allowed to the Director. After discussion, Ms. Lawes advised Mr. Jacob that the Board will review his program request and provide him with a decision in writing prior to the next meeting. Mr. Jacob said he would like the program to be presented in June.

Kathy Rau introduced herself as a candidate for the position of trustee on the Library Board. She is the former director of Cornell Cooperative Extension, worked for many volunteer activities, has spent her entire life in the Elmont community and attended both the elementary and high schools there. She is looking forward to learning more about the library.

Mr. Aubrey Phillips asked for clarification about the well previously discussed. We presently consume 400 million gallons of water a year for irrigation. The well would only be used for irrigation purposes.

He also commented that over the past few months, on several occasions, he was not able to use the wi-fi system at the library. Mr. Marino explained that every effort has been made to make sure there wi-fi is available for everyone at the library. The wireless antenna in Meeting Room 3 is being replaced. Many laptops are used wirelessly in the library everyday without issue.

Mr. Phillips commented on what he perceived to be inappropriate conduct on the part of Trustee Pauline Johnson and requested her to resign her position on the Board. He also requested a transcript of a recent hearing. Mr. O'Brien asked Mr. Philips to contact him prior to the next meeting.

Mr. Thomas Madera referred to the decision regarding an Article 78 lawsuit he brought against the Library which was decided in his favor. Mr. O'Brien had not been advised a decision had been received. He will obtain a copy.

In response to Mr. Philips' comments, Mr. Madera recommended the entire board step down, not just Ms. Johnson.

Mr. Nicolosi stated that he has requested the State Education Department to make more stringent rules and reforms regarding the qualifications for board members.

Ms. JoAnn Corrao asked how much money is received from the two neighboring towns that have voted to use the Elmont Public Library as their library. Mr. Marino reported that we receive approximately \$740,000, which funds are used to reduce our budget.

She also asked about the board's discussions regarding closing the branches. She was advised that this is not under discussion. The Stewart Manor Branch lease does not expire for another 20 months.

Ms. Cynthia Hervey explained that it takes her 35 minutes to walk from her home in Stewart Manor to the Main Branch or it takes about one hour by bus. She is opposed to any decision to close the branches.

The board is looking at the financial ramifications of keeping the branches open.

Mr. Anthony Corrao asked if it were possible to use volunteers to assist in staffing the branches. He was advised that this would conflict with Civil Service rules.

Mr. Richard DuBois said that he felt day-to-day operational decisions should be made by the director and the Board, but that there should be some forum for community involvement. It is possible that a solution to a particular problem could be introduced by a member of the public.

**OLD BUSINESS**

There was no unfinished business for the Board's review.

**ADJOURNMENT**

The next regularly scheduled meeting of the Board of Trustees will be on May 26, 2011 at 7:00 p.m. The Board will immediately go into executive session and reconvene into public session at 8:00 p.m.

Ms. Johnson moved to adjourn at 10.15 p.m. Seconded by Ms. Harsch.

Unanimously carried.

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Respectfully submitted,

Catherine Antioco