

August 25, 2011

The 720th 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 August 25, 2011.

CALL TO ORDER/EXECUTIVE SESSION

The meeting was called to order by Ms. Joanne Mazzeo, President at 7:00 p.m.

MEMBERS PRESENT: Ms. Joanne Mazzeo, President
Mr. Pat Nicolosi, Vice President
Ms. Maria Gregori
Ms. Monique Hardial
Ms. Pauline Johnson
Ms. Kathleen Rau

MEMBERS ABSENT: Ms. Kathleen Harsch (prior notice given)

ALSO PRESENT: Ms. Maggie Gough, Director
Mr. Frank Marino, Advanced Consulting Corp.
Thomas Volz, Esq., Library Board Attorney
Mr. Domenick J. Tarantino, CPA, Library Board Accountant
Mr. Arthur R. Venezia, CPA
Ms. Catherine Antioco, Library Board Clerk

PUBLIC See attached sign-in sheet

Ms. Johnson moved to go into executive session at 7:00 p.m. to discuss personnel and legal matters. Seconded by Ms. Rau.

Unanimously carried.

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

SALUTE TO THE FLAG

The Board President introduced Thomas Volz, Esq. the newly appointed Board Attorney.

PUBLIC

Agenda Items Only

No discussion.

APPROVAL OF THE MINUTES

Minutes of the Meeting of July 21, 2011

Page 8, "New Business," motion, Remove "Ms. Johnson" as having voted in favor and replace with "Ms. Harsch." And Change abstention from "Ms. Harsch" to "Ms. Johnson."

Page 10, "Public, last paragraph, add the following sentence: "Mr. Archer is not a resident of Elmont."

Ms. Rau moved to accept the Minutes of the Meeting of July 21, 2011, as corrected. Seconded by Ms. Gregori
In favor: Ms. Gregori, Ms. Harsch, Ms. Johnson, Ms. Mazzeo,
Mr. Nicolosi, Ms. Rau
Abstention: Ms. Hardial

Motion carried.

Minutes of the Special Meeting of August 3, 2011

Ms. Johnson moved to accept the Minutes of the Meeting of August 3, 2011, as presented. Seconded by Mr. Nicolosi
In favor: Ms. Gregori, Ms. Hardial, Ms. Harsch, Ms. Johnson,
Ms. Mazzeo, Mr. Nicolosi
Abstention: Ms. Rau

Motion carried.

FINANCE

Three Year Financial and Managerial Audit

At this time Mr. Arthur Venezia, CPA, presented the three-year audit requested by the Trustees for the years ended June 30, 2010, 2009 and 2008 (a copy of which is attached hereto). He said that he and his staff found everything to be in good shape and found the Library to be very impressive. He explained that the Government has changed some terminology and he presented his audit with that terminology. He discussed four recommendations with the Trustees, all of which were accepted and will be incorporated going forward. Mr. Venezia will review the Board's existing Policies to see if any changes need to be made concerning procedures or terminology.

Mr. Nicolosi moved to accept Arthur R. Venezia's Financial Report for the fiscal years ended June 30, 2010, 2009 and 2008, including the Management Letter dated May 27, 2011. Seconded by Ms. Gregori.

Unanimously carried.

Financial Statements dated March 31, 2011

At this time, Mr. Tarantino presented the Balance Sheet dated March 31, 2011 reflecting Assets of \$3,257,528.11, Liabilities of \$1,036,464.79, Fund Balance of \$1,316,943.80 and Appropriated Fund Balance of \$904,119.52.

The Statement of Revenues and Expenses With Accompanying Budget Comparisons for the Period July 1, 2010 to March 31, 2011 reflected a Cash Balance as of July 1, 2010 in the amount of \$1,391,680.82, Receipts of \$2,437,769.70, Total Expenses of \$2,349,037.71 resulting in a cash balance of \$1,480,412.81 as of March 31, 2011.

Changes in Fund Balance for the period July 1, 2010 to March 31, 2011 reflect a balance as of July 1, 2010 in the amount of \$477,862.19, Unspent Grants of \$3,455.00, less expenses and fund transfers of \$49,396.81, resulting in a fund balance as of March 31, 2011 of \$431,920.38.

After a brief discussion, Mr. Tarantino was excused.

Administrative Fund Disbursements dated August 25, 2011

Regarding check nos. 1523 and 1524, two patrons gave money to pay for lost books that were borrowed for them from other libraries, and Elmont in turn sent library checks to those libraries.

Credit Card Expense Report for the Billing Cycle 6/15/11 to 7/7/11

Ms. Johnson moved to approve the Credit Card Expense Report for the Billing Cycle 6/15/11 to 7/7/11 in the amount of \$1,433.68. Seconded by Ms. Gregori.

Unanimously carried.

Monthly Financial Position Paper for the Period July 16, 2011 to August 19, 2011

No discussion.

Treasury Warrants

Mr. Nicolosi moved to approve Treasury Warrant #2067 dated July 27, 2011 (Payroll Warrant) in the amount of \$63,112.75 Seconded by Ms. Johnson.

Unanimously carried.

Mr. Nicolosi moved to approve Treasury Warrant #2069 dated August 10, 2011 (Payroll Warrant) in the amount of \$72,706.62. Seconded by Ms. Johnson.

Unanimously carried.

Mr. Nicolosi moved to approve Treasury Warrant #2071 dated August 25, 2011 (August Bill Warrant) in the amount of \$85,084.51. Seconded by Ms. Johnson.

Unanimously carried.

Mr. Nicolosi moved to approve Treasury Warrant #2072 dated September 1, 2011 (Board Appointees' Warrant) in the amount of \$10,807.77. Seconded by Ms. Johnson.

Unanimously carried.

At this time (8:45 p.m.), Ms. Hardial was excused.

MAIN LIBRARY AND BRANCHES

Director's Report

Ms. Gough reported.

The summer reading clubs were quite successful.

Computers have been down at the branches because of the Verizon strike.

The Director went over the Agendas for the August staff meetings.

NLS will host programs at no cost to participants dealing with Word Press.

Ms. Rau moved to approve the attendance of interested staff members to the free NLS program dealing with Word Press.
Seconded by Ms. Johnson.

Unanimously carried.

Ms. Gough reviewed the mid-point statistics update summary for January through July, 2011.

Advanced Consulting Corporation Report

Mr. Marino reported.

Mr. Nicolosi moved to award Bid EPL 2011-04, Office Supplies, items 3, 15, 17, 18, 19, 20, 21, 33, 37, 45 and 46 to Ray Block Stationery for a total lump sum price of \$622.41. Seconded by Ms. Johnson.

Unanimously carried.

Mr. Nicolosi moved to award Bid EPL 2011-04, Office Supplies, items 1, 2, 4, 22, 32 and 35 to Huntington Business Products for a total lump sum price of \$301.99. Seconded by Ms. Rau.

Unanimously carried.

Mr. Nicolosi moved to award Bid EPL 2011-04, Office Supplies, item 34 to Brodart for a total lump sum price of \$117.42. Seconded by Ms. Johnson.

Unanimously carried.

Mr. Nicolosi moved to award Bid EPL 2011-04, Office Supplies, items 8, 9, 23, 24, 38 and 39 to Highsmith for a total lump sum price of \$1,906.32. Seconded by Ms. Rau

Unanimously carried.

Mr. Nicolosi moved to award Bid EPL 2011-04, Office Supplies, items 5, 6, 7, 10, 11, 12, 13, 14, 16, 28, 29, 30 and 31 to Demco for a total lump sum price of \$687.04. Seconded by Ms. Johnson.

Unanimously carried.

Mr. Nicolosi moved to award Bid EPL 2011-05, Paper, to Ray Block Stationery for a total lump sum price of \$1,681.72. Seconded by Ms. Johnson.

Unanimously carried.

Mr. Nicolosi moved to award Bid EPL 2011-06, Janitorial Supplies, to Essential Maintenance for a total lump sum price of

\$547.00. Seconded by Ms. Johnson.

Unanimously carried.

Bid EPL 2011-07, Irrigation Well Pump, will be publicized in September.

Mr. Marino is awaiting receipt of the signed CSEA contract.

COMMITTEE REPORTS

Regarding Policy 700-4 dealing with unattended children at the Library, Ms. Rau and Ms. Gregori presented their report. They reviewed the policies from other libraries and are recommending the Board allow children ten (10) years of age or children attending sixth grade to remain unattended at the Library for a limited amount of time. Discussion followed. The attorney requested the opportunity to review the suggested policy. There will be additional discussion at the September meeting.

Fund Raising/Scholarship Committee

Ms. Johnson will chair the committee. Ms. Rau and Ms. Mazzeo will serve.

LEGAL

Mr. Volz has met with Board members, the Director, Business Manager and Mr. O'Brien and looks forward to working on behalf of the Library.

CORRESPONDENCE

Letters were sent to attorneys not selected and letter of acceptance to Mr. Volz.

Thank you letter to Mr. Falco for flowers for the Library.

Letter to NLS President, Ms. Kathleen Seyfried, regarding funding for NLS.

NASSAU LIBRARY SYSTEM

There will be a legislative breakfast on September 23, 2011. Anyone interested in attending should notify the Merrick Library.

NEW BUSINESS

The October Board meeting date shall be changed from October 27 to October 20, 2011.

PERSONNEL

Ms. Johnson moved to increase the salary of Mr. Mike Marino by \$4,000 per year to a total of \$45,000 per year, due to the successful completion of his probationary period, effective the next pay period. Seconded by Ms. Rau.

Unanimously carried.

Ms. Johnson moved to accept the resignation of the Director, Ms. Maggie Gough, effective September 2, 2011. Seconded by Ms. Rau.

Unanimously carried.

Ms. Johnson moved to appoint Ms. Carolee Ciulla as Librarian-In-Charge effective September 3, 2011 with an increase in salary based on \$20,000.00 per year, pending her acceptance. Seconded by Ms. Gregori.

Unanimously carried.

OLD BUSINESS

Ms. Gough advised that the check in the amount of \$2,500.00 for the Pride and Passion Exhibit was received from ALA and deposited in the bank.

When asked, Mr. Marino said the paperwork for State grants has to be in by January.

Regarding the NLS grant for the Children’s Department, we cannot complete the procedure until the project is approved by the State Education Department.

PUBLIC

Mr. Tom Madera welcomed Mr. Volz and congratulated the Board and administration on a successful audit. He was happy to see that our reserve funds are earmarked. He requested copies of Mr. Tarantino’s report and wanted to know when the auditor’s report would be available to the public. He was advised that they will be made a part of the minutes. He also asked if, in the future, the public would be permitted to ask questions of the accountant and auditor. He asked Ms. Gough for figures showing budget vs. actual line items for the fiscal year ending June 30, 2011. Those documents are not available at this time.

Mr. Maurice Archer enjoyed another movie in the theatre. He recommended saving paper that is being thrown out by the public when they make copying mistakes. Regarding the discussion of unattended children at the Library, Mr. Archer was concerned that children might be judged by their parents, not on their own merit. Although he is not presently a resident of Elmont, he has resided in Elmont for approximately nine years in the past.

ADJOURNMENT

The next regularly scheduled meeting of the Board of Trustees will be on September 22, 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 9:45 p.m. Seconded by Ms. Gregori.

Unanimously carried.

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Respectfully submitted,

Catherine Antioco