

December 16, 2010

The 712th 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 December 16, 2010.

CALL TO ORDER/EXECUTIVE SESSION

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

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

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

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 7:00 p.m. to discuss real estate, legal and personnel. Seconded by Ms. Gregori.

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

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

APPROVAL OF THE MINUTES

Minutes of the Meeting of November 18, 2010

Page 8, "Other," add to end of sentence "for the Toys for Tots Drive."

Ms. Mazzeo moved to accept the Minutes of the Meeting of November 18, 2010, as amended. Seconded by Ms. Gregori

Unanimously carried.

Minutes of Meeting of December 9, 2010

Page 2, change motion to read: "Ms. Gregori moved to approve appointing Christopher Gomoka, Esq. to investigate an employee harassment complaint at a cost of \$125.00 per hour, not to exceed a total of \$1,500.00.,,"

Mr. Nicolosi moved to approve the Minutes of the Meeting of December 9, 2010, as amended. Seconded by Ms. Gregori.

In favor: Ms. Gregori, Ms. Hardial, Ms. Lawes, Mr. Nicolosi
Abstention: Ms. Mazzeo

Motion carried.

FINANCE

Administrative Fund Disbursements dated December 16, 2010

Brief discussion regarding expenses associated with the Pride and Passion exhibit. The Board previously approved \$10,000 for the program, \$2,500 of which came from the grant associated with the program. If the expenses for this program cause us to go over the \$80,000 "programs" budget, the additional money will come from surplus. The Board will receive a running tally of expenses at the January Board meeting.

Credit Card Expense Report

Ms. Mazzeo moved to approve Credit Card Expense Report for the billing cycle 10/20/10 to 11/15/10 in the amount of \$1,313.99. Seconded by Ms. Gregori.

Unanimously carried.

Treasury Warrants

Regarding Summary Warrant #2036 dated December 15, 2010, "Surplus (3000)" in the amount of \$11,000.00, this expense was for an extra port for a computer at the circulation desk and concrete work, which amounts came out of surplus.

Ms. Mazzeo moved to approve Treasury Warrant #2034 dated December 1, 2010 (Payroll Warrant) in the amount of \$58,862.64. Seconded by Ms. Gregori.

Unanimously
carried.

Ms. Mazzeo moved to approve Treasury Warrant #2035 dated December 15, 2010 (Payroll Warrant) in the amount of \$71,190.87. Seconded by Ms. Gregori.

Unanimously carried.

Ms. Mazzeo moved to approve Warrant #2036, dated December 16, 2010 (December Bill Warrant) in the amount of \$63,156.48. Seconded by Ms. Hardial.

Unanimously carried.

Ms. Mazzeo moved to approve Treasury Warrant #2038 dated January 1, 2011 (Board Appointees' Warrant) in the amount of \$11,744.76. Seconded by Mr. Nicolosi.

Unanimously carried.

Monthly Position Paper for the period November 13, 2010 to December 10, 2010

Mr. Marino explained how the position paper came into being. It was instituted to keep the Trustees up-to-date on how much money is expended and how much remains in the budget on a monthly basis for each budget category.

MAIN LIBRARY AND BRANCHES
Director's Report

Ms. Gough reported.

The new patron assistance desk is being staffed by the librarians on a rotating basis.

The Pride and Passion Exhibit has been installed in the area of the Art Gallery. Schools have been advised and invited to see the exhibit. On January 7 and 14th, we have students scheduled to come to see the exhibit and attend the theatre production.

Each school will receive a copy of the DVD before they attend the exhibit.

The annual meeting of NLS was attended by the Director and Ms. Gregori. Regarding the NCLA annual dinner scheduled for January 14, 2011,

Ms. Gregori moved to permit up to seven staff members plus the director to attend the NCLA annual dinner at a cost not to exceed \$50.00 per person. Seconded by Ms. Mazzeo.

Unanimously carried.

Regarding the NLS installation brunch which was held on December 6, 2010, Ms. Gough requested permission to reimburse Ms. Mara Marin and Ms. Veronica Henriquez for their attendance at the NLS brunch where they were installed as members of the NLS Board.

Ms. Mazzeo moved to approve the reimbursement of Mara Marin and Veronica Henriquez for their attendance at the NLS Annual Brunch and Officer Installation on December 16, 2010, in the amount of \$20.00 per person. Seconded by Mr. Nicolosi.

In favor: Ms. Gregori, Ms. Lawes, Ms. Mazzeo, Mr. Nicolosi
Abstention: Ms. Hardial

Motion carried.

Advanced Consulting Corporation Report

Mr. Marino reported.

The Board gave direction to Mr. Marino to file plans with the State Education Department for the construction in the Early Childhood Learning Room. Construction will not go ahead unless we receive grant money.

Discussion regarding booth seating for the Young Adults Department in order to increase the number of young people that can be accommodated. No decision was made, as the full Board was not present.

Discussion regarding alternative ways to muffle the noise that comes from the YA area. Mr. Marino was requested to look into an alternative noise filtration system instead of the glass partition that is currently under consideration.

After discussion, the Business Manager was directed to go out to bid for two display and shelving units for use in the Adult Health and Career Station in front of the Local History Room.

Discussion regarding the proposed NLS three-year Member Library Support scale for 2012, 2013 and 2014 which reflects a 45% increase in 2012, a 31% increase in 2013 and a 23% increase in 2014. Concern was that we may have to create a line in the budget just for NLS. This increase could severely affect the improvements we want to make at the Library. Mr. O'Brien offered to research what can happen to the Library if it refuses to pay NLS.

Discussion followed regarding proposed construction expenses and whether the Library should temporarily table some of those items. The Early Childhood Learning Center is the most costly, and is not a project that is intended to go forward unless we receive the grant money.

Mr. Marino advised that we are still waiting for the contract for the unserved library areas.

LEGAL

Mr. O'Brien had nothing to report other than that which was discussed in Executive Session.

COMMITTEE REPORTS

There were no committee reports.

CORRESPONDENCE

No discussion.

PERSONNEL

There were no personnel items for discussion.

NEW BUSINESS

A suggestion was made to rescind a motion that was carried at the November meeting. It was decided to wait until the January meeting so that all those who voted on the motion would be present.

NLS has requested e-mail addresses of each Trustee to notify them if they would like their assistance in writing to legislators or other public officials on behalf of library business.

OLD BUSINESS

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

PUBLIC

Ms. Mimi Johnson wanted the record to reflect that she was invited by e-mail from the Elmont Soccer Club to attend a meeting of the Elmont Soccer Three on Three group on Thursday, December 9 at the Library, which meeting was to host our newly elected senators. She was turned away and escorted out by someone at the meeting after being told that it was a private function. Ms. Gough and the attorney advised Ms. Johnson that this is against Library policy and that any meeting held at the Library is open to every member of the public. She inquired as to why Ms. Johnson did not bring this to the attention of the librarian in charge at the time of the incident, as it would have been handled in the proper manner. Ms. Johnson responded that she did not care to create an incident. After discussion, it was decided to send a letter to Mr. Scott Cushing and inform him that this matter was brought to our attention and advising him that there are no private meetings at the Library.

Ms. Lillian Petrillo, a Stewart Manor resident, commended the staff at the Stewart Manor Branch. She had heard that there was the possibility that the Alden Manor and Stewart Manor branches were in jeopardy of being closed and wanted the Board to know how valued the Stewart Manor branch is to her community. She also questioned possible Saturday closings as many people who work during the week can only get to the library on Saturdays as it closes at 5:30 during the week. She was informed that there was a misunderstanding as to Saturday closings. The branches will be closed on Saturday, December 18 to enable the branch staff to attend the opening ceremonies of the Pride and Passion Exhibit at the main branch. Other than that day, the branches will remain open on Saturdays. She also stated that when Stewart Manor residents voted for the bond to build the new library, they were of the understanding that the branches would not be affected. Mr. Marino advised Ms. Petrillo that circulation is down at both branches, and the cost of circulating each book is becoming too expensive. Ms. Petrillo also agreed with the Board's prior discussion that, in view of current expenses, no more money should be spent on construction.

Ms. Cynthia Hervey also expressed her displeasure about the possible closing of the branches. She said that patrons who have difficulty getting to Elmont walk to the Stewart Manor Branch, as it is right in town. Seniors, children and those who can't drive are most affected.

ADJOURNMENT

The next regularly scheduled meeting of the Board of Trustees will be held on January 27, 2011 at 6:00 p.m. There will be a Goals Committee Meeting at 6:00 p.m. followed by Executive Session at 7:00 p.m. after which the Board will reconvene into public session at 8:00 p.m.

Ms. Mazzeo moved to adjourn the meeting at 10:25 p.m. Seconded by Ms. Hardial.

Unanimously carried.

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Respectfully submitted,

Catherine Antioco
Library Board Clerk