

February 26, 2009

The 690th 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 February 26, 2009

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. Kathleen Harsch
Ms. Pauline Johnson

ALSO PRESENT: Ms. Carolee Ciulla, Librarian-In-Charge
Robert O'Brien, Esq., Library Board Attorney
Mr. Frank Marino, Advanced Consulting Corp.
Mr. Dominick J. Tarantino, Board Accountant
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 legal matters. Seconded by Ms. Harsch.

Unanimously carried.

Ms. Johnson moved to come out of executive session at 7:55 p.m. Seconded by Ms. Harsch.

Unanimously carried.

The Board reconvened into Public Session at 8:07 p.m.

SALUTE TO THE FLAG

Agenda Items

No discussion.

Meeting Room/Theatre Requests

Ms. Denecia Marshall requested use of a meeting room for a program that would help residents prepare resumes and apply for jobs. Ms. Marshall was advised that this is more in keeping with a request to conduct a program and she was advised to speak to Ms. Ciulla or Ms. White.

Egbe Omo Yoruba of Greater New York. The bylaws have not changed. However, upon review of their application, it was noted that the address of the organization is not in Elmont.

Ms. Johnson moved to approve the meeting room request of Egbe Omo Yoruba of Greater New York, subject to confirmation of residency requirements. Seconded by Ms. Gregori.

Unanimously carried.

Accountant's Report

At this time Mr. Domenick Tarantino, the Board Accountant, presented the Financial Statements dated December 31, 2008.

The Balance Sheet showed total assets as of December 31, 2008 in the amount of \$3,652,297.80; Liabilities of \$1,114,087.32; Fund Balance of \$2,315,667.60 and Appropriated Fund Balance of \$3,652,297.80.

The statement of changes in fund balance for the period July 1, 2008 to December 31, 2008 showed a balance as of July 1, 2008 of \$564,142.23 and a fund balance as of December 31, 2008 of \$525,379.94.

The Statement of Revenues and Expenses for the period July 1, 2008 to December 31, 2008 showed a cash balance of \$904,108.30, loans and revenues of \$2,379,059.35, expenditures of \$1,546,885.50, leaving a cash balance as of December 31, 2007 in the amount of \$1,736,282.15.

The Capital Fund-Supplementary Schedule of Funds Received/Disbursed for the period July 1, 2007 to December 31, 2007 shows a balance as of July 1, 2007 in the amount of \$27,216.55 funds received of \$140,207.17 and Funds Disbursed of \$160,057.06 showing an account balance of \$7,366.66.

After a brief discussion, Mr. Tarantino was excused.

APPROVAL OF THE MINUTES

Minutes of the Meeting of January 29, 2009

Ms. Gregori moved to approve the Minutes of the Meeting of January 22, 2009, as presented. Seconded by Ms. Mazzeo.

Unanimously carried.

FINANCE

Administrative Fund Disbursements dated February 26, 2009

No discussion.

Treasury Warrants

Ms. Mazzeo moved to approve Treasury Warrant #1932 dated January 14, 2009 (Payroll Warrant) in the amount of \$100,7444.38. Seconded by Ms. Gregori.

Unanimously carried.

Ms. Mazzeo moved to approve Treasury Warrant #1933 dated January 28, 2009 (Payroll Warrant) in the amount of \$53,317.21. Seconded by Ms. Gregori.

Unanimously carried.

Ms. Mazzeo moved to approve Treasury Warrant #1936 dated February 11, 2009 (Payroll Warrant) in the amount of \$91,829.41. Seconded by Ms. Johnson.

Unanimously carried.

Ms. Mazzeo moved to approve Treasury Warrant #1938 dated February 26, 2009 (February Bill Warrant) in the amount of \$77,185.94. Seconded by Ms. Johnson.

Unanimously carried.

Ms. Mazzeo moved to approve Treasury Warrant #1939 dated March 1, 2009 (Independent Contractors Warrant) in the amount of \$11,532.01. Seconded by Ms. Johnson.

Unanimously carried.

Monthly Position Paper for the period January 23, 2009 to February 19, 2009

No discussion.

MAIN LIBRARY AND BRANCHES

Report of Librarian-In-Charge.

Ms. Ciulla reported.

A safety meeting was held for the staff on February 11th.

Ms. Ciulla has obtained the new list for Children's Librarian I and canvassing letters have been sent out.

Ms. Ciulla recommended hiring Helene Pfeffer as a part-time librarian in the Children's Department.

Ms. Gregori moved to hire Helene Pfeffer as a part-time children's librarian at a rate of \$24.72 per hour, effective March 2, 2009. Seconded by Ms. Johnson.

Unanimously carried.

Discussion followed regarding a proposed contract with Elion International Group Inc. to redesign the Library's website.

Ms. Gregori moved to enter into a contract with Elion International Group, Inc. to redesign the Library's web page for a total cost of \$3,900.00, which will develop a web site of 97 pages. Seconded by Ms. Johnson.

Unanimously carried.

Computer Technician, William Lodise has commenced computer classes for the public on Tuesdays and Thursdays.

The annual report is nearing completion. The accountant has completed his portion and we should be able to meet the deadline.

The Board reviewed a proposal by Steve Harsch for a "Food for Fines" program. For one week in April, the Library will accept food instead of fines for overdue materials. The food will be donated to The Inn in Hempstead. The Board thanked Mr. Harsch for his comprehensive presentation.

Advanced Consulting Corporation Report

Mr. Marino reported.

Mr. Marino requested permission to prepare a grant to purchase some gaming equipment for the Young Adults Department. This would enable the Y.A. Librarian to conduct game nights for teens. He was given direction to prepare a grant.

The Library is in need of a “scissor man” lift to maintain the exterior lighting and other items in the building that are too high for a regular ladder. He is recommending purchasing a used lift. The money would come out of the building maintenance contingency fund.

Ms. Johnson moved to purchase Genie Scissor Lift Model 2032 from Pride Equipment of Islip at a cost of \$5,500.00 Seconded by Ms. Gregori.

Unanimously carried.

Brief discussion regarding the proposed 2009/2010 budget. Mr. Marino made the changes requested by the Board. This proposed budget will result in an increase of approximately \$6.00 per the average household.

Regarding Bid EPL 2008-12, Theatre Sound and Video Systems, Mr. Marino will re-advertise, because only one bid was received.

The new wireless filtering system has been installed and is operational.

If approved, the Library will receive an E-Rate award of \$5,395.00 on its local telephone service.

Once the etching is completed on the History Room window, Mr. Marino will advise the Board so that a date for the dedication to Mr. Marziotto can be selected.

There will be a meeting on March 14, 2009 with residents of the unserved area in Stewart Manor (Fernwood Terrace). Ms. Johnson, Ms. Lawes, Ms. Gregori and Ms. Ciulla will attend.

Mr. Marino was given direction to reapply for the grant for the museum pass program.

He also requested permission to apply for a State grant for the Young Adult Department to create a glass walled area with comfortable pair seating, two plasma screens and interactive software and equipment. The Board so directed.

COMMITTEE REPORTS

The banking committee reported that we now have a credit card.

NASSAU LIBRARY SYSTEM

At the last meeting, the financial statement was reviewed.

There will be a rally to protest cuts in State aid on March 10th. Anyone interested should contact NLS. There will be a bus leaving from Christopher Morley Park and the NLS parking lot.

NLS is holding a continuing education meeting on March 27, 2009 at 9:30 a.m. at the Bethpage library.

LEGAL

Mr. O'Brien reported.

He reviewed Bid 2008-12 for legal content and found it in order.

Regarding legislation affecting libraries, Mr. O'Brien will send a letter to Assemblyman Alfano requesting copies of any such legislation.

He will be meeting with Councilman Ambrosino to discuss the date of the town elections.

CORRESPONDENCE

The Board reviewed a memorandum from Steve Harsch regarding purchasing lock boxes for the DVD collection.

Ms. Johnson moved to purchase lock boxes from Midwest Tapes in the amount of \$13,714.74 over the course of one year. Seconded by Ms. Gregori.

Unanimously carried.

A patron has gone onto the internet and gave the library a 5-star rating.

OLD BUSINESS

Ms. Johnson moved to revise Library Policy 400-1, Library Hours so that Saturday library hours will be from 10:30 a.m. to 2:30 p.m. commencing July 1, 2009. Seconded by Ms. Harsch.

Unanimously carried.

NEW BUSINESS

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

PUBLIC

Ms. Barbara Reynolds asked for information as to our policy for persons who come to the Library who do not reside in Nassau County. Anyone can come into the library, but persons who come from any area where this is no agreement as to library services cannot borrow any materials.

Dr. Tony Battista asked if the hours of operation will be changed at the front of the Library and was advised that this will be taken care of.

He also wanted residents of the unserved area of Stewart Manor to be assured that our librarians will be in contact with the Garden City Schools so that materials needed by their students will be available at the Elmont Library.

Dr. Hale requested that when we purchase gaming equipment for the Y.A. Department, we not purchase equipment with inordinate amounts of violence. He was assured that our Y.A. Librarian will be in touch with her colleagues in other libraries with regard to purchasing games and conducting game nights.

A patron asked if we have located any lost books or materials for which we have had to reimburse other libraries. Ms. Ciulla said she will look into it.

Ms. Kathy Ferrigno asked where we are with regard to hiring a library director. She was advised that we are interviewing candidates, and as soon as we have someone to confirm, we will let the public know.

Ms. Marianna Anderson wanted to know how many libraries are open on Sundays. There are probably 14 closed out of 54 on Sundays.

A patron asked for clarification as to lock boxes. At present, video/DVD cases on the shelves are empty. A patron brings them to circulation, and the clerk retrieves the materials and gives them to the patron. The lock boxes will enable the staff to keep the actual videos/DVDs on the shelves in boxes that are locked. When a patron brings the item to the circulation desk, they need only unlock the box so the patron can access the item.

May 30, 2009 is Elmont 2009 Belmont Stakes Festival sponsored by NYRA and the Elmont Community. It will start with a parade from the Belmont Racetrack to the sports complex alongside the Library where there will be a family Fun Day.

PERSONNEL

There were no additional personnel items for the Board's action.

OTHER

There will be two vacancies on the Board of Trustees. Two petitions have been submitted thus far: The Reverend Al Burt for Ms. Madera's seat and Grunit Sehgal for Mr. Marziotto's seat.

Mr. O'Brien advised that, as Ms. Madera has now missed three consecutive regular board meetings without good cause, according to section 30 of the Public Officers Law, her seat is now officially vacant. Ms. Madera verbally resigned in November and did not put her resignation in writing.

The next regularly scheduled meeting of the Board of Trustees will be on March 26, 2009 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 the meeting at 9:10 p.m. Seconded
by Ms. Harsch.

Unanimously carried.

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Respectfully submitted,

Catherine Antioco