

January 28, 2010

The 701st 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 January 28, 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
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.
Domenick J. Tarantino, C.P.A., Board Accountant
Ms. Catherine Antioco, Library Board Clerk

PUBLIC: See attached sign in sheet.

Ms. Mazzeo moved to go into executive session at 7:20 p.m. to discuss personnel. Seconded by Mr. Nicolosi.

Unanimously carried.

In attendance were, Ms. Lawes, Ms. Mazzeo, Ms. Gregori, Ms. Hardial and Mr. Nicolosi. At 7:50 p.m. Ms. Harsch and Ms. Johnson were invited to join the executive session meeting.

The Board reconvened in Public Session at 8:15 p.m.

SALUTE TO THE FLAG

Accountant's Report

At this time, the Board deviated from the agenda to receive the Financial Report from the accountant.

Mr. Tarantino presented the Financial Statements dated December 31, 2009.

The Balance Sheet showed total assets as of December 31, 2009 in the amount of \$3,869,143.82; Liabilities of \$1,090,451.44; Fund Balance of \$2,296,944.86 and Appropriated Fund Balance of \$481,747.52.

The Statement of Revenues and Expenses With Accompanying Budget Comparisons for the period July 1, 2009 to December 31, 2009 showed a cash balance of \$1,082,632.13, receipts of \$2,356,310.70, expenditures of \$1,605,078.31, leaving a cash balance as of December 31, 2009 in the amount of \$1,833,864.52.

The statement of changes in fund balance for the period July 1, 2009 to December 31, 2009 showed a balance as of July 1, 2009 of \$521,175.88 and a fund balance as of December 30, 2009 of \$513,579.16.

Mr. Tarantino explained that the grant funds are listed separately.

Mr. Tarantino was excused.

At this time, Ms. Lawes inquired of the person who was filming this evening's meeting and ascertained that his name was Harry Wright, and he is filming this evening's meeting for his own use.

Agenda Items

No discussion.

Meeting Room/Theatre Requests

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

APPROVAL OF THE MINUTES

Minutes of the Meeting of December 17, 2009

Page 5, Director's Report, last paragraph, change "she would have liked to see the newsletter before it was sent out..." to "she would have liked to see the changed newsletter before it was sent out...."

Page 6, Legal, last paragraph, change "1020" to "2010."

Mr. Nicolosi moved to approve the Minutes of the Meeting of December 17, 2009, as corrected. Seconded by Ms. Mazzeo.

Unanimously carried.

FINANCE

Administrative Fund Disbursements dated January 28, 2010

Check No. 3413, Code 489 in the amount of \$250.00 payable to the Metropolitan Museum of Art. This is for a Library sponsored program.

Ms. Gough was asked if there was a questionnaire for feedback after programs and replied that there is not at the moment.

Credit Card Expense Report for the Billing Cycle 12/4/09 to 1/4/10

Brief discussion regarding B.J.'s annual membership fee. Ms. Gough will look into whether the subscription fee is cost effective. She also explained that the only persons who use the card are the Director or the Administrative Assistant, and is only for Library purchases.

Ms. Mazzeo moved to approve Credit Card Expense Report for the Billing Cycle 12/4/09 to 1/4/10 in the amount of \$1,770.95. Seconded by Ms. Johnson.

Unanimously carried.

Treasury Warrants

Ms. Mazzeo moved to approve Treasury Warrant #1982 dated December 16, 2009 (Payroll Warrant) in the amount of \$88,303.18. Seconded by Ms. Johnson.

Unanimously carried.

Ms. Mazzeo moved to approve Treasury Warrant #1984 dated December 30, 2009 (Payroll Warrant) in the amount of \$74,727.29. Seconded by Ms. Johnson.

Unanimously carried.

Ms. Mazzeo moved to approve Treasury Warrant #1986 dated January 13, 2010 (Payroll Warrant) in the amount of \$90,287.40. Seconded by Ms. Johnson.

Unanimously carried.

Ms. Mazzeo moved to approve Treasury Warrant #1988 dated January 28, 2010 (January Bill Warrant) in the amount of \$100,587.54. Seconded by Ms. Johnson.

Unanimously carried.

Ms. Mazzeo moved to approve Treasury Warrant 1989 dated February 1, 2010 (Board Appointees Warrant) in the amount of \$11,801.26. Seconded by Ms. Johnson.

Monthly Position Paper for the period December 11, 2009 to January 22, 2010

Discussion followed regarding:

Code IV, 441.1 Legal (minus) budget balance of \$527.55 - this is due to additional expenditure for legal fees.

Code V, 200.2 Library Equipment and Furniture (minus) budget balance of \$887.61 - this is offset by income from computers.

MAIN LIBRARY AND BRANCHES

Director's Report

Ms. Gough reported.

Ongoing staff meetings are successful. Recent meetings addressed emergency procedures, leadership roles of the librarian in charge, time clock and work schedule confirmation procedures.

The Reference Librarians are engaged in a collection assessment project. This will be an ongoing project with a thorough review of the collection. There is no time frame for its completion.

NLS is organizing a lobby day for March 3, 2010. Residents are invited to attend. There will be two "prep" days before the legislative day.

Ms. Gough attended the NCLA dinner which provides an opportunity to speak with other librarians. Discussion followed regarding whether or not Trustees should attend in the future.

The Library will be hosting the NYRA public hearings here on February 3, 2010 in the theatre.

NLS is sponsoring a "Civil Service 101" workshop. If room permits, trustees are invited to attend. Ms. Gough will check with the coordinator, Ms. Boyd, to see if there any slots remaining for trustees to attend. In the alternative, Ms. Boyd has stated that she will be happy to speak directly with any interested trustees that cannot attend the workshop.

Advanced Consulting Corporation Report

Mr. Marino reported.

Regarding Bid EPL 2010-1, Landscaping, three bids were received. After a brief discussion,

Mr. Nicolosi moved to award Bid EPL 2010-01, Landscaping Services, to A. Chilelli Landscaping and Design, the lowest responsible bidder at a first year cost of \$9,060.00, second year cost of \$9,740.00 with a third year option of \$9,740.00. Seconded by Ms. Gregori.

Unanimously carried.

The Board received the Proposed Library Working Budget for 2010-2011 for its review and comments.

The Library has received a check for \$5,315.09, which represents the E-rate reimbursement for the leased computer line from the main library and two branches to NLS.

Mr. Marino reviewed and brought the Trustees up-to-date on the Action Plan for the upcoming election of the two unserved library districts.

Discussion followed regarding the current surplus of \$516,694.00. This is an unusual situation. A large portion of that surplus was obtained by receiving \$261,700.00 of income from the North Valley Stream contract for Library services with Elmont, which was not budgeted for in 2007/2008 and \$92,770.00 of income - also not budgeted for from the 2006/07 East Franklin Square library

contract. These amounts were not budgeted for because our budget vote is in May and the unserved area vote was in September. We could not include income from these areas in our budget prior to our knowing whether or not they decided to contract with Elmont for library services.

Mr. Marino recommended taking \$200,000.00 from the existing surplus and adding it to the Automation Reserve Fund and \$200,000.00 from that surplus and adding it to the Building Maintenance contingency Fund. This will keep us from having to go to the taxpayer in the future when both of these areas will have a need for additional funds.

Mr. Nicolosi moved to transfer \$200,000.00 from the existing surplus to the Building Maintenance Fund. Seconded by Ms. Harsch.

Unanimously carried.

Mr. Nicolosi moved to transfer \$200,000.00 from the existing surplus to the Automation Reserve Fund. Seconded by Ms. Harsch.

In favor Ms. Gregori, Ms. Harsch, Ms. Johnson, Ms. Mazzeo,
Mr. Nicolosi.
Abstained: Ms. Hardial

Motion carried.

Discussion followed regarding transferring \$15,000.00 from the existing surplus to our self-insuring employment fund.

Ms. Johnson moved to transfer \$15,000.00 from surplus to the Self-Insuring Unemployment Fund. Seconded by Mr. Nicolosi.

Motion carried.

Mr. Marino showed the Board the drawings and plans for the Early Childhood Learning Room. The Trustees agreed with the concept created by the Business Manager and the Director. Now, Mr. Marino will work with the architects on the construction documents. The goal is to have this project paid for through grant money.

COMMITTEE REPORTS

The meeting room/theatre committee will set a date for a meeting shortly.

LEGAL

Mr. O'Brien reported.

He reviewed Bid EPL 2010-1, Landscaping for legal content and found it to be in order.

He has verified the date for the election in the unserved areas. He will verify the time that the polls will be open.

He has attended CSEA meetings. The next meeting is scheduled for the second week in February.

NASSAU LIBRARY SYSTEM

Nothing other than was reported above.

CORRESPONDENCE

NLS will hold a meeting on February 22, 2010. There is no pre-registration for any trustee who wishes to attend. Ms. Mazzeo and the Director will attend.

Ms. Gough sent a thank you letter to the American Legion for the recent donation on behalf of fellow veterans.

PTA Founder's Day will be on February 11, 2010 at 7:00 p.m. at the Clara Carlson School. All are invited to attend.

There will be a Black History celebration round table on February 6, 2010 followed by an award ceremony at 1:00 p.m.

NEW BUSINESS

Discussion regarding Policy 300-8. Mr. Marino will prepare wording for the next meeting for the Trustee's review.

The Director was asked if she could contact News 12 to include library closings on their trailers when inclement weather causes closings.

OLD BUSINESS

Regarding the new format for the newsletter, a Trustee commented that the organizational part of the newsletter is better than the old one. However, she

would have liked to see photographs included. Discussion followed. Ms. Gough said that thus far feedback from the public has been positive.

PERSONNEL

No items for discussion.

OTHER

No discussion.

PUBLIC

Mr. Tom Madera wanted to know why pages of the letter from Robert Freeman were excluded in the copies of minutes at the reference desk and the public access copy. Ms. Gough explained the procedure that is followed to make sure copies of minutes are provided for the public. She will check into this again.

ADJOURNMENT

The next regularly scheduled meeting of the Board of Trustees will be held on Thursday, February 25, 2010 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 9:46 p.m. Seconded by Mr. Nicolosi.

Unanimously carried.

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Respectfully submitted,

Catherine Antioco
Library Board Clerk