

June 25.2009

The 694th 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 June 25, 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. 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. Domenick J. Tarantino, Accountant  
Mr. Frank Marino, Advanced Consulting Corp.  
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 personnel and legal matters. Seconded by Ms. Gregori

Unanimously carried.

The Board reconvened in Public Session at 8:20 p.m.

**SALUTE TO THE FLAG**

**Agenda Items**

No discussion.

**Accountant's Report**

Mr. Tarantino Reported.

He reviewed the Financial Statements dated March 31, 2009.

The Balance Sheet showed total assets as of March 31, 2009 in the amount of \$2,867,336.70, Liabilities of \$1,124,317.29, Fund Balance of \$1,366,831.68 and Appropriated Fund Balance of \$376,187.73.

The Statement of Revenues and Expenses for the period July 1, 2008 to March 31, 2009 showed a cash balance as of July 1, 2008 of \$904,108.30, loans and revenues of \$2,598,864.21, expenditures of \$2,331,846.60, leaving a cash balance as of March 31, 2009 in the amount of \$1,171,125.91.

The statement of changes in fund balance for the period July 1, 2008 to March 31, 2009 showed a balance as of July 1, 2008 of \$564,142.23, charges against the balance of \$234,848.79, ending March 31, 2009 with \$324,979.09.

The Capital Fund-Supplementary Schedule of Funds Received/Disbursed for the period July 1, 2008 to March 31, 2009 shows a balance as of July 1, 2008 in the amount of \$36,290.90 Funds Received including interest of \$2,486.25 and Funds Disbursed of \$38,235.10 leaving an account balance of \$542.05 as of March 31, 2009.

At this time, Mr. Tarantino was excused.

**Scholarship Presentation**

Ms. Ruby Monichan, a graduating senior at Elmont Memorial High School was presented with the Library's scholarship award and congratulated for her achievements.

The Library Director introduced Ms. Shu who created the new web design. There will be a presentation later in the program.

**Meeting Room Requests**

The Locustwood/Gotham Civic Association requested meeting room space for the 2009/2010 year. Their bylaws have changed, and a copy was given to the attorney for review.

The Elmont Civic Association requested meeting room space for the 2009/2010 year. There has been no change in their bylaws.

Ms. Mazzeo moved to approve the meeting room request of the Elmont Civic Association. Seconded by Ms. Johnson.

In Favor: Ms. Gregori, Ms. Hardial, Ms. Harsch, Ms. Johnson, Ms. Mazzeo  
Abstention: Mr. Nicolosi (he is a member of the organization).

Motion carried.

The Carriage Townhouse Home Owners Association requested meeting room use on September 8, 2009 from 7:00 to 9:00 p.m. There has been no change in their bylaws.

Ms. Mazzeo moved to approve the meeting room request of the Carriage Townhouse Home Owners Association. Seconded by Mr. Nicolosi.

Unanimously carried.

AARP Elmont Chapter 5232 requested meeting room space for the 2009/2010 year. There have been no changes in their bylaws.

Ms. Mazzeo moved to approve the meeting room request of AARP Elmont Chapter 5232 for the 2009/2010 year. Seconded by Ms. Harsch.

Unanimously carried.

Mr. O'Brien, after having reviewed the bylaws of the Locustwood/Gotham Civic Association, found them to be acceptable.

Ms. Mazzeo moved to approve the meeting room request of the Locustwood/Gotham Civic Association for the 2009/2010 year. Seconded by Ms. Johnson.

Unanimously carried.

**APPROVAL OF THE MINUTES**  
**Minutes of the Meeting of May 21, 2009**

Page 2, 1st motion, change maker of motion from "Ms. Mazzeo" to "Ms. Gregori."

Page 5, 2<sup>nd</sup> paragraph, change "Area 4" Meeting to "Area "5" Meeting.

Page 7, 2<sup>nd</sup> paragraph, change "Ms. Hough" to "Ms. Gough."

Ms. Johnson moved to approve the Minutes of the Meeting of May 21, 2009, as corrected. Seconded by Ms. Mazzeo.

Unanimously carried.

**FINANCE**

**Administrative Fund Disbursements dated June 25, 2009**

Checks 3123 and 3124, Code 410 payable to the Port Washington Library and the Lynbrook Public Library, respectively, for lost books. Ms. Gough did not know if those books have been returned to the Elmont Library. The librarians have been working on updating the catalogue records.

Brief discussion regarding limiting borrowing of new video/audio materials. It was explained that it is the “intake” date that controls the status of the materials.

Mr. Marino explained the discrepancies between the treasury warrant and the position paper.

**Treasury Warrants**

Ms. Mazzeo moved to approve Treasury Warrant #1950 dated May 20, 2009 (Payroll Warrant) in the amount of \$57,272.00. Seconded by Ms. Johnson.

Unanimously carried.

Ms. Mazzeo moved to approve Treasury Warrant #1953 dated June 3, 2009 (Payroll Warrant) in the amount of \$70,314.50. Seconded by Ms. Johnson.

Unanimously carried.

Ms. Mazzeo moved to approve Treasury Warrant #1954 dated June 17, 2009 (Payroll Warrant) in the amount of \$83,107.35. Seconded by Ms. Johnson.

Unanimously carried.

Ms. Mazzeo moved to approve Treasury Warrant 1955 dated June 25, 2009 (June Bill Warrant) in the amount of \$139,566.67. Seconded by Ms. Johnson.

Unanimously carried.

Ms. Mazzeo moved to approve Treasury Warrant #1956 dated July 1, 2009 (Independent Contractors Warrant) in the amount of \$11,532.01 Seconded by Ms. Johnson.

Unanimously carried.

Ms. Mazzeo moved to approve Treasury Warrant #1957 dated June 30, 2009 (School Loan Warrant) in the amount of \$1,075,000.00. Seconded by Ms. Johnson.

Unanimously carried.

**Monthly Position Paper for the period May 15, 2009 to June 19, 2009**

No discussion

**MAIN LIBRARY AND BRANCHES**

Director's Report

Ms. Gough reported.

Interviews are being scheduled for the position of full-time Children's Librarian. There have been approximately 90 candidates, and 20 are being interviewed.

Ms. Gough requested and received the resignation of a part-time Children's Librarian. She is interviewing for a new person to fill that vacancy.

Regarding salary increases for part-time staff,

Ms. Mazzeo moved to approve the part-time salary scheduled for the period July 1, 2009 to June 30, 2010. Seconded by Ms. Harsch.

In favor: Ms. Hardial, Ms. Harsch, Ms. Mazzeo, Mr. Nicolosi

Abstention: Ms. Gregori, Ms. Johnson

Motion carried.

Ms. Gough has conducted staff meetings on May 27, June 3, June 10, June 17 and June 24. The meetings have been well attended with excellent input from the staff as well as presentations by the staff. There will be a special meeting regarding the summer reading club. Meetings with reference staff are ongoing. Discussion is ongoing regarding a film program.

Trustee Training is scheduled for July 11, 2009 from 9:00 a.m. to 1:00 p.m.

The Library has been approved for a \$100,000 grant from Senator Johnson's Office, which, if received, will be used in conjunction with the NLS construction matching grant program.

The Elmont Library was represented by Ms. Lawes, Ms. Mazzeo, Ms. Gregori, Mr. Nicolosi, Ms. Hardial and Ms. Gough at the Area 5 meeting.

Senator Johnson's office called to request use of the Library to conduct an "open office" forum. After discussion regarding the rules pertaining to meeting room use, Ms. Gough was requested to contact Senator Johnson's Office to explain the Board's policy regarding use of meeting rooms.

Brief discussion regarding what appears to be a lack of interaction between the library and Sewanhaka High School.

A staff barbeque has been scheduled for July 2nd.

#### **Advanced Consulting Corporation Report**

Mr. Marino reported.

The new sound, video and electric screen systems have been installed in the library's theatre, as per the bid awarded to Video High-Tech Corp.

Gotham Avenue, Covert Avenue, Alden Terrace, Stewart Manor and Howell Road Schools have held their graduations in the theatre.

Mr. O'Brien and Mr. Marino have had discussions with Councilman Ambrosino and Town Attorney Joseph Ra regarding changing the unserved library district vote from September 2010 to March 2010 so that our budget can be prepared with or without the unserved income.

Mr. Marino has been in contact with the Bank of New York regarding newly implemented bank fees. In addition, he has also been in contact with other commercial banks to compare their fees and services. Until these fees are resolved, we will not begin accepting payments from our patrons through the use of credit cards.

After discussion regarding the Broad Hollow 2010 schedule,

Mr. Nicolosi moved to approve the Broad Hollow Theatre's calendar for the period January 2010 to January 2011. Seconded by Ms. Johnson.

Unanimously carried.

Regarding the credit card statement,

Ms. Johnson moved to approve the Elmont Library credit card expenses in the amount of \$897.70. Seconded by Ms. Harsch.

Unanimously carried.

### **COMMITTEE REPORTS**

There were no committee reports.

### **NASSAU LIBRARY SYSTEM**

No discussion.

### **LEGAL**

Mr. O'Brien reported.

Mr. O'Brien is in the process of writing a letter to Town Attorney Ra explaining the need to move up the election date of the unserved areas.

He spoke to an attorney regarding a farmer's market on the Library grounds.

### **CORRESPONDENCE**

A letter was received from Girls Empowered Now thanking them for permission to use a meeting room.

A letter was received from Elmont Memorial High School thanking Ms. Lawes and Mr. Marino for the scholarship award to their student. A thank you letter was also received from Ms. Monichan.

### **OLD BUSINESS**

At this time, a video presentation of the new Library web page was shown to the Board and the Public.

### **NEW BUSINESS**

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

### **PUBLIC**

Attorney Muzzio Tallini presented a request from a client to have a Farmer's Market on the Library property. After discussion, Mr. O'Brien was requested to look into the legality of giving permission for this type of endeavor.

Mr. Sehgal congratulated Ms. Hardial and Mr. Nicolosi on their election to the Board. He also complimented the Board on their excellent choice of Ms. Gough as the Library Director.

Mr. Sehgal expressed his opinion that if there is a controversy among the Board members and the Director or Business Manager, it should not be discussed in public. He was advised that in

accordance with the open meeting laws, discussion are not permitted to be held behind closed doors and must be addressed in open session.

Mr. Sehgal also requested the Library to have more art and cultural events in the theatre. Mr. Sehgal was not in favor of a farmer’s market at the library.

**PERSONNEL**

There were no personnel items for the Board’s attention.

**OTHER**

The next regularly scheduled meeting of the Board of Trustees will be on July 23, 2009 at 7:00 p.m. The Board will immediately go into executive session and reconvene into public session at 8:00 p.m.

At this time, the board informed the public that they will be going into executive session, and that action may be taken when they reconvene into public session.

Ms. Johnson moved to go into executive session at 10:05 p.m.  
Seconded by Ms. Harsch.

Unanimously carried.

The Board reconvened in public session at 11:05 p.m. and made the following motion:

Ms. Mazzeo moved to approve a salary increase of four (4%) percent for Ms. Sheila Seward, effective July 1, 2009. Seconded by Mr. Nicolosi.

Unanimously carried.

Ms. Mazzeo moved to adjourn at 11:07 p.m. Seconded by Ms. Johnson.

Unanimously carried.

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Respectfully submitted,

Catherine Antioco