

June 24, 2010

The 706th 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 24, 2010.

**CALL TO ORDER/EXECUTIVE SESSION**

The meeting was called to order by Ms. Tania Lawes, President, at 7:02 p.m.

**MEMBERS PRESENT:** Ms. Tania Lawes, President  
Ms. Joanne Mazzeo, Vice President  
Ms. Maria Gregori  
Ms. Kathleen Harsch  
Ms. Pauline Johnson  
Mr. Patrick Nicolosi

**MEMBERS ABSENT:** Ms. Monique Hardial (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. Johnson moved to go into executive session at 7:00 p.m. to discuss personnel. Seconded by Ms. Mazzeo

Unanimously carried.

The Board reconvened in Public Session at 8:00 p.m.

**SALUTE TO THE FLAG**

**Agenda Items**

No discussion.

**Meeting Room/Theatre Requests**

AARP, represented by Ms. Connie Hersch, requested renewal of their meeting room requests. There have been no changes in their by-laws. The request was approved, subject to availability.

Elmont Coalition for Sustainable Development and Elmont East End Civic Association requested renewal of their meeting room requests. There have been no changes in their by-laws. The requests were approved, subject to availability.

**APPROVAL OF THE MINUTES**

**Minutes of the Meeting of May 27, 2010**

Ms. Johnson moved to accept the Minutes of the Meeting of May 27, 2010, as presented. Seconded by Ms. Gregori.

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

Motion carried.

**FINANCE**

**Administrative Fund Disbursements dated June 30, 2010**

No discussion.

**Monthly Position Paper for the period May 22, 2010 to June 17, 2010**

Brief discussion regarding Code II 431 9. Telephone. Our telephone service is under state contract for local services which provides a rebate of 60%.

**Treasury Warrants**

Ms. Mazzeo moved to approve Treasury Warrant #2006 dated June 2, 2010 (Payroll Warrant) in the amount of \$59,739.77. Seconded by Mr. Nicolosi.

Unanimously carried.

Ms. Mazzeo moved to approve Treasury Warrant #2007 dated June 16, 2010 (Payroll Warrant) in the amount of \$81,134.15. Seconded by Mr. Nicolosi.

Unanimously carried.

Ms. Mazzeo moved to approve Treasury Warrant #2008 dated June 24, 2010 (June Bill Warrant) in the amount of \$58,701.25. Seconded by Mr. Nicolosi.

Unanimously carried.

Ms. Mazzeo moved to approve Treasury Warrant #2010 dated July 1, 2010 (Board Appointees' Warrant) in the amount of \$11,801.26. Seconded by Mr. Nicolosi.

Unanimously carried.

Ms. Mazzeo moved to approve Treasury Warrant #2011 dated June 30, 2010 (EUFSO Loan Warrant) in the amount of \$1,050,000.00. Seconded by Mr. Nicolosi.

Unanimously carried.

**Credit Card Expense Report for the Billing Cycle 5/26/10 to 6/11/10**

Ms. Mazzeo moved to approve the Credit Card Expense Report for the Billing Cycle 5/26/10 to 6/11/10 in the amount of \$1,716.35. Seconded by Mr. Nicolosi.

Unanimously carried.

**MAIN LIBRARY AND BRANCHES**

**Director's Report**

Ms. Gough reported.

In accordance with the Union Contract, the Library will be closed on Monday, July 5th in celebration of July 4th, Independence Day.

In accordance with past practice, Ms. Gough requested permission to close the Library on Saturday, Sunday and Monday, September 4, 5 and 6, 2010, in celebration of Labor Day.

Ms. Johnson moved to close the Library on September 4, 5 and 6, 2010 in celebration of Labor Day weekend. Seconded by Ms. Harsch.

Unanimously carried.

Discussion regarding next year's Board meeting dates. The Director will look into dates and get back to the Trustees.

Staff meetings are ongoing. Focus has been to instill principals of customer service. A “Math Buddies” program utilizing TD Bank grant monies is being planned.

The Director attended an NLS Planning Workshop dealing with long-term goals for libraries. She also attended the MDL Continuing Education sponsored session on Marketing PR Programming which stressed improved service, increased value and changing perceptions of library services.

After a brief discussion,

Ms. Johnson moved to approve the Library’s Annual Report for Public and Association Libraries for the year 2009. Seconded by Ms. Mazzeo.

Unanimously carried.

Ms. Gough presented a request for a one (1%) percent increase for part-time Library staff.

Mr. Nicolosi moved to approve a one (1%) percent increase for part-time Library employees. Seconded by Ms. Harsch.

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

Motion carried.

Ms. Gough presented a request for a one (1%) percent increase for the Administrative Assistant.

Ms. Gregori moved to approve a one (1%) percent increase for the Administrative Assistant. Seconded by Mr. Nicolosi.

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

Motion carried.

Ms. Gregori moved to approve hiring Andrew West, as a part-time cleaner at the rate of \$14.00 per hour, commencing May 14, 2010. Seconded by Ms. Harsch.

Motion carried.

Discussion regarding a grant from TD Bank in the amount of \$4,000.00. Ms. Gough would like to use those funds to start a “Math Buddy” system utilizing Tutor.com. In addition she would like to incorporate the Pride and Passion African American Baseball Experience display that is coming to the Library.

The job fair at the Library was very successful. Approximately 400 persons attended. It was suggested that the Library present another job fair. There is still money in the Career Center Grant, and Ms. Gough is looking forward to doing more with job education.

### **Advanced Consulting Corporation Report**

Mr. Marino reported.

After discussion

Ms. Mazzeo moved to hire Arthur R. Venezia, C.P.A. to complete a three-year managerial audit at a cost not to exceed \$15,500.00. Seconded by Ms. Gregori.

Unanimously carried.

Regarding the 2010 schedule for BroadHollow, Ltd.,

Ms. Mazzeo moved to approve the 2011 schedule of BroadHollow Theatre, Ltd. Seconded by Ms. Johnson.

Unanimously carried.

Broad Hollow has advised the Library that it wishes to exercise their option to extend their lease for an additional three (3) years.

Ms. Gregori moved to approve BroadHollow Theatre, Ltd.’s request to exercise its option to renew its lease for an additional three years: years five, six and seven of the current lease. Seconded by Mr. Nicolosi.

Unanimously carried.

All preparations have been completed, but in order to proceed with the Early Childhood Learning Room, we must receive approval from a representative of the New York State Education Department Facility Planning Division stating that we do not have to complete a full environmental study on the project.

**COMMITTEE REPORTS**

Fund Raising Committee reported that they awarded \$600.00 each to one graduating senior from Sewanhaka High School and one from Elmont Memorial High School.

**LEGAL**

Mr. O'Brien reported.

Labor negotiations with the union shall resume on July 12th.

**CORRESPONDENCE**

A response to our request for parking permits for our employees at the Stewart Manor Branch was received from the Mayor of Stewart Manor stating that our employees may park in the Stewart Manor Country Club parking lot.

**PERSONNEL**

There were no personnel items for discussion.

**NEW BUSINESS**

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

**OLD BUSINESS**

Discussion regarding any future amnesty for fines. Ms. Gough will write up a procedure as to how amnesty will be done, if it is considered in the future.

The Goals Committee will submit a report to the Trustees in December and July.

**OTHER**

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

**PUBLIC**

There was no public participation.

**ADJOURNMENT**

The next regularly scheduled meeting of the Board of Trustees will be held on Thursday, July 22, 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. Lawes requested an additional Executive Session. The public was advised that no action will be taken when the Board reconvenes into public session.

Ms. Gregori moved to go into Executive Session at 9:05 p.m.  
Seconded by Ms. Harsch.

Unanimously carried.

At this time, the Board Clerk was excused.

Ms. Johnson moved to adjourn the meeting at 10:00 p.m. Seconded by Mr. Nicolosi.

Unanimously carried.

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Respectfully submitted,

Catherine Antioco  
Library Board Clerk