

June 23, 2011

The 718th 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 23, 2011.

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. Pat Nicolosi

ALSO PRESENT: Ms. Maggie Gough, Director
Mr. Frank Marino, Advanced Consulting Corp.
Robert O'Brien, Esq., Library Board Attorney
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 personnel and legal matters. Seconded by Mr. Nicolosi.

Unanimously carried.

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

SALUTE TO THE FLAG

The Board permitted Mr. Aubrey Phillips to deviate from the agenda.

Mr. Phillips presented Ms. Tania Lawes with a plaque designating Seat L-1 in the theatre as the seat purchased by the community in her honor and thanked her for five years of dedicated service to the Library. He also commended her as a woman whose legacy is not only for her service to the library community but whose involvement as a volunteer for other organizations has touched the lives of many in Elmont.

Agenda Items

No discussion.

Meeting Room/Theatre

Mr. Danilo Archibold and Ms. Melissa Archibold asked the Board if they had reviewed the documentation presented to obtain meeting room use for the Zion Youth and Family Center.

Ms. Hardial moved that the application for Girl Scout Troop 2294 be denied based on an incomplete application, as per Board policy. Seconded by Ms. Gregori.

Unanimously carried.

Ms. Hardial moved that the application of the Zion Youth and Family Center for a mentoring and personal development program be denied based on an incomplete application, as per Board policy. Seconded by Ms. Gregori.

Unanimously carried.

Regarding the request for theatre use, the applicants were advised that the theatre room request had to follow policy guidelines and that the request form must include an application fee of \$500 and an insurance policy in the amount of one million dollars. We have not received any of those items. The applicants stated that they still wanted use of the theatre and were advised that they needed to submit their application in conformance with the theatre policy, and at that time it will be reviewed by the attorney and submitted to the Board for approval or disapproval.

At this time Mr. Nicolosi advised that on Monday, June 20 at 10:45 p.m. he received a threatening and harassing telephone call from Mr. Danilo Archibold regarding the meeting room requests of the Zion Youth and Family Center.

APPROVAL OF THE MINUTES

Minutes of the Meeting of May 19, 2011

Page 4, 4th paragraph, 2nd sentence, change to read: “Ms. Gregori explained that by the year 2013 the proposed NLS fees will amount to \$33,000....”

Page 4, 7th paragraph, change to read “Mr. Nicolosi and Ms. Mazzeo attended the Elmont Chamber of Commerce meeting on behalf of the Elmont Public Library on May 18th.

Page 5, last sentence, change to read “A card had been sent to Mr. Bob Prokopowicz....”

Page 6, 4th paragraph, change to read: “... the library building and grounds, including the theatre, may not be utilized for religious worship and/or instruction.”

Page 6, 5th paragraph, change to read “...Notwithstanding the foregoing, the Broad Hollow Theatre Company may....”

Page 6, 2nd motion, add “Library Hours” after “Policy 400-1.”

Page 7, last paragraph, change to read “Again, the public was assured that they will be heard and any decision regarding the branches will not be made without an opportunity for public input.”

Minutes of the Meeting of May 26, 2011

No discussion.

Mr. Nicolosi moved to approve the minutes of the meeting of May 19, 2011 as corrected. Seconded by Ms. Hardial.

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

Abstention: Ms. Gregori

Motion carried.

Ms. Gregori moved to approve the minutes of the meeting of May 26, 2011, as corrected. Seconded by Ms. Johnson.

Unanimously carried.

FINANCE

Administrative Fund Disbursements dated June 30, 2011

Regarding, check number 1438, code 4013 payable to Matt Rosenberg for “Dance Schools” in the amount of \$504.00, the dance studio gave a check to the library, who in turn wrote a check to Mr. Rosenberg. Discussion followed regarding procedure.

Credit Card Expense Report for the Billing Cycle 5/12/11 to 5/17/11

Ms. Mazzeo moved to approve the Credit Card Expense Report for the Billing Cycle 5/12/11 to 5/17/11 in the amount of \$463.76. Seconded by Ms. Gregori.

Unanimously carried.

Financial Position Paper for the Period May 21, 2011 to June 17, 2011

No discussion.

Treasury Warrants

Ms. Mazzeo moved to approve Treasury Warrant #2059 dated June 1, 2011 (Payroll Warrant) in the amount of \$58,902.13. Seconded by Ms. Johnson.

Unanimously carried.

Ms. Mazzeo moved to approve Treasury Warrant #2060 dated June 15, 2011 (Payroll Warrant) in the amount of \$91,707.51. Seconded by Ms. Johnson.

Unanimously carried.

Ms. Mazzeo moved to approve Treasury Warrant #2061 dated June 23, 2011 (June Bill Warrant) in the amount of \$67,183.39. Seconded by Ms. Johnson.

Unanimously carried.

Ms. Mazzeo moved to approve Treasury Warrant #2063 dated July 1, 2011 (Board Appointees' Warrant) in the amount of \$11,741.66. Seconded by Ms. Johnson.

Unanimously carried.

Ms. Mazzeo moved to approve Treasury Warrant #2064 dated June 30, 2011 (EUFSO Loan Warrant) in the amount of \$975,000.00. Seconded by Ms. Johnson.

Unanimously carried.

MAIN LIBRARY AND BRANCHES

Director's Report

Ms. Gough reported.

During the month of May, 600 children have graduated from our theatre stage.

The career center is operational and being developed as we go along.

Thanks to multiple efforts, the collection on the second floor is being addressed.

Michael Marino has installed new shelves to display discarded books that are for sale. The branches are being weeded and looking clean and organized.

The "Going Green" project is joining with New York State to put the summer reading club online.

Adult reading club information is also being placed online and should be up and running by the beginning of July.

An icon has been created on the Library's web page regarding unattended children at the library. Ms. Gough recommended lowering the age for unattended children to 10 so children ages 10 and older can be at the library unattended. Discussion followed. New York State states that children under the age of 12 need to be attended by an adult. Mr. Nicolosi recommended remaining at age 12 for unattended children. Ms. Gough was asked if lowering the age has been discussed with the Children's librarians. She said it has been discussed with the Children's librarians and they support lowering the age to 10. Liability for the Library was also an issue of concern. The attorney was requested to do some research as to the library's liability.

Ms. Gough recognized the work of Ms. Kathy Guidal for obtaining a grant from the New York Council for the Humanities for a family reading program wherein children and parents read the same books and join together for book discussions.

Ms. Gough also recognized Danielle Gregori as the recipient of the 2011 ALA scholarship for study in a master's degree in library and information studies.

Mr. Nicolosi thanked Mr. Muzzio Talini for pursuing the farmer's market which will debut at the ATS Sports Complex on Thursday June 30th. It will be open every Thursday until November 17th. The Library was invited to participate in the ribbon cutting ceremony.

Plans are underway for the fifth anniversary of the our main Library. The theme this year will be the history of Elmont. There will also be a musical program on September 11th in keeping with the solemnity of that date.

Ms. Gregori thanked Ms. Guidal on behalf of the Board for her efforts on applying for and receiving the grant for the family reading program.

Ms. Gough advised that Mr. Sean Cowan, adult page, has been transferred to a position as part-time adult computer staff member and recommended an increase in salary.

Ms. Gregori moved to increase the salary of Sean Cowan from \$7.58 per hour to \$10.00 per hour in consideration of his transfer to the position of part-time adult computer staff member. Seconded by Mr. Nicolosi.

Unanimously carried.

Regarding Independence Day weekend,

Mr. Nicolosi moved to close the Library on Saturday July 2 in consideration of the Independence Day holiday weekend. Seconded by Ms. Mazzeo.

Unanimously carried.

Regarding Employee with New York State Retirement Number 3565873-1,

Ms. Mazzeo moved that, with respect to Section 75 of the Civil Service Code, charges brought against an employee with the New York State Retirement Number 3565873-1, the Board upholds the recommendations of Hearing Officer, Deborah A. Shapiro dated June 14, 2011 and directs that the referenced employee be suspended for thirty (30) days without pay. Seconded by Mr. Nicolosi.

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

Abstention: Ms. Harsch, Ms. Johnson

Motion carried.

Advanced Consulting Corporation Report

Mr. Marino reported.

He requested permission to file for 2011/2012 New York State Construction Grants, the money to be used for the Parent-Child Interaction Area. The Board thanked Mr. Marino and approved the request.

After researching different kinds of carpet cleaning equipment, Mr. Marino recommended purchasing a dry cleaning machine which will prolong the life of the library carpeting.

Ms. Gregori moved to purchase a cleaner/vacuum machine at a cost of \$3,691.67, plus \$643.00 for dry powder and supplies for a total amount of \$4,334.67. Seconded by Mr. Nicolosi.

Unanimously carried.

RFPs for the position of Library Board Attorney have been mailed out and are due back June 30th. Mr. Marino recommended the Board set aside two days in early July for interviews. The Board thanked Mr. O'Brien for his years of service to the Library and wished him well on his retirement.

Discussion regarding natural gas services. The contract has been reviewed by our attorney who recommended several changes. It is expected that the rates will be twenty (20%) percent less than the current costs and would be locked in for one year.

Ms. Gregori moved to permit the Business Manager, on behalf of the Board, to enter into a contract with Hess Corporation for the purchase of natural gas services for a twelve (12) month period. Seconded by Mr. Nicolosi.

Unanimously carried.

COMMITTEE REPORTS

Ms. Gregori moved to approve Policy 700-3 Theatre Policy. Seconded by Mr. Nicolosi.

Unanimously carried.

Ms. Mazzeo moved to approve Policy 300-2 Library Contingency Fund, based on changes made at the May 26, 2011 Library Board meeting. Seconded by Mr. Nicolosi.

Unanimously carried.

Ms. Mazzeo moved to approve Policy 300-10 Conference Attendance. Seconded by Mr. Nicolosi.

Unanimously carried.

Ms. Mazzeo moved to approve Policy 400-1 Library Hours. Seconded by Mr. Nicolosi.

Unanimously carried.

Ms. Lawes thanked the Scholarship Committee for selecting the recipients of the Library scholarship award. The recipient from Sewanhaka High School was Mr. Joseph Barbagallo and the recipient from Elmont Memorial High School was Chanei Patterson. Both students sent thank you letters and a thank you letter was received from the principal of Elmont Memorial High School thanking the Library for their continued participation in this scholarship program.

NASSAU LIBRARY SYSTEM

No discussion.

LEGAL

Mr. O'Brien reported.

He and the Director discussed the policy for unattended children at the Library.

Our accountant, Mr. Tarantino, will be preparing the year end report and disclaimer as well as an authorization that needs to be signed. Mr. O'Brien recommended the Board President sign the authorization.

Mr. O'Brien submitted his resignation and thanked the Director, the Board Employees and the Board members, past and present, for their dedication to the Library and the community. He wished everyone continued success.

CORRESPONDENCE

Nothing other than discussed above.

NEW BUSINESS

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

Mr. Nicolosi thanked Ms. Lawes for her hard work in helping the Board bring in a zero tax increase and keeping the private sector thinking in mind when tackling budget issues. He also thanked her for her attention to needed changes and amendments to library policies.

OLD BUSINESS

Ms. Gregori asked about the status of the award money from ALS. Ms. Gough inquired recently and was informed that we should have it within eight or ten days.

PUBLIC

Mr. Muzzio Tallini thanked the Director for working with the Farmers Market to help resolve some issues prior to opening and, on behalf of the Chamber of Commerce, invited all present to attend the grand opening Thursday, June 30th.

Mr. Tallini asked the Trustees if, when settled, labor contract are posted on the web site and. To avoid FOILING them, he asked if the Board could the take this into consideration.

As a resident of East Franklin Square, he thanked the Board for the "No tax increase" this year and asked them to keep taxes as reasonable as possible in the future.

Ms. Cynthia Hervey commented on the "weeding" going on at the Stewart Manor Branch and asked if the empty shelves will be receiving new books. The Director said that the goal is to keep the collection as current and vital as possible.

Ms. Hervey also asked the Library to keep in mind the histories of the communities that are part of the Library when the history of Elmont is a topic for the coming year.

Mr. Richard Hohn, a patron from Alden Manor, said he is a regular user of the Alden Manor branch and requested the Board consider the patrons of that area and the high school students that utilize that branch. In view of the fact that the Library is now going to be closed an additional day, he requested that the Board consider not closing it the entire day and perhaps consider a half day closing.

OTHER

Mr. Nicolosi moved to borrow \$670,000.00 from the Elmont Union Free School District for the fiscal year 2011/2012. Seconded by Ms. Gregori.

Unanimously carried.

Mr. Nicolosi wanted to go on the record that he received a harassing telephone call on June 20th from Mr. Danilo Archibold and that it has been reported to the Police Department. He was upset that any trustee should ever be harassed or threatened in any manner.

Mr. Barry Del Mastro wanted to know, with the advent of new technology, in what direction the Library is going. The Director responded that she is following the trend very carefully and looking into how to best serve our patrons in the future. Money has been invested into our databases. He also asked what percentage of young people coming to the library that are use technology. Overall there has been a 400% increase in one year in downloadable e-books. Mr. Del Mastro also asked if this can this lessen the use of our satellite locations. The director replied that people still want books. At present patrons can download books online from the Library to their E-reader devices. He was assured that as the environment changes, so will the library.

ADJOURNMENT

The next regularly scheduled meeting of the Board of Trustees will be on July 21, 2011 at 7:00 p.m. The Board will immediately go into executive session and reconvene into public session at 8:00 p.m.

Ms. Hardial moved to adjourn at 9:30 p.m. Seconded by Mr. Nicolosi.

Unanimously carried.

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Respectfully submitted,

Catherine Antioco