

May 21, 2009

The 693rd 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 May 21, 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. Maggie Gough, Director
Robert O'Brien, Esq., Library Board Attorney
Mr. Frank Marino, Advanced Consulting Corp.
Catherine Antioco, Library Board Clerk

PUBLIC: In addition to those in the attached sign-in sheet, in attendance were Ms. Monique Hardial and Mr. Pat Nicolosi, newly elected Trustees.

Discussion followed regarding procedure for swearing in new trustees and appointment of Mr. Nicolosi to fill the unexpired term of Mr. Joseph Marziotto.

Ms. Johnson moved to go into executive session at 7:10 p.m. to discuss personnel and legal matters. Seconded by Ms. Mazzeo.

Unanimously carried.

Ms. Johnson moved to come out of executive session at 7:57 p.m. Seconded by Ms. Harsch.

Unanimously carried.

The Board reconvened into Public Session at 8:05 p.m.

SALUTE TO THE FLAG

Ms. Gregori moved to appoint Mr. Pat Nicolosi as trustee to fill the unexpired term of Mr. Joseph Marziotto until June 30, 2009. Seconded by Ms. Johnson.

Unanimously carried.

Swearing In Of Trustees

At this time, the Board Attorney, Mr. O'Brien, administered the oath of office to Ms. Monique Hardial and Mr. Patrick Nicolosi.

On behalf of the Board, Ms. Lawes welcomed the two new members. Ms. Lawes also thanked all those who came out to vote for the Library budget.

Agenda Items

No discussion.

Meeting Room Requests

The Sewanhaka Central Council of PTAs requested meeting room space for its annual meeting. It was determined that, as Central Council is not comprised of 75% Elmont residents, the meeting room request could not be approved. Ms. Barbara Reynolds, who represented the group and is president of Elmont Interschool of PTAs, amended the request to allow Interschool to host the meeting.

Ms. Johnson moved to approve the meeting room request of the Elmont Interschool of PTAs. Seconded by Ms. Harsch.

Unanimously carried.

Ms. Angela Williams Hunt requested meeting room space two times per month from 3:00 p.m. to 6:00 p.m. for "Girls Empowered Now" which is an organization she has established to teach young girls proper etiquette and conduct. There is no fee to the girls. The Bylaws were reviewed by Mr. O'Brien and meet the meeting room use criteria.

Ms. Johnson moved to approve the meeting room request of Girls Empowered Now to meet two times per month from 3:00 p.m. to 5:00 p.m., subject to availability. Seconded by Mr. Nicolosi.

Unanimously carried.

APPROVAL OF THE MINUTES

Minutes of the Meeting of April 23, 2009

Page 3, 3rd motion, change maker of motion from “Ms. Mazzeo” to “Ms. Gregori.”

Page 5, “Public,” 4th paragraph, 2nd sentence, change to read “Coupons for free admission on the 31st and a hot dog...”

Page 5, “Public,” 5th paragraph, 2nd sentence, change to read “The community was advised that Civil Service changed some of their requirements in order to....”

Page 6, 1st paragraph, change “Ms. Monique Cargyle” to “Ms. Monique Hardial.”

Mr. Nicolosi moved to approve the Minutes of the Meeting of April 23, 2009, as corrected. Seconded by Ms. Gregori.

Unanimously carried.

FINANCE

Administrative Fund Disbursements dated May 21, 2009

No discussion.

Treasury Warrants

Ms. Mazzeo moved to approve Treasury Warrant #1946 dated April 22, 2009 (Payroll Warrant) in the amount of \$86,112.97. Seconded by Ms. Johnson.

Unanimously carried.

Ms. Mazzeo moved to approve Treasury Warrant #1949 dated May 6, 2009 (Payroll Warrant) in the amount of \$83,806.69. Seconded by Ms. Johnson.

Unanimously carried.

Ms. Mazzeo moved to approve Treasury Warrant #1951 dated May 21, 2009 (May Bill Warrant) in the amount of \$59,316.98. Seconded by Ms. Johnson.

In Favor: Ms. Gregori, Ms. Hardial, Ms. Harsch, Ms. Johnson, Ms. Mazzeo,
Abstention: Mr. Nicolosi

Mr. Nicolosi abstained because he felt that, as he was just sworn in, he was not familiar with the expenses in this Treasury Warrant.

Motion carried.

Ms. Mazzeo moved to approve Treasury Warrant #1952 dated June 1, 2009 (Independent Contractors Warrant) in the amount of \$11,532.01 Seconded by Ms. Johnson.

In Favor: Ms. Gregori, Ms. Hardial, Ms. Harsch, Ms. Johnson, Ms. Mazzeo,

Abstention: Mr. Nicolosi

Mr. Nicolosi abstained because he felt that, as he was just sworn in, he was not familiar with the expenses in this Treasury Warrant.

Motion carried.

Monthly Position Paper for the period April 17, 2009 to May 15, 2009

Discussion regarding over-expenditure in Code 431, Telephone. Mr. Marino explained that we are expecting to received E-Rate money which will be applied to this expenditure.

MAIN LIBRARY AND BRANCHES

Director's Report

Ms. Gough reported. She thanked everyone for welcoming her. She is looking forward to working with a wonderful staff who receives great support from the community.

In accordance with the Union Contract, the Library will be closed on Monday, May 25, 2009 in observance of Memorial Day.

Ms. Gough requested permission to close the Library on Friday, July 3, 2009. It will be difficult to staff the Library on that day and she feels the staff will be appreciative of a long holiday weekend.

After discussion,

Ms. Johnson moved to close the Library on July 3, 2009 in conjunction with of the July 4th holiday. Seconded by Ms. Hardial.

Unanimously carried.

She conducted a staff meeting on May 13th and plans on holding meetings every week prior to the Library's opening. She would also like to include part-timers and weekend staff, possibly in the afternoon or evening.

She visited the branches and was warmly welcomed.

On May 25, the Memorial Day parade will start at Sewanhaka High School and end at the Library. The Director attended an American Legion meeting to discuss the parade, and she was gratified to see so much community involvement.

The Elmont Belmont Stakes Festival and Parade will be on Saturday, May 30th. The Library will be involved by showing a film, giving tours of the Library's Mural, and making the Library a welcoming place for those who wish to come by.

Ms. Gough attended a meeting in Cooperstown to receive information about the Pride and Passion exhibit that the Library will be showcasing from December 15, 2010 through February 11, 2011. She thanked Mr. Marino for writing the 47 page document that resulted in the Library's winning this exhibit.

With the Board's permission, Ms. Gough would like to schedule a trustee and director training session. The Board gave direction to schedule a meeting. She will obtain a few days from Mr. Nichols when the training session can be held and communicate them to the Trustees so a date can be scheduled.

On June 15, 2009, the West Hempstead Library will hold an Area 5 meeting at 7:30 p.m. Trustees are invited to attend.

Advanced Consulting Corporation Report

Mr. Marino reported.

He has been in touch with the family of Joseph Marziotto and they requested May 31, 2009 at 2:00 p.m. for the dedication of the History Room in past-trustee Marziotto's honor. Discussion followed regarding changing the date as it conflicts with the community event taking place that day at Belmont Race Track. Mr. Marino explained that they had given Mr. Marziotto's family other dates, but this was the only date that was feasible for them.

Discussion regarding offering our patrons the opportunity to use credit cards at the Library. He explained the fees that would be involved. Suggestion was made to create our own credit card. This is an expensive proposition and very difficult. Mr. O'Brien was concerned about the legal issues associated with creating our own credit card.

Mr. Nicolosi moved to authorize the Board President to sign a Merchant Agreement with the Bank of America and purchase the necessary equipment at a cost of \$385.00. Seconded by Ms. Johnson.

Unanimously carried.

Mr. Marino is continuing his review of the Library's insurance policies.

The Elmont Union Free School District has approved our loan request.

The Fund Raising Committee has distributed fliers through out the school district. Additional fliers will be given to community organizations.

The Library has received a dividend check in the amount of \$4,494.77 due to its excellent insurance rating and lack of losses.

Regarding Board Policy #300-13, Credit Card Policy, the Bank of America does not want to give us less than a \$10,000.00 minimum credit limit. Mr. Marino will continue to try to get the bank to lower their minimum.

Regarding firewall software expenses,

Ms. Mazzeo moved to approve a credit card expense to Watchguard Technologies in the amount of \$225.94 for the billing cycle 4/6/09 to 5/1/09. Seconded by Ms. Gregori.

Unanimously carried.

COMMITTEE REPORTS

None other than previously reported in the Business Manager's report.

NASSAU LIBRARY SYSTEM

No discussion.

LEGAL

Mr. O'Brien reported.

He reviewed a request to use the Library grounds for a political campaign and advised the Trustees that this is not an approved use.

He has spoken to Councilman Ambrosino who has agreed with our request to change the election dates for the unserved areas. Mr. O'Brien therefore left a message with the Town Attorney and expects to have an answer by the June meeting.

CORRESPONDENCE

A letter was written to Ms. White thanking her for her support of the American Legion's oratorical contest.

An e-mail was received from Assemblyman Tom Alfano thanking the Library for their cooperation the "Women of Distinction" award presented at the Library.

OLD BUSINESS

The Director was asked how far we have come with the new web page design. It will take a little longer, but the Board was encouraged to come in to see its progress. The meeting room application will be on the front page of our web site so that people will know how to apply and the criteria for meeting room use.

Along with the web page, the Director is looking into changing the newsletter format.

The Board asked for clarification as to NCLA membership. The Director will look into it.

NEW BUSINESS

Mr. Marino is obtaining applications for a construction grant to be used to create space behind circulation to house the video/DVD collection, expanding the Early Childhood Center, and redesigning part of the Young Adult section to incorporate a gaming room. Another suggested source for grant money is Target Stores. They have a literacy grant.

PUBLIC

Mr. Frank Ragona congratulated the Board on passing their budget. He also congratulated the new trustees and welcomed Ms. Hough.

Mr. Nicolosi thanked everyone for their support.

Ms. Hardial thanked everyone and said she is looking forward to working with the Board and the community and accomplishing one of her goals to get more young people involved.

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 June 25, 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 at 9:45 p.m. Seconded by Ms. Mazzeo.

Unanimously carried.

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Respectfully submitted,

Catherine Antioco