

May 27, 2010

The 705th 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 27, 2010.

CALL TO ORDER/EXECUTIVE SESSION

The meeting was called to order by Ms. Tania Lawes, President, at 6:00 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.
Mr. Domenick J. Tarantino, CPA, Board Accountant
Ms. Catherine Antioco, Library Board Clerk

PUBLIC: See attached sign in sheet.

Ms. Johnson moved to go into executive session at 6:00 p.m. to discuss personnel. Seconded by Ms. Mazzeo

Unanimously carried.

The Board reconvened in Public Session at 7:00 p.m. for the purpose of a work session to discuss the Goals Committee Report. At 7:40 p.m., Ms. Mazzeo was excused.

At 8:00 p.m. the regularly scheduled May 27, 2010 Board meeting reconvened.

SALUTE TO THE FLAG

Agenda Items

No discussion.

Accountant's Report

Mr. Tarantino presented the Financial Statements dated March 31, 2010.

The **Balance Sheet dated March 31, 2010** reflects total assets of \$3,129,842.26, Liabilities of \$1,110,369.37, Fund Balance of \$1,338,925.37 and Appropriated Fund Balance of \$680,547.52; the **Statement of Revenues and Expenses for the period July 1, 2009 to March 31, 2010** reflects a cash balance as of July 1, 2009 in the amount of \$1,082,632.13, Receipts of \$2,485,214.81, Total Expenditures of \$2,344,479.87 with a Balance as of March 31, 2010 in the amount of \$1,233,367.07; and the **Changes in Fund Balances** dated July 1, 2009 to March 31, 2010 reflects a Fund Balance as of July 1, 2009 in the amount of \$521,175.88 with a balance as of March 31, 2010 of \$314,779.16.

Mr. Tarantino was present when we received only one proposal from an accounting firm to perform the five-year managerial audit. Mr. Marino and he felt the \$15,000.00 proposal per year for a five-year audit was too high. Mr. Tarantino explained that a new requirement has been instituted for accounting firms whereby they must undergo peer reviews which are paid for by themselves. These fees, in turn, are being passed on to their clients.

Mr. Marino then contacted the accountant firm of Arthur Venezia who did a past audit for the Library. Mr. Venezia proposed a three year procedural and managerial audit in the amount of \$16,500.00. He discussed Mr. Venezia's qualifications with Mr. Tarantino and found them to be in order. When Mr. Venezia's written proposal is received, Mr. Marino will present it to the Board.

At this time, Mr. Tarantino was excused.

Meeting Room/Theatre Requests

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

APPROVAL OF THE MINUTES**Minutes of the Meeting of April 22, 2010**

Page 3, Budget Hearing, add a second sentence to read: "He was told by the attorney that he should file a FOIL request for this information."

Ms. Johnson moved to approve the Minutes of the Meeting of April 22, 2010, as corrected. Seconded by Ms. Gregori.

Unanimously carried.

FINANCE

Administrative Fund Disbursements dated May 20, 2010

Discussion regarding Check 3546, Code 452 in the amount of \$200.00 payable to Ronald Lautato for clean-up of damage from water in the basement at the Alden Manor Branch. Discussion regarding the cost effectiveness of putting in a claim under the Library's insurance policy for this amount.

Treasury Warrants

Ms. Johnson moved to approve Treasury Warrant #1999 dated April 21, 2010 (Payroll Warrant) in the amount of \$58,933.27. Seconded by Ms. Gregori.

Unanimously carried.

Ms. Johnson moved to approve Treasury Warrant #2002 dated May 5, 2010 (Payroll Warrant) in the amount of \$71,024.62. Seconded by Ms. Gregori.

Unanimously carried.

Ms. Johnson moved to approve Treasury Warrant 2003 dated May 19, 2010 (Payroll Warrant) in the amount of \$57,433.58. Seconded by Ms. Gregori.

Unanimously carried.

Ms. Johnson moved to approve Treasury Warrant #2004 dated May 27, 2010, (May Bill Warrant) in the amount of \$64,328.04. Seconded by Ms. Gregori.

Unanimously carried.

Ms. Johnson moved to approve Treasury Warrant #2005 dated June 1, 2010 (Board Appointees' Warrant) in the amount of \$11,801.26. Seconded by Ms. Gregori.

Unanimously carried.

Credit Card Expense Report for the Billing Cycle 4/30/10 to 5/3/10

Discussion regarding \$2,930.18 payable to Gamestop. This was for 28 games for three different systems.

Ms. Johnson moved to approve the Credit Card Expense Report for the Billing Cycle 4/30/10 to 5/3/10 in the amount of \$4,320.34. Seconded by Mr. Nicolosi.

Unanimously carried.

Monthly Position Paper for the period April 17, 2010 to May 21, 2010

Discussion followed regarding budget balance in Code V for Special Programs.

MAIN LIBRARY AND BRANCHES

Director's Report

Ms. Gough reported.

She thanked Ms. Lawes, Ms. Seward, Mr. Marino and Mr. Prokopowicz for their help with the "Alice in Wonderland" production.

During Library Week, we waived \$5,194.90 in fines for 1,743 patrons. Discussion followed. It was felt that amnesty should not be every year and that, in any event, fines should only be for patrons who actually bring in materials during that period, not for patrons who previously returned materials but still had outstanding fines on their cards.

Staff meetings continue. Plans for the summer reading programs are being finalized and programs are being developed for July, August and September. Discussion regarding what type of celebration will be planned for the Library's 4th anniversary.

Letters of thanks were received for the library-sponsored Indian Festival Celebration on May 8th. We also hosted Senator Craig Johnson's hearing on water quality on May 17 and received positive mention through television coverage and newspapers.

Ms. Gough reported on her attendance at:

The Long Island Library Conference on May 6 (Eight staff members attended);

The Database Subscription/Renewal Roundtable at NLS on May 12th;

On May 14, she joined 32 Directors who toured the Darien Public Library;

The meeting of the Jamaica Civic Association on May 17; and

On May 18th, she joined fellow poll watchers in witnessing the election results at the Elmont Road School.

She will provide the Board with reports from staff members who attended meetings.

On April 23, 2010, ALIS released ENCORE for public use, which program allows the user to search all the library holdings through one portal. She and Steve Harsch, ALIS Coordinator, attended the ALIS Spring Meeting on May 13, 2009 at NLS.

Advanced Consulting Corporation Report

Mr. Marino reported.

He congratulated the Board on passing the Library Budget and Ms. Mazzeo for being re-elected to the Board.

He briefly spoke about the RFPs for the managerial audit and told the Board when he receives a written proposal from accountant Arthur Venezia, he will provide it to the Board.

Regarding Bid EPL 2010-02 Millwork,

Ms. Gregori moved to award bid EPL 2010-02, Millwork to Dunrite Kitchens and More, the lowest responsible bidder, in the amount of \$9,500.00. Seconded by Mr. Nicolosi.

Unanimously carried.

Mr. Marino advised the Board that we again received a dividend check from Utica National Insurance Company in the amount of \$5,349.99 in recognition of our safety record.

Mr. Marino reported on meetings with Citibank and TD Bank. Both Mr. Marino and Ms. Gough feel that TD Bank is the better choice, i.e. they provide the best interest rate on all accounts; there are no fees for any services; they have next day availability on all deposits; they have specialized customer service representatives; they have a team that will set up electronic banking, at no charge, if and when we wish to do so in the future and many other incentives.

After discussion,

Ms. Gregori moved to change the official bank of the Elmont Public Library from the Bank of America to TD Bank. Seconded by Mr. Nicolosi.

Unanimously carried.

Mr. Marino has been working with Ms. White and Ms. Gough regarding the proposed 2011 theatre schedule.

The Library will be participating in the Memorial Day Parade. Mr. Prokopowicz will drive the van in the parade.

Mr. Marino is making arrangements to assist with the Elmont Rotary Club and Franklin Square Chamber of Commerce's Spring Festival and Craft Fair on May 29th.

COMMITTEE REPORTS

There were no reports for the Board's review.

LEGAL

Mr. O'Brien had no report for the Board's attention.

PERSONNEL

There were no personnel items for discussion.

CORRESPONDENCE

An invitation was received from the American Legion to the May 31, 2010 Memorial Day Parade.

Saturday, May 29, there will be a parade starting at Belmont Track at 10:00 and ending at ATS's field.

Sunday, May 30, is Belmont Day at the Belmont Race Track.

Letter was received from Attorney General Cuomo thanking us for our hospitality.

NEW BUSINESS

After discussion,

Ms. Johnson moved to approve the Goals for the Year 2010-2011.
Seconded by Ms. Gregori.

Unanimously carried.

Ms. Gough was requested to put a notation in the file so that signs will be posted in the local schools when elections take place directing voters to the location.

OLD BUSINESS

Ms. Johnson moved to approve the changes to Policy 700-1,
Meeting Room Use. Seconded by Ms. Gregori.

Unanimously carried.

Ms. Johnson moved to approve the changes to Policy 700-3, Theatre Use Policy. Seconded by Ms. Gregori.

Unanimously carried.

Ms. Johnson moved to approve the changes to Policy 300-6, Procurement Policy. Seconded by Mr. Nicolosi.
In Favor: Ms. Gregori, Ms. Harsch, Ms. Johnson, Mr. Nicolosi
Opposed: Ms. Hardial

Motion carried.

This is the second reading for Policies 700-1, 700-3 and 300-6 and, therefore, they take effect as of this date.

PUBLIC

There was no public participation.

OTHER

No discussion.

ADJOURNMENT

The next regularly scheduled meeting of the Board of Trustees will be held on Thursday, June 24, 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 9:25 p.m. Seconded by Mr. Nicolosi.

Unanimously carried.

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Respectfully submitted,

Catherine Antioco
Library Board Clerk