

May 26, 2011

The 717th 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 26, 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 8:20 p.m.

SALUTE TO THE FLAG

Agenda Items

No discussion.

Meeting Room/Theatre Requests

Zion Youth and Family Center requested use of a meeting room two times per week in order to conduct a mentoring and personal developmental program for youth. Discussion followed. There is a component of the program that will be in partnership with the Girl Scouts of America, who will provide some staff members for a portion of the program. When questioned, it was determined that, since only five (5) of the (7) board members reside within the Elmont Community, this does not meet the 75% residency requirement for meeting room use. However, the group advised that more than 75% of the existing membership is from Elmont. There will be no fund raising, and none of the executive board are salaried. Ms. Gough explained that the Board policy only allows the use of a meeting room two times per month. As it appears this request may be for two separate groups - one for boys and one for girls - the group was advised that they would need to fill out a form for each use and that they should discuss this with the Director. They would also like to use the Theatre and parking lot for a “back to school” giveaway event in conjunction with a cultural art program. They would be appreciative if the Library could co-sponsor this event. The group was advised that the Library does not allow use of the parking lot for events. As to use of the theatre, the Board advised that Zion should submit a theatre request, and if the theatre was available, they could rent it. When all the facts are reviewed and permits submitted, Ms. Gough will get back to the Trustees for a decision.

APPROVAL OF THE MINUTES

Minutes of the Meeting of April 28, 2011

Page 4, add after 4th motion pertaining to the hire of Michael Marino as a full-time maintainer: “Michael Marino is not related to the Business Manager.”

Page 8, 2nd paragraph, change “Mr. Madera recommended the entire board step down, not just Ms. Johnson” to “In response to Mr. Phillips comments, Mr. Madera recommended the entire board step down, not just Ms. Johnson.”

Ms. Johnson moved to approve the Minutes of the Meeting of April 28, 2011, as corrected. Seconded by Ms. Gregori.

Unanimously carried.

FINANCE

Administrative Fund Disbursements dated April 21, 2011

Regarding the amount pertaining to the expense for lost books, the Director did not have the exact amount, but said it is relatively minor.

Credit Card Expense Report for the Billing Cycle 3/18/11 - 4/18/11

Ms. Mazzeo moved to approve the Credit Card Expense Report for the Billing Cycle 3/18/11 to 4/18/11 in the amount of \$1,664.54. Seconded by Ms. Johnson.

Unanimously carried.

Financial Position Paper for the Period April 22, 2011 to May 20, 2011

There is a \$27,327.07 balance in the Books, Pamphlets/Continuation line with 1 ½ months remaining in the fiscal year.

The over balance in Computer Services and Databases reflects the cost for an additional data base purchase, but when the existing contract for data bases is not renewed, there will be a drop in the cost associated with that line.

Treasury Warrants

Check No. 1382 in the amount of \$1,793.16 was reimbursement for vacation pay to a retiring employee.

Check No. 1395 in the amount of \$230.93 was in payment of additional fabric needed to complete the kiosks in the Career Center.

Ms. Mazzeo moved to approve Treasury Warrant #2055 dated May 4, 2011 (Payroll Warrant) in the amount of \$55,859.92. Seconded by Ms. Johnson.

Unanimously carried.

Ms. Mazzeo moved to approve Treasury Warrant #2056 dated May 18, 2011 (Payroll Warrant) in the amount of \$92,550.45. Seconded by Ms. Johnson.

Unanimously carried.

Ms. Mazzeo moved to approve Treasury Warrant #2057 dated May 26, 2011 (May Bill Warrant) in the amount of \$88,980.79. Seconded by Ms. Johnson.

Unanimously carried.

Ms. Mazzeo moved to approve Treasury Warrant #2058 dated June 1, 2011 (Board Appointees' Warrant) in the amount of \$11,741.66. Seconded by Ms. Johnson.

Unanimously carried.

MAIN LIBRARY AND BRANCHES**Director's Report**

Ms. Gough reported.

May has been a very busy month. On May 4, the Library hosted a career fair with 180 people attending the job search program. We are continuing to put resources into the Career Center.

On May 14, in conjunction with the Nassau County Department of Health, Elmont Health Center and Legislator John Ciotto, we hosted a health fair. A thank you letter was received from Ms. Norma DiBartolo on behalf of the Elmont Union Free School District for our sponsorship of this event.

Construction is going on in the Young Adults section. The glass wall is completed and bench seating will be installed.

Ms. Gough thanked Ms. Gregori and Ms. Lawes for attending the NLS Area 5 meeting with her on May 18th. Ms. Gregori explained that by the year 2013 the proposed NLS fees will amount to \$33,000.00 and the Board is concerned about these ever rising costs. Discussion followed regarding what services NLS is mandated to maintain by the State and what would happen if NLS were to go bankrupt because member libraries did not pay their share of fees.

A new book drop has been added at the circulation desk for the convenience of our patrons.

In order to provide books for all the children involved in the summer reading club, patrons will be limited to taking out only two (2) of the books on the list at a time.

Mr. Nicolosi and Ms. Mazzeo attended the Elmont Chamber of Commerce meeting on May 18th on behalf of the Library.

Mr. Nicolosi thanked the Library staff for their work on the health fair.

Ms. Gough asked for permission to join "The Science of Non-Violence." Programs at the Library will be structured around the theme of non-violence. Trustees were in agreement that this would be a worthwhile endeavor.

Mindy Wolfle has resigned. Ms. Gough recommended hiring Susanne Weiss to fill the marketing and public relations position.

Ms. Gregori moved to hire Susanne Weiss as a part-time publicity/marketing person at a salary of \$24.00 per hour, commencing May 31, 2011. Seconded by Ms. Johnson.

Unanimously carried.

Advanced Consulting Corporation Report

Mr. Marino reported.

Construction in the Young Adults Department has been completed.

The new Maintainer has been working out well.

We have received a check in the amount of \$5,405.30 from Utica National Insurance Company in recognition of our good rating.

Mr. Marino is working on preparing bids for a lawn irrigation well pump.

The Career and Health section millwork has been completed.

The van will participate in the Memorial Day Parade and the Library will be participating in Belmont Family Fun Day.

COMMITTEE REPORTS

Ms. Mazzeo will join the Scholarship Committee.

Ms. Hardial, Mr. Nicolosi and Ms. Mazzeo will be members of the Policy Committee.

NASSAU LIBRARY SYSTEM

Nothing in addition to that discussed above.

LEGAL

Mr. O'Brien reported.

He provided the Board with a memorandum regarding the Theatre Policy.

He reviewed the decision regarding Mr. Tom Madera's Article 78 proceeding pertaining to his FOIL application. Mr. O'Brien advised the Board that Mr. Madera should be supplied with a copy of the Library's Notice of Appeal.

CORRESPONDENCE

No discussion.

NEW BUSINESS

Ms. Lawes thanked everyone who voted for the Library budget and congratulated Ms. Rau on her election to the Board.

The Board will send a letter to Ms. Wolfle thanking her for her dedication to the Library.

A card has been sent to Mr. Bob Prokopowicz thanking him for his years of dedicated service to the Library.

OLD BUSINESS

After review by the Board, the following corrections/changes were made to the following policies:

Policy 200-1 “Theatre Request” needs to be added after “Meeting Room.”

Policy 300-12 should read “Director and Board” not “Director or Board.”

Policy 700-3 Theatre Policy, item 9 - language should be changed to read that the Library theatre and grounds, including the theatre, may not be utilized for religious worship and/or instruction.

Policy 700-3, item 4, change to read “Notwithstanding the foregoing, the Broad Hollow Theatre Company may, at its productions, conduct approved forms of fund raising, including raffle and 50/50 drawings on behalf of the Library.”

Ms. Johnson moved to accept Policy 700-3 Theatre Policy, as corrected. Seconded by Ms. Harsch.

Unanimously carried.

Ms. Gough was asked to put the policy regarding unattended children at the Library on the web under “Policies.”

Ms. Johnson moved to amend Policy 400-1, Library Hours, as written. Seconded by Ms. Harsch.

Unanimously carried

PUBLIC

Ms. Grace Palestino presented the Board with a petition with approximately 700 signatures and asked that it be read into the minutes:

“We, the undersigned residents of the Elmont Union Free School District, hereby petition the Board of Trustees of the Elmont Public Library to not consider closing the Stewart Manor or Alden Manor Branches of the Elmont Public Library. When we supported the bond for the new library in Elmont, we were assured that the branches would not be affected. Now, four years later, consideration is being given to closing the Stewart Manor and Alden Manor branches. These branches serve many young and elderly residents of our library community who have difficulty getting to the main branch or cannot get there at all. These branches are part of the fabric of our community. We understand one of the considerations for closing the branches is a decrease in circulation and the expense associated with circulating books. In order to contribute to an increase in circulation, we are requesting additional services at the branches: DVDs on-site; greater number of new best sellers; the return of story time, crafts and programs for the children at the Stewart Manor branch; book clubs for adults and children; the ability to obtain and return museum passes at the branches; and reconfiguration of the Stewart Manor Branch to better utilize the existing limited space.”

Ms. Palestino was advised that this Board or any other sitting board cannot be responsible for something that may have been said by any past board or board member. She was also advised that before any decision would be made about closing the branches, community input would be sought.

Ms. Palestino also asked why the Library is hiring a part-time person for \$24.00 per hour. She was advised that this person is replacing Ms. Wolfle, and the salary is competitive.

Elise Bekier opposed closing the Alden Manor Branch. She lives in North Valley Stream and feels that closing the branches is a disservice to the community.

Mr. Dan Jacob was in receipt of letter from the Board dated May 22, 2011. He felt that the Library Board was objecting to hosting a program on homophobia. Discussion followed regarding the Director and Board’s concern that if a program dealing with homophobia were offered, different components should be added so as to present it in a safe and effective manner. Ms. Gough was receptive to displaying books on the topic in the Library in June, as originally requested. She was also receptive to including, with the Board’s approval, the topic of

homophobia in conjunction with the previously discussed programs dealing with the science of non-violence that the Director will be developing in the future.

Mr. John Giuffre thanked the Board for their service. He is a resident of Stewart Manor and he and his family are regular users of the Stewart Manor Branch. He understands that the staff at the main branch has been reduced and there is a hiring freeze. He asked if it would be possible to use unpaid interns to fill those vacancies. He was advised that Civil Service rules are very strict about using anyone other than civil service employees to staff the library and they felt that seeking an exemption to the law would be futile.

Mr. Frank Antioco asked how much it costs to keep the Stewart Manor Branch open and if that cost could be absorbed by the residents of Stewart Manor. He was advised that it costs approximately \$200,000 per year and, divided among the Stewart Manor households, it would come to about \$270.00 per home per year.

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.

ADJOURNMENT

The next regularly scheduled meeting of the Board of Trustees will be on June 23, 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. Johnson moved to adjourn at 10.30 p.m. Seconded by Ms. Mazzeo.

Unanimously carried.

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Respectfully submitted,

Catherine Antioco