

November 19, 2009

The 699th 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 November 19, 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. Pauline Johnson
Ms. Kathleen Harsch
Mr. Patrick Nicolosi

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.
Catherine Antioco, Library Board Clerk

PUBLIC: See attached sign in sheet.

At this time, the PowerPoint presentation that was prepared for and would be shown to the unserved areas was viewed by the trustees and those in attendance.

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.

The Board reconvened in Public Session at 8:08 p.m.

SALUTE TO THE FLAG

Agenda Items

No discussion.

Meeting Room/Theatre Requests

Senator Craig Johnson requested use of the theatre on February 11, 2010 for a Black History Month Celebration. His application was in order.

Mr. Nicolosi moved to approve the theatre request of Senator Johnson for a Black History Month Celebration. Seconded by Ms. Johnson.

Unanimously carried.

APPROVAL OF THE MINUTES

Minutes of the Meeting of October 22, 2009

Page 7, Nassau Library System, 2nd paragraph, change "December 2, 2009" to "December 3, 2009."

Ms. Gregori moved to approve the Minutes of the Meeting of October 22, 2009, as presented. Seconded by Ms. Mazzeo.

Unanimously carried.

FINANCE

Administrative Fund Disbursements dated November 19, 2009

Brief discussion regarding Check 3311, Code 489 in the amount of \$400.00 for the Michael Jackson Tribute.

Checks 3312, 3313 in the amount of \$289.20 each represented percentage reimbursements of medicare costs for retirees.

Treasury Warrants

Ms. Mazzeo moved to approve Treasury Warrant #1973 dated October 21, 2009 (Payroll Warrant) in the amount of \$63,450.12. Seconded by Ms. Johnson.

Unanimously carried.

Ms. Mazzeo moved to approve Treasury Warrant #1976 dated November 4, 2009 (Payroll Warrant) in the amount of \$68,346.15. Seconded by Ms. Johnson.

Unanimously carried.

Ms. Mazzeo moved to approve Treasury Warrant #1978 dated November 19, 2009 (October Bill Warrant) in the amount of \$54,754.84. Seconded by Ms. Johnson.

Unanimously carried.

Ms. Mazzeo moved to approve Treasury Warrant 1979 dated December 1, 2009 (Board Appointees Warrant) in the amount of \$11,801.26. Seconded by Ms. Johnson.

Unanimously carried.

Monthly Position Paper for the period October 16, 2009 to November 12, 2009

No Discussion.

MAIN LIBRARY AND BRANCHES

Director's Report

Ms. Gough reported.

She has met with Department Heads. Together they are reviewing and updating incident reporting and security policies at the Library.

Due to the medical leave of department head, Pat McGee, the Director has been managing the Adult Reference Department.

Adult Reference Department Librarians have been requested to produce guides for monthly film showing and feature reader advisory guides. In order to accomplish this, they all must become proficient with desktop publishing software which will aid in promoting and marketing our reference services.

There have been policy meetings with the trustees discussing both long and short-term goals and updating of procedures. Ms. Gough thanked Ms. Lawes, Ms. Mazzeo, Ms. Johnson and Ms. Guidal for their involvement.

She also thanked Ms. Johnson, Mr. Nicolosi, Ms. Lawes and Mr. Mr. Marino for their involvement in the Meeting Room and Theatre Use Policy committee.

Ms. Gough reported on her attendance at two recent back-to-back meetings at NLS.

Emphasis was placed on serving the community. She hopes the public will see more and more programs reflecting the community's interests and needs.

NLS is also going through budget cuts and a strong push for consolidation of services. One way to recoup some of the lost income is to increase delivery fees to member libraries. Discussion followed. Ms. Gough thanked the trustees for their input and providing insight with regard to Elmont's past and present suggestions to NLS to help with budget shortfalls. The Trustees were polled as to how they wanted Elmont to vote regarding NLS's request for increased delivery service fees for 2010 and 2011. The Trustees unanimously voted against approval.

Ms. Gough was requested to write a letter to NLS suggesting they look into alternate ways to meet their budget. Ms. Lawes and Ms. Gregori will attend the annual NLS meeting.

Ms. Lawes thanked those department that submitted reports for the Trustees' information.

A toy drive for Elmont children is underway through the Intercounty Agency.

Advanced Consulting Corporation Report

Mr. Marino reported.

He has been working with Ms. Gough and Will Lodise on the PowerPoint presentation that was shown to the Trustees this evening. There is a little more work to be done before it is finalized.

Ms. Gregori thanked Mr. Marino, Ms. Gough and Mr. Lodise for their work on the PowerPoint presentation that gives an overview of all of the services available at the library. This will be shown at meetings with residents of the unserved areas.

A \$5,000.00 grant was received from Senator Craig Johnson that is being used for the Museum Pass Program, and we are in the second stage of a new application for a \$100,000.00 grant from Senator Johnson's office.

Mr. Marino has been working with the architects regarding the early childhood learning room.

COMMITTEE REPORTS

The meeting room/theatre committee is in the process of scheduling another meeting.

LEGAL

Mr. O'Brien reported.

He reviewed the architect's contract with some proposed change. He wanted it noted that Mr. Marino has waived his fee to act as a construction manager, and a letter will be put in the contract to that effect.

The first bargaining session has been scheduled with CSEA.

Mr. O'Brien stated that there is no definite voting date for the unserved areas. The town attorney said the town board will set a date at their January meeting. Mr. O'Brien has a meeting scheduled with the town attorney tomorrow and will bring the subject up again and will advise the Trustees as soon as he has anything further to report. After the town board sets a date, the Town of Hempstead conducts and supervises the election.

NASSAU LIBRARY SYSTEM

Nothing other than was reported above.

CORRESPONDENCE

Ms. Lawes read the following statement consolidating the response from the State of New York, Department of State Committee on Open Government in response to a letter they received from Mr. Thomas J. Madera. The entire response is included herewith.

“In an advisory opinion dated November 5, 2009, New York State Committee on Open Government, in response to a community resident’s FOIL request for certain library documents states ‘For more than a century, the courts have found that legal advice given by a municipal attorney to his or her clients, municipal officials, is privileged when it is prepared in conjunction with an attorney-client relationship. As such I [the Committee on Open Government] believe that a municipal attorney may engage in a privileged relationship with his client and that records prepared in conjunction with an attorney-client relationship are considered privileged under §4503 of the Civil Practice Law and Rules.’ The opinion further states, ‘Based on the foregoing, when the privilege has not been intelligently and purposely waived, and records consist of legal advice or opinion provided by counsel, to the client, such records would be confidential pursuant to §450-3 of the Civil Practice Law and Rules and, therefore, exempted from disclosure under §87(2)(a) of the Freedom of Information Law.’

“I add that the opinion begins as follows: ‘The staff of the Committee on Open Government is authorized to issue advisory opinions. The ensuing staff advisory opinion is based solely upon the information presented in your correspondence.’

“I have of course excerpted parts of the 4 page opinion which includes several citations and references to case law. However, in the interest of openness, I am turning over both my written statement and the opinion for inclusion in the minutes.”

OLD BUSINESS

There was no unfinished business for the Board’s attention.

NEW BUSINESS

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

PERSONNEL

No items for discussion.

OTHER

Ms Lawes reminded those present that there is a vote for Elmont fire commissioner on December 8th.

PUBLIC

Mr. Thomas Madera thanked the Trustees for mentioning the letter from the Committee on Open Government, but was unhappy that only a portion of the letter was read. Ms. Lawes advised that the entire letter will be included with the minutes, so that anyone who wants to will have access to it.

Ms. BlanchWager told the Trustees how good the program presented by Barbara Feinstein, "Sharpening Your Mind," was. It was so well attended that there were not enough seats for everyone. She recommended offering more programs by Barbara Feinstein.

Ms. Cynthia Hervey called the Trustees attention to the lack of an area for handicapped patrons to sit by the entrance to the Library when they wait for Able Ride to arrive. She was told that patrons should request someone from the Circulation Department to get chairs for them to use while waiting.

ADJOURNMENT

The next regularly scheduled meeting of the Board of Trustees will be held on Thursday, December 17, 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. Mazzeo moved to adjourn the meeting at 9:05 p.m. Seconded by Ms. Johnson.

Unanimously carried.

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Respectfully submitted,

Catherine Antioco