

October 22, 2009

The 698th 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 October 22, 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
Mr. Patrick Nicolosi

ABSENT: Ms. Monique Hardial (prior notice given)
Ms. Pauline Johnson (prior notice given)

ALSO PRESENT: Ms. Maggie Gough, Director
Robert O'Brien, Esq., Library Board Attorney
Mr. Domenick Tarantio, CPA, Board Accountant
Mr. Frank Marino, Advanced Consulting Corp.
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 Ms. Harsch.

Unanimously carried.

The Board reconvened in Public Session at 8:10 p.m.

SALUTE TO THE FLAG

At this time, the Board deviated from the agenda to receive the June 30, 2009 Financial Statements from the Accountant.

Mr. Tarantino reported.

The financial report is within the guidelines of the Governmental Accounting Standards Board (GASB). Included in this report is the Management's Discussion and Analysis Information and Supplementary Schedule for the Fiscal Year Ended June 30, 2009 which is required by GASB.

Mr. Tarantino referred to the following:

Statement of Net Assets dated June 30, 2009 listing Total Assets of \$2,557,252, Total Liabilities of \$177,787 resulting in Total Net Assets of \$2,439,465.

The Statement of Activities and Changes in Net Assets for the Fiscal Year Ended June 30, 2009 listing Total Revenues of \$3,227,650, Total Expenditures of \$2,934,279, Change in Net Assets of \$293,371 and total Net Assets at end of Year of \$2,439,465;

Governmental Fund Balance Sheet dated June 30, 2009 listing Total Assets of \$1,089,682, Total Liabilities of \$78,614, Total Unreserved of \$1,011,068 which resulted in Total Liabilities & Fund Balances of \$1,089,682;

Reconciliation of the Governmental Funds Balance Sheet to Statement of Net Assets dated June 30, 2009 listing Net Assets of Governmental Activities of \$2,439,465;

Statement of Revenues, Expenditures & Changes in Fund Balances for the Fiscal Year Ended June 30, 2009 listing Total Revenues of \$3,227,650, Total Expenditures of \$3,061,523, Fund Balances at Beginning of Year \$844,941 resulting in Fund Balances at End of Year of \$1,011,068;

Reconciliation of the Statement of Revenues, Expenditures & Changes in Fund Balances of Governmental Activities reflected Change in Net Assets of Governmental Activities dated June 30, 2009 of \$293,371;

Summary Statement of Revenues, Expenses and Changes in the Fund Balances for the Fiscal Year Ended June 30, 2009 reflecting a Fund Balance as of June 30, 2009 in the amount of 1,011,068.

Also annexed to Mr. Tarantino's report was the Budgetary Comparison Schedule, General Operating Fund for the fiscal year ending June 30, 2009.

Ms. Harsch moved that the Board appropriate \$224,000 of the fund balance as follows: \$210,474 for equipment and furniture and \$13,525 for capital improvements as of June 30, 2009. Seconded by Mr. Nicolosi.

Unanimously carried.

Ms. Harsch moved that the Board apply overspent lines of the budget for the fiscal year ended June 30, 2009 to budget lines that were underspent. Seconded by Mr. Nicolosi.

Unanimously carried.

Ms. Gregori moved to approve the Financial Statements as presented for the fiscal year ended June 30, 2009. Seconded by Mr. Nicolosi.

Unanimously carried.

Ms. Gregori moved to authorize the President of the Board to sign a letter of acknowledgment with the accountant dated June 1, 2009. Seconded by Mr. Nicolosi.

After a brief discussion, the motion was tabled.

At this time, Mr. Tarantino was excused.

Agenda Items

No discussion.

Meeting Room/Theatre Requests

The Elmont Youth Soccer Club requested the use of a meeting for October 26, 2009. Mr. Richard DeBaron represented the group. The attorney reviewed the application for conformance with meeting room guidelines and recommended approval.

Mr. Nicolosi moved to approve the meeting room request of the Elmont Youth Soccer Club for October 26, 2009. Seconded by Ms. Gregori.

Unanimously carried.

APPROVAL OF THE MINUTES

Minutes of the Meeting of September 24, 2009

Ms. Gregori moved to approve the Minutes of the Meeting of September 24, 2009, as presented. Seconded by Ms. Mazzeo.

Unanimously carried.

FINANCE

Administrative Fund Disbursements dated October 22, 2009

Check No. 3260, in the amount of \$528.00 payable to the U.S. Postal Service. Mr. Marino explained that the postage machine had run out of postage.

Credit Card Expense Report

Question was raised as to the September 21, 2009 payment of \$147.20 to Verizon. This was to bring the telephone bill current while the main library's long distance service was switched to Verizon and the bill was combined.

Ms. Gregori moved to approve the Credit Card Expense Report for the billing cycle 9/6/09 through 9/21/09 in the amount of \$524.46. Seconded by Ms. Mazzeo.

Unanimously carried.

Treasury Warrants

Ms. Mazzeo moved to approve Treasury Warrant #1968 dated September 23, 2009 (Payroll Warrant) in the amount of \$68,303.58. Seconded by Ms. Gregori.

Unanimously carried.

Ms. Mazzeo moved to approve Treasury Warrant #1972 dated October 7, 2009 (Payroll Warrant) in the amount of \$116,059.26. Seconded by Ms. Harsch.

Unanimously carried.

Ms. Mazzeo moved to approve Treasury Warrant #1974 dated October 22, 2009 (October Bill Warrant) in the amount of \$70,324.45. Seconded by Ms. Harsch.

Unanimously carried.

Ms. Mazzeo moved to approve Treasury Warrant 1975 dated November 1, 2009 (Board Appointees Warrant) in the amount of \$11,801.26. Seconded by Ms. Harsch.

Unanimously carried.

Monthly Position Paper for the period September 19, 2009 to October 15, 2009

No Discussion.

MAIN LIBRARY AND BRANCHES

Director's Report

Ms. Gough reported.

Staff meetings have been extremely productive. There has been a review of policies and discussion regarding implementation of changes necessary in the Library in order to improve its effectiveness.

There are two disabled volunteer students working at the library. Their assistance is greatly appreciated.

The Director attended an NLS workshop on October 8, 2009 dealing with conducting effective board meetings.

Ms. Gough has commenced a review and revision of procedures and has begun implementing certain necessary changes. Checks and balances have been initiated in the circulation department to make sure everything is running smoothly.

The Library's outreach efforts have been very successful. Ms. Gough shared a letter received from the Turin Library in upstate New York thanking us for sending them discarded books, VHS tapes and other donated materials. Ms. Seward has been coordinating the effort to gather discarded books, VHS tapes and other donated materials to send to the Turin Library, and Ms. Guidal and Danielle Gregori are facilitating a bridge between the two communities.

There was an incident at the Library on October 13th wherein an unruly patron had to be requested to leave after failing to show I.D. and cursing at a staff member. A letter was sent to the person suspending him from entering the Library for two years from the date of the incident.

Ms. Gough requested a meeting with the Board to discuss long range plans for the Library.

Advanced Consulting Corporation Report

Mr. Marino reported.

Regarding BID EPL 2009-5, Concrete Work, no bids were received. Depending on the weather, the Business Manager suggested it might be better to wait until next spring to undertake this project.

A letter has been sent to BBS Architects accepting their proposal to prepare plans and specifications for the Early Childhood Learning Room and Young Adult Gaming Room. A contract has not been received yet. When Mr. Marino has completed preliminary plans, the Trustees will receive copies. Mr. Marino has prepared the necessary paperwork for the School District and has completed the forms from the State of New York Dormitory Authority, prepared a budget and developed a detailed description of the project.

Mr. Marino explained the impact of the State's mandate to increase retirement percentages that the Library pays for staff members. This will increase from 6.9% to 11.2%. The actual cost will increase from \$69,645 to \$144,913.00.

Regarding second reading of Policy 300-14, Disposal of Computer Related Equipment,

Ms. Gregori moved to approve Policy 300-14, Disposal of Computer Related Equipment. Seconded by Mr. Nicolosi.

Unanimously carried.

At this time, it was noted that page 7, 2nd paragraph and page 7, 1st motion of the Minutes of the September 24, 2009 incorrectly identified Policy "300-14" as Policy "300-13." The September 24, 2009 minutes will be changed to reflect this correction and the motion accepting the minutes as presented is hereby amended as follows:

Ms. Gregori moved to approve the Minutes of the Meeting of September 24, 2009, as corrected. Seconded by Ms. Mazzeo.

Unanimously carried.

Mr. Marino, Ms. Gough and Mr. Lodise have been working on a PowerPoint presentation that will be used to market the Library and its services to the unserved districts. He is coordinating dates with PTAs, civic associations and senior citizens organizations so that he and the Director can attend. As soon as the dates are available, he will provide them to the Trustees so that they can participate. Mr. O'Brien has spoken to the Town Attorney regarding a date for the vote for the unserved areas.

COMMITTEE REPORTS

There were no committee reports for the Board's consideration.

LEGAL

Mr. O'Brien reported.

In addition to that already reported regarding elections in the unserved areas, he conveyed the Board's response to the CSEA representative and asked that they get back to him to schedule the initial bargaining session.

NASSAU LIBRARY SYSTEM

Anyone interested in attending a trustee development session on November 5, 2009, please RSVP no later than October 27, 2009.

The annual meeting will be on December 2, 2009 at 7:00 p.m. Ms. Mazzeo will attend.

CORRESPONDENCE

No discussion.

OLD BUSINESS

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

NEW BUSINESS

Discussion regarding whether the Board felt there was a need to review existing policies.

Ms. Gough said there are certain procedures that she would like to see changed.

Discussion regarding the Library's use of the theatre on dates that are open to us. Mr. Marino and Ms. Gough felt that there will not be too many available dates, but that they will stay on top of it.

Ms. Gough also advised the public that there are open auditions by the Broad Hollow Theatre Company for both adults and children.

PERSONNEL

No items for discussion.

OTHER

No discussion.

PUBLIC

Ms. Lawes asked the public to please keep an open mind and not necessarily believe everything that is in the local newspapers regarding the Elmont Library and the trustees. She reminded those in attendance that the trustees are dedicated to doing the best for the Library and the community. She also noted that the Elmont Public Library is the largest library in

Nassau County operating with the fourth lowest budget. She also asked everyone that if they have questions or concerns to speak to the Board, and tell their friends to do the same.

Mr. Nicolosi added that he shares the president's frustration and that neither the Library nor the Trustees are hiding anything.

Ms. Blanch Wager said she appreciates all that has been done at the Library. She especially was pleased with the museum pass program.

She then referred to a letter written by Mr. Nicolosi to the Elmont Herald, adding that she felt his letter would lead to antisemitic feelings in the community.

Mr. Nicolosi apologized if that was what his letter conveyed, but it was not at all his intent, as he has no antisemitic feelings whatsoever. His letter was in response to one from a person who refused to sign his name.

Dr. Hale agreed in general that names should not be withheld when writing to a newspaper. However, he felt that Mr. Nicolosi intimidates persons and that he should instead respect people's opinions. In response to Ms. Lawes' comments, he wanted her to know there is no ill will feelings and that everyone should work together to fix what is wrong with library to make it an even better one.

A resident asked Dr. Hale, if there is something wrong with the Library, tell us what it is.

Mr. Aubrey Phillips said he enjoyed this evening's meeting, and found himself in the unusual position of defending Mr. Nicolosi's comments. An organization to which he belongs, Elmont.org, will be happy to include Mr. Nicolosi's letters on their web page if he would like.

ADJOURNMENT

Due to the Thanksgiving holiday falling on the 4th Thursday of the month, the next meeting of the Board of Trustees will be held on November 19, 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. Gough advised those in attendance that there is a link on the Library's web page directing people to information regarding obtaining flu shots this year. This information is also available at the reference desk.

Ms. Gregori moved to adjourn the meeting at 9:25 p.m. Seconded by Ms. Mazzeo.

Unanimously carried.

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Respectfully submitted,

Catherine Antioco