

The 806th 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 25, 2018.

**CALL TO ORDER/EXECUTIVE SESSION**

The meeting was called to order by Mr. Livingstone Young, President at 7:20 p.m.

**MEMBERS PRESENT:** Mr. Livingstone Young, President  
Ms. Gina Burnett, Vice President  
Ms. Ellice Bekier  
Ms. Monique Hardial  
Ms. Mimi Pierre Johnson  
Ms. Tammie Williams

**MEMBERS ABSENT:** Mr. Pat Nicolosi (prior notice given)

**ALSO PRESENT:** Ms. Nadine Buccilli Spano, Librarian-In-Charge  
Mr. Frank Marino, Advanced Consulting Corp.  
Michael Vigliotta, Esq. For Board Attorney Tom Volz  
Ms. Catherine Antioco, Library Board Clerk

**PUBLIC** See attached sign-in sheet

Ms. Hardial moved to go into executive session at 7:20 p.m. to discuss personnel and legal matters. Seconded by Ms. Pierre Johnson.

Unanimously carried.

The Board reconvened into Public Session at 8:55 p.m.

**SALUTE TO THE FLAG**

At this time the President of the Board, Livingstone Young read the following statement:

“As a result of uncovering some financial anomalies within our financial records, the Board of Trustees hired the services of an independent forensic auditing firm to examine the library’s financial records for the past several years.

“We are concerned about these financial abnormalities. However, once the board became aware we acted swiftly by notifying the appropriate legal authorities, contacting our insurance carrier, hiring an outside auditor and implementing new financial protocols. As soon as the board receives the auditing firm’s report, we will share their findings with our staff and community.

“We want to assure you that during this process the library will continue to function as usual. As all matters of personnel are confidential, we cannot discuss the status of any individual employees.

“We will not be able to answer any questions tonight until the various agencies report on their findings, at which time we will share this information with the community and staff.”

## **PUBLIC**

### **Agenda Items Only**

No comments.

### **Meeting Room/Theatre Requests**

There were no meeting room or theatre requests requiring Board action.

## **APPROVAL OF THE MINUTES**

### **Minutes of the Meeting of September 25, 2018**

The minutes were accepted as presented.

### **Minutes of Meeting of October 12, 2018**

The minutes were accepted as presented.

## **FINANCE**

### **Credit Card Report**

Ms. Burnett moved to approve the Credit Card Expense Report for the Billing Cycle September 4 through October 4, 2018 in the amount of \$7,227.85. Seconded by Ms. Bekier.

Unanimously carried.

## **Treasury Warrants**

Ms. Burnett moved to approve Treasury Warrant #2462 dated October 25, 2018 (Bill Warrant) in the amount of \$87,168.96. Seconded by Ms. Bekier.

Unanimously carried.

Ms. Burnett moved to approve Treasury Warrant #2467 dated September 23, 2018 (Payroll Warrant) in the amount of \$68,434.27. Seconded by Ms. Bekier.

Discussion followed.

Ms. Burnett moved to withdraw the motion to approval Warrant 2467 (Payroll Warrant) dated September 23, 2018 in the amount of \$68,434.27. Seconded by Ms. Bekier.

Unanimously carried.

Ms. Burnett moved to approve Treasury Warrant 2464 dated September 1, 2018 (Board Appointees' Warrant) in the amount of \$13,551.80. Seconded by Ms. Bekier.

Unanimously carried.

Ms. Burnett moved to sign the contract with Newrocki Smith, accountants to conduct an initial audit and to authorize the initial retainer in the amount of \$5,000.00. Seconded by Ms. Bekier.

Unanimously carried.

## **REPORT OF LIBRARIAN-IN-CHARGE**

Ms. Buccilli Spano reported.

Included with Ms. Spano's report were reports from each individual Library Department. Ms. Spano highlighted the following:

The Children's Department offered 34 programs with 785 attendees and has added a language learning program for children.

The Young Adults Department offered 33 programs with 281 attendees including “Fall Helpers” which is a teen volunteer opportunity program.

The Adult Department offered 44 programs with 2,749 attendees. Yoga and the quilt reception were enthusiastically received.

The new updated website was launched as of October 1<sup>st</sup>.

Our museum passes were used 39 times in the month of September.

Ms. Spano has reorganized the staff to better cover areas that are the busiest at those times.

As part of a Nassau County campaign, the library participated in a day of giving and volunteer opportunities on October 13<sup>th</sup> called “The Great Give Back.” Each department was involved.

Ms. Spano spoke at the Dutch Broadway PTA Community Night. Also attending were Mr. Young and Ms. Williams.

All the EUFSD principals have been provided an online folder featuring all of the library’s services and events which is updated and e-mailed monthly.

The Elmont Fire Department hosted a display of their safety gear at the “Fire Safety Month” presentation.

Ms. Burnett moved to approve an annual salary increase of \$5,000.00 for Steve Harsch in consideration of his added responsibilities in the payroll department. Seconded by Ms. Bekier.

Unanimously carried.

Ms. Burnett moved to approve a one-time stipend in the amount of \$1,000.00 for Veronica Henriques for acting as interim head of Adult Services. Seconded by Ms. Bekier.

Unanimously carried.

**ADVANCED CONSULTING CORPORATION REPORT**

Mr. Marino reported.

The LED lamp replacement will be completed has been completed except for the high hat fixtures. Electric bill costs were down \$767.06 for the month of September.

Regarding construction of the downstairs restroom, the architect will finish the drawings and paperwork for the school district and file them.

The air conditioner was replaced in the network room.

The Library's Self Protection Plan has been completed (a copy was provided to the Trustees) Mr. Marino has contacted the Elmont Fire Department and the American Red Cross and asked about staff training on first aid and CPR. Discussion followed. This, of course, will depend on whether any staff members are interested in being so certified. Mr. Marino was given permission to research the cost of an AED (Automatic External Defibrillator).

Ms. Burnett moved to award Bid EPL 2018-1 Card Access Control System to the lowest responsible bidder, Total Security of West Hempstead at a total cost of \$10,850.00. Seconded by Ms. Bekier.

Unanimously carried.

The new steel shed has been installed in the rear of the Library.

**LEGAL**

Mr. Vigliotta reported.

Other than matters discussed in Executive Session, he has worked with the committee on the open meetings law and internet policy.

At this time Ms. Williams was excused.

**OLD BUSINESS**

There was no unfinished business for discussion.

**NEW BUSINESS**

Discussion followed regarding the NLS recommendation on the 2019 ILS and Associated Services Budget.

Ms. Burnett moved to authorize Board President Livingstone Young to sign the “Motion for Participating Libraries” on the 2019 ILS & Associated Services Budget & Participating Libraries Schedule of Fees voting in the affirmative. Seconded by Ms. Bekier.

In favor: Ms. Bekier, Ms. Burnett, M. Pierre Johnson, Mr. Young  
Opposed: Ms. Hardial

Motion passed.

The next regularly schedule meeting of the Board of Trustees will be held on December 20, 2018 at 7:00 p.m. If necessary, the Board will immediately convene into Executive Session and reconvene into public session at 7:30 p.m.

Ms. Pierre Johnson moved to adjourn at 10:05 p.m. Seconded by Ms. Hardial

Unanimously carried.

\* \* \* \* \*

Respectfully submitted,

Catherine Antioco, Library Board Clerk

Ms. Burnett moved to authorize Board President Livingstone Young to sign the "Motion for Participating Libraries" on the 2019 ILS & Associated Services Budget & Participating Libraries Schedule of Fees voting in the affirmative. Seconded by Ms. Bekier.


Unanimously carried.

Ms. Pierre Johnson moved to adjourn at 10:05 p.m. Seconded by Ms. Hardial

Unanimously carried.

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Respectfully submitted,

  
Catherine Antioco, Library Board Clerk

ELMONT LIBRARY BOARD OF TRUSTEES MEETING  
October 25, 2018

PLEASE SIGN IN (PRINT)

Cynthia Horva  
Dwayne Burnett