

The 808th 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 December 20, 2018.

CALL TO ORDER/EXECUTIVE SESSION

The meeting was called to order by Mr. Livingstone Young, President at 7:05 p.m.

MEMBERS PRESENT: Mr. Livingstone Young, President
Ms. Gina Burnett, Vice President
Ms. Monique Hardial
Ms. Mimi Pierre Johnson
Ms. ~~Tammy~~ Williams
Tammy Co

MEMBERS ABSENT: Ms. Ellice Bekier (prior notice given)
Mr. Pat Nicolosi (prior notice given)

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

PUBLIC See attached sign-in sheet

Ms. Hardial moved to go into executive session at 7:05 p.m. to discuss personnel and legal matters. Seconded by Ms. Pierre Johnson.

Unanimously carried.

Ms. Williams was excused at 8:20 p.m., and the Board reconvened into Public Session at 8:40 p.m.

SALUTE TO THE FLAG

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 November 15, 2018

The minutes were accepted, with a correction to page 5 regarding the date of the December meeting which was erroneously entered as January 24, 2019 instead of December 20, 2018.

FINANCE

Credit Card Expense Report

Ms. Burnett moved to approve payment of the credit card expense report for the billing cycle November 5, 2018 to December 4, 2018 in the amount of \$1,316.46. Seconded by Ms. Hardial.

Unanimously carried.

Treasury Warrants

Ms. Burnett moved to approve Treasury Warrant #2468 dated November 21, 2018 (Payroll Warrant) in the amount of \$43,917.97. Seconded by Ms. Pierre Johnson.

Unanimously carried.

Ms. Burnett moved to approve Treasury Warrant #2469 dated November 20, 2018 (Bill Warrant) in the amount of \$30,300.62. Seconded by Ms. Hardial.

Unanimously carried.

Ms. Burnett moved to approve Treasury Warrant #2470 dated December 1, 2018 (Retirement System Payment) in the amount of \$105,393.00. Seconded by Ms. Hardial.

Unanimously carried.

Ms. Burnett moved to approve Treasury Warrant #2471 dated December 5, 2018 (Payroll Warrant) in the amount of \$48,130.79. Seconded by Ms. Hardial.

Unanimously carried.

Ms. Burnett moved to approve Treasury Warrant #2472 dated December 20, 2018, (Bill Warrant) in the amount of \$69,172.63. Seconded by Ms. Hardial.

Discussion followed.

Unanimously carried.

Ms. Burnett moved to approve Treasury Warrant 2473 dated December 19, 2018 (Payroll Warrant) in the amount of \$46,064.22. Seconded by Ms. Pierre Johnson.

Unanimously carried.

Ms. Burnett moved to approve Treasury Warrant 2474 dated January 1, 2019 (Board Appointees' Warrant) in the amount of \$21,866.80. Seconded by Ms. Pierre Johnson.

Unanimously carried.

Ms. Burnett moved to increase the salary of Basil James, Library IT System Coordinator to \$28.00 per hour in consideration of his added responsibility for the design and maintenance of the Website, effective the next pay period. Seconded by Ms. Hardial.

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 48 programs with 1,057 attendees; Young Adult offered 19 programs with 135 attendees and Adults offered 58 programs with 3,895 attendees.

Of note, in the Children's Department was a creative writing program at the end of which each child received their own book with their published work. In the Young Adult Department, a new quiet study time has been implemented from 5:00 to 7:00 p.m. and is doing well. A first ever "author Skye" was held with Jill Santopolo, the author of "The Light We Lost." In addition, 100 people came to make gingerbread houses on December 19th.

We have created a section in the Library that contains "starred" books. These books will be new best sellers, they will only be loaned out for one week and will not be interloaned to other libraries..

In response to the recent cyber-attack on a Suffolk County library, Ms. Spano met with our systems coordinator to review any potential vulnerabilities.

Ms. Gloria Romano represented the Children's Department at the Mock Caldecott awards at NLS on December 3rd.

Ms. Cara Howfield was inducted as the new Treasurer of the Nassau County Library Association.

ADVANCED CONSULTING CORPORATION REPORT

Mr. Marino reported.

A partial rebate check was received in the amount of \$3,991.00 in conjunction with the LED lamp replacement project.

The Library's Self Protection Plan has been distributed to all departments and will be reviewed with them.

The new card access control system has been installed. Security cards are prepared for distribution..

Discussion followed regarding the hiring of a company to do background checks on new employees before they are hired.

Ms. Burnett moved to approve hiring IntelliCorp to perform background checks on any prospective employees. Seconded by Ms. Hardial.

Unanimously carried.

Mr. Marino has commenced gathering information for the 2019/2020 budget. Ms. Spano will review the proposed budget and submit an administration recommendation to the Board at the January meeting.

OLD BUSINESS

There was no unfinished business for discussion.

NEW BUSINESS

Ms. Burnett moved to increase the salaries of three computer staff employees from \$12.00 to \$13.50 per hour, effective the next pay period. Seconded by Ms. Hardial.

Unanimously carried.

Ms. Burnett moved to hire Lauren McManamy as a part-time page in Technical Services Department at an hourly rate of \$13.50, effective November 19, 2018. Seconded by Ms. Hardial.

Unanimously carried.

Ms. Burnett moved to establish a full-time Personnel Clerk's position. Seconded by Ms. Hardial.

Unanimously carried.

Ms. Burnett moved to hire Susan Collica as Personnel Clerk at an annual salary of \$48,000.00, effective January 2, 2019 with a probationary period of six months. Seconded by Ms. Pierre Johnson.

Unanimously carried.

OTHER

Ms. Hardial was congratulated on being elected to the Nassau County Library Association Board of Trustees.

ADJOURNMENT

The next regularly schedule meeting of the Board of Trustees will be held on January 24, 2019 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.

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Respectfully submitted,


Catherine Antioco, Library Board Clerk

ELMONT LIBRARY BOARD OF TRUSTEES MEETING
December 20, 2018

PLEASE SIGN IN (PRINT)

Cynthia Hervey