

The 807th 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 15, 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. Ellice Bekier
Ms. Monique Hardial
Ms. Mimi Pierre Johnson

MEMBERS ABSENT: Mr. Pat Nicolosi (prior notice given)
Ms. Tammie Williams (prior notice given)

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

PUBLIC See attached sign-in sheet

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

Unanimously carried.

The Board reconvened into Public Session at 8:35 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 October 25, 2018

The minutes were accepted, as corrected.

FINANCE

Discussion followed regarding the new format for payroll reports and warrants.

Treasury Warrants

Ms. Burnett moved to approve Treasury Warrant #2466 dated November 15 (Bill Warrant) in the amount of \$67,013.83. Seconded by Ms. Bekier.

Unanimously carried.

Ms. Burnett moved to approve Treasury Warrant #2457 dated September 26, 2018 (Payroll Warrant) in the amount of \$55,061.59. Seconded by Ms. Bekier.

Unanimously carried.

Ms. Burnett moved to approve Treasury Warrant #2458 dated October 10, 2018 (Payroll Warrant) in the amount of \$51,571.05. Seconded by Ms. Bekier.

Unanimously carried.

Ms. Burnett moved to approve Treasury Warrant #2463 dated October 24, 2018 (Payroll Warrant) in the amount of \$48,850.59. Seconded by Ms. Bekier.

Unanimously carried.

Ms. Burnett moved to approve Treasury Warrant #2465 dated November 7, 2018, (Payroll Warrant) in the amount of \$51,601.44. Seconded by Ms. Bekier.

Unanimously carried.

Ms. Burnett moved to approve Treasury Warrant 2467 dated December 1, 2018 (Board Appointees' Warrant) in the amount of \$21,886.44. 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 55 programs with 1,083 attendees; Young Adult offered 33 programs with 199 attendees and Adults offered 78 programs with 3,967 attendees.

A first-time Fall Festival was held on November 3rd with coordinated activities in all departments throughout the day. In the theatre, 13 programs were offered with 3,225 attendees.

Due to the facility of use, the new website resulted in a 12.7% increase compared with October of last year.

Also increased were our digital downloads, and our databases showed an increase of 48% over last month's usage. Wowbrary service has increased its subscribers by 25% this month.

Twenty-two staff members attended our first onsite Customer Service Training led by Nicole Scherer from NLS. Feedback was positive.

Ms. Sharon Roberts, our senior clerk and head of customer service retired after 27 years working at the Elmont Library. Staff and patrons miss her dearly.

Staff was given instruction for use of the new time clock

For the first time, on January 16, 2019, we will be hosting the NLS Youth Services Mock Newbery Awards, which is a literary event bringing in professional staff and librarians from throughout the country.

The Board received a six month summary of Ms. Spano's priorities and progress to date,

Ms. Burnett moved to authorize the Board President to sign the NYS 2017 Minimum Standards Variance Request, Standard #11, "Employs a paid Director as per CR 908" that will be filed with the State by the Nassau Library System. Seconded by Ms. Bekier.

Unanimously carried.

ADVANCED CONSULTING CORPORATION REPORT

Mr. Marino reported.

The LED lamp replacement project continues to save money.

Discussion followed regarding a possible CPR, Adult and Pediatric First Aid and AED (automatic external defibrillator) class for any interested staff members. Mr. Marino has received two proposals for the classes and is waiting for a third proposal to come in.

Mr. Marino is reviewing and revising the Library's accounting procedures, procurement, payroll procedures and banking policies. He will develop a draft and then meet with the Policy Committee to review and revise.

In accordance with a request from our accountants, Mr. Marino developed an EPL Table of Organization, which was made available to the Trustees.

We will be seeking grant monies to create a sensory room in the Children's Department.

OLD BUSINESS

There was no unfinished business for discussion.

NEW BUSINESS

There was no new business for the Board's review.

ADJOURNMENT

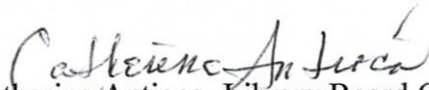
The next regularly schedule meeting of the Board of Trustees will be held on December 20, 2018 at 7:00 p.m. If necessary, the Board will immediately convene into Executive Session and reconvene into public session at 7:30 p.m.

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

Unanimously carried.

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Respectfully submitted,


Catherine Antioco, Library Board Clerk