

The 809th 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 January 24., 2019.

**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. Ellice Bekier  
Ms. Monique Hardial  
Ms. Mimi Pierre Johnson  
Ms. Tammie Williams

**MEMBERS ABSENT:** Ms. Gina Burnett (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. Bekier moved to go into executive session at 7:05 p.m. to discuss personnel and legal matters. Seconded by Ms. Pierre Johnson.

Unanimously carried.

The Board reconvened 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 December 20, 2018**

The minutes were accepted as presented

**FINANCE**

At this time, William Barrett, CPA of the firm of Rynkar, Vail and Barrett L.L.P. distributed the proposed Accountant's Report for the year ending June 30, 2018 prepared by the firm. Discussion followed, after which time Mr. Barrett was excused.

**Credit Card Expense Report**

Ms. Bekier moved to approve payment of the credit card expense report for the billing cycle December 5, 2018 to January 4, 2019 in the amount of \$1,023.24. Seconded by Ms. Pierre Johnson.

Unanimously carried.

**Treasury Warrants**

Ms. Bekier moved to approve Treasury Warrant #2475 dated January 2, 2019 (Payroll Warrant) in the amount of \$43,690.99. Seconded by Ms. Pierre Johnson.

Unanimously carried.

Ms. Bekier moved to approve Treasury Warrant #2476 dated January 16, 2019 (Payroll Warrant) in the amount of \$46,813.26. Seconded by Ms. Williams,

Unanimously carried.

Ms. Bekier moved to approve Treasury Warrant #2477 dated January 24, 2019 (Bill Warrant) in the amount of \$92,673.68. Seconded by Ms. Williams.

Unanimously carried.

Ms. Bekier moved to approve Treasury Warrant 2478 dated February 1, 2019 (Board Appointees' Warrant) in the amount of \$25.449/3. Seconded by Ms. Williams.

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 24 programs with 3,199 attendees; Young Adult offered 30 programs with 163 attendees and Adults offered 66 programs with 2,353 attendees. In the theatre, 1,629 patrons enjoyed a total of 14 programs.

Of note, in the Children's Department was a Make-A-Bear Workshop, Arctic Buddies. A program Ms. Spano created here last January "Cooking With the Kids" is to be highlighted in an ALA book being published this coming October

New this month in Young Adult was a Pop Culture College Trivia program for college students who are in between our adult programming and teens. Also instituted was "Teens and Tots. It provided a time for teens and toddlers to interact during a play and learn class. The teens earned community service while bridging the gap between the age groups.

The Vic Vincent Group Musical History Tour presented in the theatre brought in over 400 people.

Two new databases were added to or collection: NuWav Legal Documents provides downloadable legal documents; and Niche Academy provides for streaming online video tutorials.

Ms. Spano voted no on a proposal by NLS to increase the loan period of audio books from 14 to 21 days as well as an increase of digital items that can be checked out from 6 to 10. She felt this will adversely affect wait times for materials.

Ms. Spano is applying for the ALA Thinking Money for Kids traveling exhibition which is a financial literacy experience for children from ages 7 to 11.

Ms. Bekier moved to allow five (5) staff members to attend the Long Island Library Conference on May 9, 2019 at a cost not to exceed \$55.00 per person for a total of \$275.00. Seconded by Ms. Hardial.

Unanimously carried.

Ms. Spano welcomed Susan Collica, the new Personnel Clerk as well as Jean Simpson as the new Head of Adult Services.

For the first time, on January 16, 2019, the Library hosted the NLS Youth Services Mock Newbery Awards which hosted over 30 librarians from Nassau County.

#### **ADVANCED CONSULTING CORPORATION REPORT**

Mr. Marino reported.

We have been awarded a certificate recognizing the Library as a "Green Business Leader" in connection with the LED lamp replacement project that helps save energy and help reduce greenhouse gas emissions.

In accordance with prior discussions, the basic first aid course for 20 students will be scheduled for Wednesday February 13 and March 13 commencing at 8:00 a.m. at a cost of \$1,900.00. Once confirmed, the trustees will be notified.

The Board was provided drafts of the 2019/2000 Proposed Library Budget. A meeting to review the budget will take place on February 28, 2019 at 6:00 p.m.

Discussion followed regarding Mr. Marino's proposal to add two four foot round planter safety barriers and decorative bollards in front of the main and theatre entrances. He will prepare a bid and send it to Mr. Volz for review.

Ms. Bekier moved to award Bid 2019-2 Landscaping Services, to A. Chillelli Landscaping and Design Inc., the lowest responsible bidder, for the lump sum cost as follows: \$12,698.00 for the year 2019, \$13,842.98 for the year 2020 and \$14,995.00 for the year 2021. Seconded by Ms. Williams.

Unanimously carried.

Discussion followed regarding the need to increase certain coverages through our insurance carriers. Mr. Marino recommended purchasing a policy of insurance from the Library's current broker, Regan Agency. The Regan Agency has recently been offering a Library program underwritten by Arch Insurance which will protect the Library from any possible losses for which we presently have inadequate coverage. This coverage is slightly more expensive than the existing Utica policy. In view of the fact that the present coverage was set to expire before the January 20<sup>th</sup> expiration date, Mr. Marino discussed the matter with Mr. Young who agreed to signing up with the Arch Insurance "By the Cover" policy.

It has come to Mr. Marino's attention that the incorrect amounts for health insurance for employees and retirees were being paid. This is in the process of being rectified through the Benefits Division.

### **LEGAL**

Mr. Volz reported that other than matters discussed in Executive Session, he has been working on various personnel matters with the administration.

### **COMMITTEE REPORTS**

The Scholarship Committee has changed the criteria for the essays submitted by applicants and the participating high schools will be notified.

### **NEW BUSINESS**

Ms. Bekier moved to hire Da'Rell McKoy-Smith as a part-time cleaner at a salary of \$15.00 per hour, effective January 28, 2019. Seconded by Ms. Hardial.

Unanimously carried.

### **OLD BUSINESS**

There was no unfinished business for discussion.

### **PUBLIC**

Ms. Cynthia Hervey suggested showing more daytime movies that are in line with the audience it attracts which is mostly older patrons. Perhaps input could be solicited from those attending.

### **ADJOURNMENT**

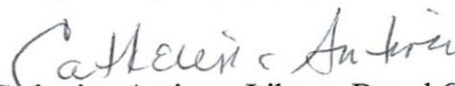
The next regularly schedule meeting of the Board of Trustees will be held on February 28, 2019 at 6:00 p.m. to discuss the proposed 2019/2020 Library Budget. If necessary, the Board will thereafter convene into Executive Session and reconvene into public session at 7:30 p.m.

Ms. Pierre Johnson moved to adjourn at 9:50 p.m. Seconded by Ms. Hardial.

Unanimously carried.

\* \* \* \* \*

Respectfully submitted,

  
Catherine Antioco, Library Board Clerk

ELMONT LIBRARY BOARD OF TRUSTEES MEETING  
January 24, 2019

PLEASE SIGN IN (PRINT)

*Margaret Stenger*  
Cynthia Harvey