

The 819th 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 21, 2019.

CALL TO ORDER/EXECUTIVE SESSION

The meeting was called to order by Mr. Livingstone Young, President at 7:00 p.m.

MEMBERS PRESENT: Mr. Livingstone Young, President
Ms. Gina Burnet, Vice President
Ms. Monique Hardial
Ms. Mimi Pierre Johnson
Ms. Suzanne Schatz
Ms. Natasha Warburton Welch

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

ALSO PRESENT: Ms. Jean Simpson, Library Director
Mr. Frank Marino, Advanced Consulting Corp.
Thomas Volz, Esq., Board Attorney
Mr. William Rynkar, Library Accountant
Ms. Catherine Antioco, Library Board Clerk

PUBLIC: See attached sign-in sheet.

Ms. Burnett moved to go into executive session at 7:00 p.m. to discuss personnel and legal matters. Seconded by Ms. Schatz.

Unanimously carried.

The meeting reconvened at 7:40 p.m.

SALUTE TO THE FLAG

At this time, Board President Young addressed the public updating everyone regarding a legal matter involving the Library as follows:

“On Tuesday November 12, former library administrative assistant Sheila Seward was arraigned on grand larceny charges for allegedly stealing funds from our Library.

“When we first became aware of this activity, we alerted the legal authorities and implemented several steps to strengthen our financial policies and protocols. To deter this type of criminal conduct from occurring again, to date the library has hired a provisional library director to fill a vacancy and a personnel clerk; added the treasurer and business manager as additional oversight to the payroll; changed insurance carriers and increased the coverage for ‘employee theft’; and fully automated the library’s payroll system including receiving payroll warrants directly from the payroll company. We are also working with our insurance carrier and through other legal options regarding reimbursement of the embezzled funds.

“As this is an ongoing legal matter, we will continue to cooperate with the Nassau County District Attorney’s office and will keep the staff and community informed as additional information becomes available.”

PUBLIC

Agenda Items Only

Meeting Room and Theatre Requests

There were no items requiring Board action.

APPROVAL OF THE MINUTES

Minutes of the Meeting of October 24, 2019

The minutes were accepted as presented.

FINANCE

Financial Statements for the Three Months ended September 30, 2019

Accountant, Mr. Williams Rynkar from the firm of Rynkar, Vail and Barrett, LLP presented the financial statements for the three months ended September 30, 2019. After a brief discussion, Mr. Rynkar was excused.

Treasury Warrants

Ms. Burnett moved to approve Payroll Warrant #2523 dated November 3, 2019 in the amount of \$52,328.06. Seconded by Ms. Hardial.

Unanimously carried.

Ms. Burnett moved to approve Bill Warrant #2524 dated November 21, 2019 in the amount of \$69,608.06. Seconded by Ms. Hardial.

Unanimously carried.

Ms. Burnett moved to approve Board Appointees' Warrant #2525 dated December 1, 2019 in the amount of \$14,664.25. Seconded by Ms. Schatz.

Unanimously carried.

Ms. Burnett moved to approve Payroll Warrant #2526 dated November 17, 2019 in the amount of \$50,066.14. Seconded by Ms. Pierre Johnson.

Unanimously carried.

Ms. Burnett moved to approve the Credit Card Expense Report with regards to a bill close date of October 30, 2019. Seconded by Ms. Hardial.

Unanimously carried.

LIBRARY DIRECTOR'S REPORT

Ms. Simpson reviewed her report dated October 2019 to Board of Trustees.
Brief discussion regarding the purchase of e-books from Macmillan Publishers.

After a brief discussion,

Ms. Burnett moved to approve the NLS ILS and Associated Services Budget for 2020. Seconded by Ms. Warburton Welch.

Unanimously carried.

Ms. Burnett moved to approve the attendance of Gloria Romano at the ALA Library Conference on January 28, 2020 at a cost not to exceed \$1,500.00 Seconded by Ms. Hardial.

Unanimously carried.

Ms. Burnett moved to approve the hiring of Elizabeth Healy as a Page Part-Time effective September 3, 2019 at an hourly salary of \$13.00. Seconded by Ms. Pierre Johnson.

Unanimously carried.

ADVANCED CONSULTING CORPORATION REPORT

Mr. Marino reported.

He explained the pros and cons of applying for the LIPA Pilot Money from the School District.

LEGAL

Mr. Volz reported.

Other than that discussed in Executive Session, he had nothing to report.

CORRESPONDENCE

A letter was received thanking Ms. Linda White for providing excellent programs for Library patrons.

A letter received from the census office thanking the Library for allowing them to hold their annual property tax assessment meeting at the Library.

COMMITTEE REPORTS

Ms. Burnett moved to accept the following revisions to existing policies and creation of two policies which were presented, voted on and unanimously approved at the October 24, 2019 meeting:

Library Policy #100-2, Freedom of Information, Open Meetings Law;

Library Policy #200-11, Equal Employment Opportunity;

Library Policy #300-2, Library Contingency Funds;

Library Policy #300-3, Payment of Expenditures;

Library Policy #300-6, Procurement Policy;

Library Policy #300-7, Records Retention Policy;

Library Policy #300-12, Cost of Gas Reimbursement;

Library Policy #300-13, Credit Card Policy;

Library Policy #400-3, Emergencies-Who to Call;

Library Policy #400-4, Library Building's Prevention Maintenance Program;
Library Policy #400-10, Policy Against Sexual Harassment;
Library Policy #400-13, Security Camera Policy;
Library Policy #400-14, Whistleblower Policy;
Library Policy #600-5, Charges to Patrons;
Library Policy #700-3A, Theatre Policy for Rentals;
Library Policy #700-4, Unattended Child Policy;
Library Policy #700-6, Patron Use of Computers;
Library Policy #700-5, Internet Policy;
Library Policy #700-7, Non-Discrimination Policy Regarding
Public Use.

Seconded by Ms. Pierre Johnson.

Unanimously carried.

NEW BUSINESS

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

OLD BUSINESS

There was no unfinished business for discussion.

PUBLIC

There was no public participation.

ADJOURNMENT

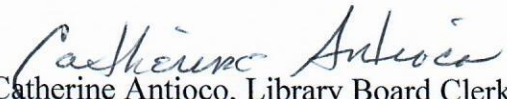
The next regularly scheduled meeting of the Board of Trustees will be held on December 19, 2020 at 7:00 p.m. If necessary, the Board will convene into Executive Session and reconvene into public session at 7:30 p.m.

Ms. Pierre Johnson moved to adjourn at 9:00 p.m. Seconded by
Ms. Schatz.

Unanimously carried.

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Respectfully submitted,


Catherine Antioco, Library Board Clerk