

July 23, 2009

The 695th 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 July 23, 2009.

**CALL TO ORDER/EXECUTIVE SESSION**

The meeting was called to order by Ms. Tania Lawes, President, at 7:00 p.m.

**MEMBERS PRESENT:** Ms. Tania Lawes, President  
Ms. Joanne Mazzeo, Vice President  
Ms. Maria Gregori  
Ms. Monique Hardial  
Ms. Kathleen Harsch  
Ms. Pauline Johnson  
Mr. Patrick Nicolosi

**ALSO PRESENT:** Ms. Maggie Gough, Director  
Robert O'Brien, Esq., Library Board Attorney  
Mr. Frank Marino, Advanced Consulting Corp.  
Catherine Antioco, Library Board Clerk

**PUBLIC:** See attached sign in sheet.

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

Unanimously carried.

The Board reconvened in Public Session at 8:15 p.m.

**SALUTE TO THE FLAG**

At this time, the Board's Attorney administered the oath of office to Mr. Patrick Nicolosi as trustee of the Board of Trustees.

### **APPOINTMENT OF OFFICERS**

Ms. Lawes turned the chair over to the Director, Ms. Gough, to entertain nominations for officers of the Board of Trustees.

Ms. Gough asked for nominations for the office of President of the Board of Trustees.

Ms. Johnson nominated Ms. Tania Lawes as president of the Board of Trustees. Seconded by Ms. Harsch.

Ms. Gough asked if there were further nominations for the office of President of the Board of Trustees.

As there were no further nominations, Ms. Gough cast one vote for Tania Lawes as President of the Board of Trustees.

Ms. Gough asked for nominations for the office of Vice President of the Board of Trustees.

Ms. Johnson nominated Ms. Joanne Mazzeo as Vice President of the Board of Trustees. Seconded by Ms. Harsch.

Ms. Gough asked if there were further nominations for the office of Vice President of the Board of Trustees.

As there were no further nominations, Ms. Gough cast one vote for Joanne Mazzeo as Vice President of the Board of Trustees.

Ms. Gough returned the Chair to Ms. Tania Lawes, President.

Ms. Johnson moved that the Elmont Herald and the Franklin Square/Elmont Herald be named as the official publications of the Elmont Public Library for the year 2009/2010 and that all public notices for Library activities be placed in the Valley Stream Herald during the coming year. Seconded by Ms. Gregori.

Unanimously carried.

Ms. Johnson moved that the Bank of America located in Elmont be designated the official bank of the Elmont Public Library for the year 2009/2010. Seconded by Ms. Gregori.

Unanimously carried.

## **Agenda Items**

No discussion.

## **Meeting Room/Theatre Requests**

The Race Track Chaplaincy of America requested meeting room space. They do not have bylaws. Their missions statement is to offer a spiritual presence on the back stretch of the Belmont Race Track. After discussion, Mr. O'Brian was requested to contact the chaplaincy and request their attendance at the August meeting.

Elmont Coalition for Sustainable Development has requested meeting room space for the 2009/2010 year. There have been no changes in their bylaws. Mr. O'Brien had no objection.

Ms. Mazzeo moved to approve the meeting room request of Elmont Coalition for Sustainable Development. Seconded by Ms. Johnson.

Unanimously carried.

Elmont Interschool Council of PTA's requested one meeting room date for June 12, 2010. Mr. O'Brien had no objection.

Ms. Johnson moved to approve the meeting room request of the Elmont Interschool Council of PTAs for June 12, 2010, subject to availability. Seconded by Ms. Harsch.

Unanimously carried.

Tudor Manor Civic Association requested meeting room space for the 2009/2010 year. Their bylaws have not changed. Mr. O'Brien had no objection.

Ms. Johnson moved to approve the meeting room request of the Tudor Manor Civic Association for the 2009/1020 year. Seconded by Mr. Nicolosi.

Unanimously carried.

Elmont Community Coalition Counsel requested meeting room space for the 2009/2010 year. They have submitted bylaws which included an amendment. The attorney has reviewed and approved use of the meeting room by this organization.

Ms. Johnson moved to approve the meeting room request of the Elmont Community Coalition Counsel for the 2009/2010 year. Seconded by Ms. Harsch.

Unanimously carried.

Girl Scouts of Nassau County requested two dates for meeting room use for the 2009/2010 year. Their bylaws have not changed. Mr. O'Brien had no objection.

Ms. Johnson moved to approve the meeting room request of the Girl Scouts of Nassau County. Seconded by Ms. Harsch.

Unanimously carried.

Elmont Teachers Aid Association has requested meeting room use for the 2009/2010 year. Their bylaws have not changed. Mr. O'Brien had no objection.

Ms. Mazzeo approved the meeting room request of the Elmont Teachers Aid Association for the 2009/2010 year. Seconded by Mr. Nicolosi.

Unanimously carried.

American Legion #1033 requested use of a meeting room to conduct their annual oratorical contest. Their mission statement is on file. Mr. O'Brien had no objection.

Ms. Johnson moved to approve the meeting room request of the American Legion #1033. Seconded by Ms. Gregori.

Unanimously carried.

### **APPOINTMENT OF BOARD EMPLOYEES**

Ms. Johnson moved to extend the contract of Advanced Consulting Corporation for the year 2009/2010 at an annual fee of \$108,150.00. Seconded by Mr. Nicolosi.

Unanimously carried.

Ms. Johnson moved to reappoint Robert O'Brien as Board Attorney for the year 2009/2010 at an annual fee of \$14,420.00, plus a \$200.00 per hour fee for union negotiations. Seconded by Ms. Harsch.

Unanimously carried.

Ms. Johnson moved to reappoint Domenick Tarantino and his firm as Board Accountants for the year 2009/2010 at an annual fee of \$11,870.00. Seconded by Ms. Harsch.

Unanimously carried.

Ms. Johnson moved to reappoint Margaret Menger as Library Board Treasurer for the year 2009/2010 at an annual fee of \$2,865.00. Seconded by Ms. Gregori

Unanimously carried.

Ms. Johnson moved to reappoint Catherine Antioco as Library Board Clerk for the year 2009/2010 at an annual fee of \$3,745.00. Seconded by Ms. Gregori.

Unanimously carried.

**APPROVAL OF THE MINUTES**  
**Minutes of the Meeting of June 25, 2009**

Page 2, Scholarship Presentation, change “Ms. Ruby M. Onichan” to “Ms. Ruby Monochin.”  
Page 2, 9<sup>th</sup> paragraph, change “Ms. Chu” to “Ms. Shu.”

Page 7, Correspondence, change “Ms. Onichan” to “Ms. Monichin.”

Page 8, 2<sup>nd</sup> paragraph. Add Mr. “Sehgal was not in favor of a farmer’s market at the Library.”

Ms. Mazzeo moved to approve the Minutes of the Meeting of June 25, 2009, as corrected. Seconded by Ms. Johnson.

Unanimously carried.

**FINANCE**  
**Administrative Fund Disbursements dated July 23, 2009**

Check No. 3161, a trustee wanted to know why the credit card was not used for this expenditure. It was explained that only the Director and the Administrative Assistant have authority to use the credit card.

## **Treasury Warrants**

Ms. Mazzeo moved to approve Treasury Warrant #1958 dated July 1, 2009 (Payroll Warrant) in the amount of \$56,567.27. Seconded by Ms. Harsch.

Unanimously carried.

Ms. Mazzeo moved to approve Treasury Warrant #1960 dated June 23, 2009 (Payroll Bill Warrant) in the amount of \$91,451.24. Seconded by Ms. Harsch.

Unanimously carried.

Ms. Mazzeo moved to approve Treasury Warrant #1962 dated August 1, 2009 (Independent Contractor's Warrant) in the amount of \$11,532.01. Seconded by Ms. Harsch.

Unanimously carried.

Treasury Warrant 1949 dated June 23, 2009. Question was raised as to Check 14270, Code 3000, Showcases, in the amount of \$3,436.99. This was for DVD cases.

Check 14271, Code 457, Custom Computer, in the amount of \$840.24. This was for the purchase of three monitors and one computer off state contract.

Ms. Mazzeo moved to approve Treasury Warrant 1959 dated July 15, 2009 (Payroll Warrant) in the amount of \$98,179.60. Seconded by Ms. Gregori.

Unanimously carried.

A question was raised regarding some expenses that are not reflected in the position paper. Mr. Marino explained that when checks are written in the 2009/2010 calendar year for expenses encumbered in the 2008/2009 calendar year, they will not appear on the 2009/2010 position paper.

## **Monthly Position Paper for the period July 1, 2009 to July 16, 2009**

Discussion regarding Miscellaneous Revenue. Revenue from the photocopy machines is only included once or twice a year.

Regarding revenue of \$433.00 for miscellaneous income, this is income from Queens residents who purchase membership in the Elmont Library.

### **Credit Card Statement**

Ms. Mazzeo moved to approve the credit card expense report for the billing cycle June 5, 2009 to June 11, 2009 in the amount of \$510.79. Seconded by Ms. Johnson.

Unanimously carried.

### **MAIN LIBRARY AND BRANCHES**

#### **Director's Report**

Ms. Gough reported.

Interviews are being scheduled for the position of full-time Children's Librarian.

The staff was very happy to have the Library closed on July 3<sup>rd</sup>.

Staff meetings are successful, both as far as participation and results.

The anniversary celebration is scheduled for September 19, 2009. Each department will be participating.

The Trustee Training session was successful in that many issues were discussed and clarified.

NLS has suffered severe budget cuts and they are looking for recommendations as to how to close the budget gap. One such plan is to significantly increase delivery fees to member libraries. "Fee for Service" could cost our library \$45,000 to \$50,000. NLS also discussed a proposal to consolidate Nassau and Suffolk libraries. We have made numerous suggestions to NLS in the past regarding viable options, and we will present them again. Ms. Gough advised Ms. Thresher that the Elmont Library would be willing to host an Area 5 meeting or any other programs they would like to present to the membership.

Ms. Lawes thanked those departments that have submitted reports to the Trustees.

We still have received no word regarding the \$100,000 grant from Senator Johnson's office.

#### **Advanced Consulting Corporation Report**

Mr. Marino reported.

Bank of America has eliminated bank fees for our accounts. Therefore, Mr. Marino will now proceed with Credit Card Merchant Services.

Discussion regarding the newly approved MTA Tax that will affect employers only, which is \$.34 per \$100.00 paid to each employee. This will add \$5,800.00 to the Library's existing budget.

Mr. Marino, Ms. Seward and Ms. Roberts attended an unemployment hearing regarding a past part-time employee. A decision has been received that the Library is liable for unemployment benefits to this employee. Mr. Marino immediately filed an appeal and are waiting to have a new hearing date scheduled.

### **APPROVAL OF BIDS**

Bid EPL 2009-02, Environmentally-Preferable Janitorial Supplies. Six bids were mailed - three were received. In accordance with Mr. Marino's recommendation, this bid was awarded as follows:

Ms. Gregori moved to award items 2 and 3 of Bid EPL 2009-02, Environmentally-Preferable Janitorial Supplies to Essential Maintenance Products of Franklin Square for a total lump sum amount of \$346.00, items 4, 6 and 7 to Healthy Clean Buildings of Melville for a total lump sum amount of \$344.60 and items 1, 8, 9, 10, 11 and 12 to Fesar Supply of Franklin Square for a total lump sum amount of \$794.50. Seconded by Ms. Johnson.

Unanimously carried.

Item #5 was not awarded.

Bid EPL 2009-03, Office Supplies. Seven bids were mailed - three were received.

Ms. Gregori moved to award Bid EPL 2009-03, Office Supplies as follows: Items 2, 4, 9, 15, part of 17, 19, 21, 23, 25, 33, 34, 38, 39, 40, 41, 43, 48, 55, 58, 61, 68, 72, 83, 93, 94, 96, 98, 101, 104, part of 105 and 108 for a total lump sum amount of \$3,524.92 to Ray Block Stationery of Floral Park; Items 1, 3, 5, 6, 7, 10, 11, 12, 13, 14, 20, 24, 26, 32, 47, 49, 50, 51, 52, 53, 56, 57, 62, 63, 70, 80, 81, 92, 97, 99, 100, 103, part of 105, 106 and 107 for a total lump sum amount of \$2,909.16 to Key Office Supplies of Scotch Plains; Items 8, part of 17, 22, 59, 64, 65, 66, 67, 85, 86, 87 and 88 for a total lump sum amount of \$949.09 to Highsmith Company of Fort Atkinson. Seconded by Ms. Johnson.

Unanimously carried.

Items 16, 18, 27, 28, 29, 30, 31, 35, 36, 37, 42, 44, 46, 54, 60, 69, 71, 73 74, 75, 76, 77, 78, 79, 82, 84, 89, 90, 91 and 102 were either not bid by any vendor or the bid that was submitted was too high.

Bid EPL 2009-04, Paper Supplies. Five bids were mailed - only one was received. Mr. Marino contacted other vendors that had not submitted a bid, and they subsequently faxed quotes to the Library.

Ms. Gregori moved to award Bid EPL 2009-04, Paper Supplies, to Ray Block Stationery of Floral Park in a total lump sum amount of \$3,678.00. Seconded by Ms. Mazzeo.

Unanimously carried.

Mr. Marino asked the Board to request the Attorney to write a letter to CSEA regarding union negotiations. The Attorney was so directed.

#### **COMMITTEE REPORTS**

Ms. Johnson will chair a committee to review meeting room/theatre policies. Ms. Harsch and Mr. Nicolosi will serve on the committee.

Discussion regarding the Fund Raising Committee. It was decided to continue the committee one more year in order to try different ways to raise money for scholarships and other endeavors.

#### **NASSAU LIBRARY SYSTEM**

No discussion, other than that above.

#### **LEGAL**

Mr. O'Brien reported.

He reviewed Bids EPL 2009-02, 2009-03 and 2009-04 and found them to be in order.

He provided the Trustees with a copy of his letter to Town Attorney Joseph Ra regarding changing the vote in the unserved area.

He is in the process of reviewing legal issues regarding using the library grounds for a farmer's market.

#### **CORRESPONDENCE**

A letter was received from Mr. Tom Madera expressing his concern regarding the spirit of the law versus the letter of the law as it relates to meeting notices. He was informed that the Library complies with the law by posting notices 72 hours before meetings and placing a flier in one or more visible places. Mr. Madera stated that over the last year or more, he noted that fliers were

only posted by the reference desk, and if patrons didn't go to the rear of the library, they would not see the notices of upcoming meetings. He noted that notice of tonight's meeting was in the front of the Library. Mr. Marino also called his attention to the flat screen monitor in the front of the library that posts upcoming events. In addition, fliers are posted at the branches.

### **OLD BUSINESS**

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

### **NEW BUSINESS**

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

### **PERSONNEL**

Ms. Gregori moved to hire Veronica Henriquez as a Librarian I with an annual salary of \$46,000, commencing July 27, 2009, with a probationary period of three months. Seconded by Ms. Johnson.

Unanimously carried.

Ms. Gregori moved to create a full-time Librarian I position. Seconded by Ms. Johnson.

In favor: Ms. Gregori, Ms. Hardial, Ms. Harsch, Ms. Johnson Ms. Mazzeo,  
Opposed: Mr. Nicolosi

Motion carried.

Ms. Gregori moved to hire Victoria Bruno as a Librarian I at an annual salary of \$44,000.00, commencing August 10, 2009, with a three month probationary period. Seconded by Ms. Johnson.

In favor: Ms. Gregori, Ms. Hardial, Ms. Harsch, Ms. Johnson Ms. Mazzeo,  
Opposed: Mr. Nicolosi

Motion carried.

Ms. Gregori moved to amend the motion employing Veronica Henriquez, so as to change the starting date from July 27, 2009 to August 3, 2009. Seconded by Ms. Johnson.

Unanimously carried.

The Trustees congratulated Ms. Barbara Olson for her 30 years of service to the Elmont Library.

## **OTHER**

A trustee inquired as to the new sound system in the theatre. Mr. Marino said that as soon as all work was completed, he would give a status report.

Regarding the proposed grant request to Target, we have not received the application from Target yet.

Discussion regarding the clean-up after theatre use. The committee to review meeting/theatre use will look into it.

A letter will be sent to AARP thanking them for their \$100.00 donation which will be used toward the third anniversary celebration.

Mr. O'Brien will not be available August 27<sup>th</sup> for the board meeting. The next meeting was changed from the 4<sup>th</sup> Thursday of the month to August 20<sup>th</sup> at 7:30 p.m. The Board will immediately go into executive session and reconvene into public session at 8:00 p.m.

## **PUBLIC**

Mr. Tom Madera congratulated Ms. Lawes on her reelection.

He referred to a vote at the June meeting wherein trustees abstained from voting because they had family members employed as part-time employees, thereby forcing Mr. Nicolosi to change his "abstain" vote to a vote in favor. He informed the trustees that it was not necessary to abstain unless the vote was relevant just to their relative. He also felt that Mr. Nicolosi was coerced into changing his vote so that the motion would pass. Mr. Nicolosi said he was not coerced into changing his vote. He had not abstained because he was opposed to giving the part-time employees a raise but because, as a new trustee, he was not involved in the negotiations that led up to the part-time salary schedule.

Mr. Madera also asked for clarification regarding FOIL applications. He was advised that if the FOIL request was denied, the person who requested the information could appeal to the director and, at that time, he or she would be given the reason for the refusal in writing. Mr. Marino further explained that if the person requesting the information is not satisfied with the written refusal, the request can be presented to the Board of Trustees for its decision.

Mr. Gurmit Sehgal asked how the Independent Contractors are hired (the criteria for their hire) and if the Trustees interview yearly for these positions, or just automatically reappoint them. Mr. Sehgal was advised that the Independent Contractors are employees of the Board, and if the Board is satisfied with their performance, they will reappoint those persons. If they are dissatisfied with their job performance, they will then seek other individuals for these positions.

A patron suggested distributing fliers regarding fund raisers to all the groups that meet at the Library.

Ms. Mazzeo moved to adjourn at 10:10 p.m. Seconded by Ms. Johnson.

Unanimously carried.

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Respectfully submitted,

Catherine Antioco