

March 24, 2011

The 715th 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 March 24, 2011.

**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. Pat Nicolosi

**ALSO PRESENT:** Ms. Maggie Gough, Director  
Mr. Frank Marino, Advanced Consulting Corp.  
Robert O'Brien, Esq., Library Board Attorney  
Domenick J. Tarantino, C.P.A., Library Board Accountant  
Ms. 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 into Public Session at 8:25 p.m.

**SALUTE TO THE FLAG**

### **Accountant's Report**

At this time Mr. Tarantino presented the Financial Statements dated December 31, 2010.

The Balance Sheet dated December 31, 2010 reflected Total Assets of \$4,009,354.25; Liabilities of \$1,031,871.88; Fund Balance of \$2,072,987.85 and Appropriated Fund Balance of \$904,494.52.

The Statement of Revenues and Expenses with Accompanying Budget Comparisons for the period July 1, 2010 to December 31, 2010 reflected a cash balance as of July 1, 2010 of \$1,381,680.82; receipts of \$2,279,173.07, Total Expenses of \$2,073,642.32 resulting in a cash balance as of December 31, 2010 in the amount of \$2,073,642.32.

Changes in Fund Balance for the period July 1, 2010 to December 31, 2010 reflect a balance as of July 1, 2010 in the amount of \$477,862.19, Unspent Grants of \$3,080.00, less expenses and fund transfers of \$44,231.81, resulting in a fund balance as of December 31, 2010 of \$436,710.38.

After a brief discussion, Mr. Tarantino was excused.

### **Agenda Items**

No discussion.

### **Meeting Room/Theatre Requests**

Homemakers Council of Nassau County, represented by Grace Palestino, requested monthly use of a meeting room. Seventy-five percent of the membership reside within the Elmont Union Free School District. The attorney requested a copy of the bylaws, which will be provided.

Ms. Mazzeo moved to approve the meeting room request of the Homemakers Council of Nassau County, pending review of the bylaws by the attorney. Seconded by Mr. Nicolosi.

Unanimously carried.

### **APPROVAL OF THE MINUTES**

#### **Minutes of the Meeting of February 24, 2011**

Mr. Nicolosi moved to approve the Minutes of the Meeting of February 24, 2011, as presented. Seconded by Ms. Gregori.

In Favor: Ms. Gregori, Ms. Harsch, Ms. Johnson, Ms. Mazzeo, Mr. Nicolosi

Abstention: Ms. Hardial

Motion carried.

**FINANCE**

**Administrative Fund Disbursements dated March 28, 2011**

No discussion.

**Credit Card Expense Report for the Billing Cycle 1/20/11 to 2/17/11**

Ms. Mazzeo moved to approve the Credit Card Expense Report for the Billing Cycle 1/20/11 to 2/17/11 in the amount of \$480.80. Seconded by Ms. Harsch.

Unanimously carried.

**Treasury Warrants**

Ms. Mazzeo moved to approve Treasury Warrant #2047 dated March 9, 2011 (Payroll Warrant) in the amount of \$71,671.75. Seconded by Ms. Johnson.

Unanimously carried.

Ms. Mazzeo moved to approve Treasury Warrant #2048 dated March 23, 2011 (Payroll Warrant) in the amount of \$81,315.89. Seconded by Ms. Johnson.

Unanimously carried.

Ms. Mazzeo moved to approve Treasury Warrant #2049 dated March 24, 2011 (March Bill Warrant) in the amount of \$61,161.63. Seconded by Ms. Johnson.

Unanimously carried.

Ms. Mazzeo moved to approve Treasury Warrant #2050 dated April 1, 2011 (Board Appointees' Warrant) in the amount of \$11,744,176. Seconded by Ms. Johnson.

Unanimously carried.

**Monthly Position Paper for the period February 19, 2011 to March 18, 2011**

No discussion.

**AIN LIBRARY AND BRANCHES**

**Director's Report**

Ms. Gough reported.

Meeting was held with department heads to discuss issues surrounding staffing and scheduling and the development and application of employee evaluations.

Ms. Gough thanked Steve Harsch for his help in facilitating the traffic flow in the Library.

The Elvis program and the Taste of Ireland shows were very successful.

The Career Fair is scheduled for Wednesday, May 4, 2011 from 11:00 a.m. to 2:00 p.m. High school guidance counselors have been advised so that they may have their students attend.

**Advanced Consulting Corporation Report**

Mr. Marino reported.

The Business Manager recommended not sending a budget mailer this year. After discussion, it was decided that a copy of the proposed budget, along with an explanatory letter, will be included in the Library mailer that is mailed to residents the end of April.

The following Bids were discussed and awarded:

Bid EPL 2011-01, Millwork - Only one bid was received.

Ms. Gregori moved to award Bid EPL 2011-1, Millwork to Centerline Wood Designs in the total amount of \$18,311.00. Seconded by Mr. Nicolosi.

Unanimously carried.

Bid EPL 2011-2, Carpentry

Ms. Gregori moved to award Bid EPL 2011-2, Carpentry, to Eclipse Construction Services, Inc., the lowest responsible bidder, in the total amount of \$6,000.00. Seconded by Mr. Nicolosi.

Unanimously carried.

Bid EPL 2011-3, Glazing

Ms. Gregori moved to award Bid EPL 2011-3, Glazing, to Awesome Glass & Metal, the lowest responsible bidder, in the total amount of \$11,080.00. Seconded by Ms. Johnson.

Unanimously carried.

Mr. Marino is researching steam cleaning machines, and will have a report for the Board as soon as he has completed his research.

Regarding five-year contracts for library services for East Franklin Square and North Valley Stream,

Ms. Mazzeo moved to approve the contract for library services between the Elmont Public Library and East Franklin Square Funding District. Seconded by Ms. Johnson.

Unanimously carried.

Ms. Mazzeo moved to approve the contract for library services between the Elmont Public Library and the North Valley Stream Funding District. Seconded by Ms. Johnson.

Unanimously carried.

### **COMMITTEE REPORTS**

#### **Scholarship Committee**

Ms. Lawes reported that we have not yet received applications from high school seniors for the scholarship awards.

#### **Policy Committee**

Policies under review will be discussed at the April meeting.

### **NASSAU LIBRARY SYSTEM**

No discussion.

### **LEGAL**

Mr. O'Brien reported.

He reviewed Bids EPL 2001-1, EPL 2001-2 and EPL 2001-3 and found them acceptable as to form.

Negotiations with CSEA are ongoing. CSEA has a membership meeting the week of March 28<sup>th</sup>.

Mr. O'Brien was asked if he looked into what repercussions might occur if the Library is not willing to pay NLS fees. He replied that NLS could bring a lawsuit for the fees we owe, although they cannot deny services because they are subsidized by the State.

Mr. O'Brien commented on certain language in the policy regarding meeting or theatre use.

### **CORRESPONDENCE**

No discussion.

### **NEW BUSINESS**

Ms. Lawes is the only Trustee seat open for election this year. So far, two persons have taken out petitions to run.

**PUBLIC**

Ms. Grace Palestino stated that she has heard that consideration is being given to closing the Library Branches.

Ms. Cynthia Hervey said she was present when a Trustee referred to the branches being closed. Mr. Nicolosi responded that that comment was only in relation to closing the branches on one particular day. The Board President said that there is no decision at this time to close the branches.

**OLD BUSINESS**

Regarding the 2011/2012 proposed budget, there is a zero tax increase in the budget being presented to the taxpayers, because money has been taken out of surplus.

Mr. Nicolosi moved to present the 2011/2012 budget in the amount of \$2,391,942.00 to the taxpayers for a vote on March 17, 2011. Seconded by Ms. Mazzeo.

Unanimously carried.

Regarding the 2010 Annual Report,

Ms. Gregori moved to approve the 2010 Annual Report. Seconded by Ms. Mazzeo.

Unanimously carried.

**OTHER**

The next regularly scheduled meeting of the Board of Trustees will be on April 28, 2011 at 7:00 p.m. The Board will immediately go into executive session and reconvene into public session at 8:00 p.m.

Ms. Mazzeo moved to adjourn at 9:50 p.m. Seconded by Ms. Harsch.

Unanimously carried.

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Respectfully submitted,

Catherine Antioco