

September 22, 2011

The 721st 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 September 22, 2011.

CALL TO ORDER/EXECUTIVE SESSION

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

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

MEMBERS ABSENT: Ms. Kathleen Rau (prior notice given)

ALSO PRESENT: Ms. Carolee Ciulla, Librarian-In-Charge
Mr. Frank Marino, Advanced Consulting Corp.
Thomas Volz, Esq., Library Board Attorney
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. Gregori

Unanimously carried.

The Board reconvened into Public Session at 8:00 p.m.

SALUTE TO THE FLAG

PUBLIC
Agenda Items Only

No discussion.

APPROVAL OF THE MINUTES
Minutes of the Meeting of August 25, 2011

Page 6, "Committee Reports," 3rd line, correct typographical error by changing "grader" to "grade."

Ms. Johnson moved to accept the Minutes of the Meeting of August 25, 2011, as corrected. Seconded by Mr. Nicolosi.

Unanimously carried.

FINANCE
Administrative Fund Disbursements dated September 22, 2011

No discussion.

Treasury Warrants

In accordance with the auditor's suggestion, program expenses are now included with the Treasury Warrants for approval, as opposed to in the Administrative Fund Disbursements.

Mr. Nicolosi moved to approve Treasury Warrant #2070 dated August 24, 2011 (Payroll Warrant) in the amount of \$55,973.75
Seconded by Ms. Johnson.

Unanimously carried.

Mr. Nicolosi moved to approve Treasury Warrant #2073 dated September 7, 2011 (Payroll Warrant) in the amount of \$80,514.44.
Seconded by Ms. Johnson.

Unanimously carried.

Mr. Nicolosi moved to approve Treasury Warrant #2075 dated September 22, 2011 (September Bill Warrant) in the amount of \$60,278.14. Seconded by Ms. Johnson.

Unanimously carried.

Mr. Nicolosi moved to approve Treasury Warrant #2076 dated October 1, 2011 (Board Appointees' Warrant) in the amount of \$11,974.43. Seconded by Ms. Johnson.

Unanimously carried.

Monthly Position Paper for the Period August 20, 2011 through September 16, 2011

Ms. Ciulla said that she is staying aware of a the budget lines.

Credit Card Expense Report for the Billing Cycle 7/18/11 - 8/19/11

Mr. Nicolosi moved to approve the Credit Card Expense Report for the Billing Cycle 7/18/11 to 8/19/11 in the amount of \$298.07. Seconded by Ms. Johnson.

Unanimously carried.

MAIN LIBRARY AND BRANCHES

Report of Librarian-In-Charge

Ms. Ciulla reported.

Ms. Ciulla thanked the Board for their confidence by requesting her to again assume the position of Librarian-In-Charge.

She held a staff meeting on September 14, 2011 which covered materials borrowed by staff, the procedure for calling in sick, the staff's responsibility to keep up to date on programs, events, etc., and a reminder to staff to punch in and out at lunch. An annual safety meeting will be scheduled shortly.

With the help of Steve Harsch and Will Lodise, the computer problem at the branches has been resolved.

Ms. Ciulla is scheduling a meeting with a representative from Baker and Taylor to provide her with training on the entire book ordering process.

Advanced Consulting Corporation Report

Mr. Marino reported.

Bids were awarded as per last month's motions.

Bid EPL 2011-07, Irrigation Well Pump and Bid EPL 2011-08, Electric for Well Pump, will be advertised for a bid opening on October 21, 2011.

Mr. Marino requested approval for the Library's Maintainer to attend a safety course on using a scissor lift at a cost of \$145.00.

Ms. Gregori moved to approve the attendance of Michael Marino, Library's Maintainer, at a safety course on October 5, 2011, at the cost of \$145.00. Seconded by Ms. Johnson.

Unanimously carried.

LEGAL

Mr. Volz reported.

He prepared information for the Trustees regarding the policy on unattended children at the Library.

He provided the Trustees with information regarding the tax cap for 2012. It appears it is more applicable to school districts and other municipalities. He is waiting for a Comptroller's letter regarding how it may affect libraries and, as soon as it is in his possession, he will forward copies to the Trustees.

COMMITTEE REPORTS

There were no committee reports for the Board's review.

CORRESPONDENCE

No discussion.

NASSAU LIBRARY SYSTEM

No discussion.

NEW BUSINESS

Discussion regarding the possibility of obtaining a piece of steel from the World Trade Center for the Library. The Board requested Mr. Marino to look into it.

OTHER

Discussion followed regarding an article in the August 25, 2011 Franklin Square Elmont Herald titled "Elmont Library Director Resigns."

The article stated: "The Elmont Public Library opened in September 2006, and got its fifth director."

This is inaccurate as Ms. Gough was the Library's third director since 2006. There were two interim employees for that position, one being assigned as a librarian-in-charge.

It went on to state: "Last year the Board chose not to approve any raises for the library's management team, but did approve a raise of 1% for other employees including the Board's business consultant, attorney, recording secretary and treasurer."

The truth is that after Ms. Gough's six months probationary period, Ms. Gough received a \$5,000.00 raise. The board appointees received no raise for that year.

In addition, the Trustees were in agreement that for the editor of a newspaper to quote information from a personal blog of an ex-employee is inappropriate.

The Board gave direction to write a letter from the Board to the editor responding to this article.

OLD BUSINESS

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

PUBLIC

Mr. Tom Madera asked when policy updates would be available. They should already be included in the policy book which is available to the public. Ms. Ciulla will check into this.

He asked for information regarding the selection process for the new Director. It was explained that we first have to obtain a list from civil service, then the Trustees will set up interviews with candidates.

Ms. Dorothy Gist, an Elmont resident, asked if other libraries have the same difficulty keeping directors. This is the Library’s third director in five years. Ms. Gist was advised that, based on a study of neighboring libraries, this is not uncommon in Nassau County.

Mr. Maurice Archer asked what the requirements would be for him to offer free tutoring at the Library. He said that persons with an Elmont Library card can call the day ahead to reserve a study room. Without an Elmont card, a person can come in the same day and, if a room is available, they can use it.

Mr. Archer asked how a librarian can go from being librarian directly into being a director without any additional experience. He was advised that a librarian can take a one-year course, pass a test and be placed on the director list. As we are a civil service library, we need to follow civil service rules.

Mr. Madera volunteered to assist the Board in learning how to interview to obtain a viable candidate, as this is his area of expertise. Ms. Mazzeo thanked Mr. Madera and said this would be taken under advisement.

ADJOURNMENT

The next regularly scheduled meeting of the Board of Trustees will be on October 20, 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. Johnson moved to adjourn at 8:45 p.m. Seconded by Mr.Nicolosi.

Unanimously carried.

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Respectfully submitted,

Catherine Antioco