

APPROVED MINUTES

January 29, 2009

The 689th 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 29, 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. Kathleen Harsch
Ms. Pauline Johnson

MEMBERS ABSENT: Ms. Joy Madera

ALSO PRESENT: Ms. Carolee Ciulla, Librarian-In-Charge
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. Gregori moved to go into executive session at 7:00 p.m. to discuss legal matters. Seconded by Ms. Mazzeo.

Unanimously carried.

Ms. Mazzeo moved to come out of executive session at 7:55 p.m. Seconded by Ms. Johnson.

Unanimously carried.

The Board reconvened into Public Session at 8:03 p.m.

SALUTE TO THE FLAG

At this time, Ms. Lawes called for a moment of silence in remembrance of trustee, Joseph Marziotto, who passed away in December after more than 30 years of dedicated service to the Elmont Library and the Elmont community.

Ms. Lawes also extended the Board's sympathy to the family of Joe Mundy on the passing of his mother-in-law.

Agenda Items

No discussion.

Meeting Room/Theatre Requests

Ms. Ciulla presented a request for use of the theatre for the Sixth Annual Black History Celebration on February 9, 2009, sponsored by Assemblyman Thomas Alfano.

Ms. Johnson moved to approve the theatre request for the Sixth Annual Black History Celebration on February 9, 2009, commencing at 1:30 p.m. Seconded by Ms. Harsch.

Discussion followed and the motion was amended to read as follows:

Ms. Johnson moved to approve the theatre request for the Sixth Annual Black History Celebration on February 9, 2009, commencing at 1:30 p.m., subject to review of the forms by the attorney and availability. Seconded by Ms. Harsch.

Unanimously carried.

Mr. Patrick Nicolosi requested an hour earlier start time for a previously approved request by Sustainable Long Island on February 9, 2009. The request was approved, subject to availability.

Ms. Staci Nicole requested rental of the theatre for two days, June 23, 2009 and June 27, 2009 for Staci's Nicole's World of Talent.

Ms. Johnson moved to approve the theatre request for Staci Nicole's World of Talent on June 23, 2009 and June 27, 2009, subject to their meeting the conditions for theatre use and availability. Seconded by Ms. Gregori.

Unanimously carried.

APPROVAL OF THE MINUTES

Minutes of the Meeting of December 18, 2009

Page 42, 1st motion, add a "Second." Ms. Antioco reviewed her notes and inserted "Ms. Gregori" as second to the motion.

Ms. Gregori moved to approve the Minutes of the Meeting of December 18, 2009, as corrected. Seconded by Ms. Mazzeo.

Unanimously carried.

Minutes of the Special Meeting of December 23, 2009

Page 1, under "Members Absent," include "Ms. Joy Madera."

Ms. Johnson moved to approve the Minutes of the Special Meeting of December 23, 2008, as corrected. Seconded by Ms. Mazzeo.

Unanimously carried.

FINANCE

Administrative Fund Disbursements dated January 29, 2009

Ms. Ciulla was asked if books referred to as "lost books" under checks 2941 payable to Port Washington Library, 2945 payable to Hewlett-Woodmere Library and 2946 payable to Garden City Library have been returned. Ms. Ciulla will look into it. The Library has to reimburse the lending library if books are not returned within four or five months.

Treasury Warrants

Ms. Mazzeo moved to approve Treasury Warrant #1928 dated December 17, 2008 (Payroll Warrant) in the amount of \$56,498.42. Seconded by Ms. Johnson.

Unanimously carried.

Ms. Mazzeo moved to approve Treasury Warrant #1930 dated December 31, 2008 (Payroll Warrant) in the amount of \$53,468.36. Seconded by Ms. Johnson.

Unanimously carried.

Ms. Mazzeo moved to approve Treasury Warrant #1934 dated January 29, 2009 (January Bill Warrant) in the amount of \$82,273.92. Seconded by Ms. Johnson.

Unanimously carried.

Ms. Mazzeo moved to approve Treasury Warrant #1935 dated February 1, 2009 (Independent Contractor's Warrant) in the amount of \$11,532.01. Seconded by Ms. Johnson.

Unanimously carried.

Monthly Position Paper for the period December 13, 2008 to January 22, 2009

No discussion.

MAIN LIBRARY AND BRANCHES

Report of Librarian-In-Charge.
Ms. Ciulla reported.

BOCES ESL classes will be held on Tuesday and Thursday evenings commencing Tuesday, January 27, 2009.

The Board received statistics on the museum pass circulation which is proving to be very popular.

Through ALIS, patrons who wish to supply their e-mail addresses to our staff will be notified by "courtesy" e-mails when they have books nearing their overdue dates.

Ms. Ciulla thanked Mr. Marino and the custodial staff for seeing to it that the walkways and driveway were safe from snow and ice during the recent inclement weather.

Ms. Seward has requested a new list for Children's Librarian I.

A proposal for creating a new web page is expected shortly.

Ms. Ciulla and Ms. Connie Thorpe attended a workshop dealing with preparations of annual reports. Our annual report is due in February.

Ms. Ciulla invited the trustees to an annual chamber of commerce meeting on March 4 from 6:00 to 9:00 p.m.

Regarding the Young at Heart Group's request that they continue meeting monthly, the group has been offered the first Sunday of each month.

As per the request by a Board member, the Library's computer tech will be asked to check the links on our web sites.

Ms. Mazzeo thanked the staff members who submitting reports.

Advanced Consulting Corporation Report

Mr. Marino reported.

A suggestion was made to dedicate the History Room in the memory of Trustee Joseph Marziotto. Mr. Marino was given direction to prepare the dedication which will be etched in the glass window outside of the History Room. A dedication ceremony will also be planned.

Regarding purchasing 25 laptops, with security, Hewlett Packard sells "Computrace," which is a tracking device that is programmed into the PCs. If a stolen computer is not found, the Library will receive a \$1,000.00 credit. There is a three year on-site parts and labor warranty covering this service.

Ms. Johnson moved to purchase 25 computers from HP off state contract,

including a three year on-site parts and labor warranty, in the amount of \$17,675.00. Seconded by Ms. Harsch.

Unanimously carried.

Mr. Marino recommended transferring \$200,000.00 from surplus and placing it into the building reserve fund. These funds would be used in the future for building related expenditures, i.e. new carpeting, preventive maintenance, etc.

Ms. Gregori moved to transfer \$200,000.00 from surplus to the Building Maintenance Reserve Fund. Seconded by Ms. Mazzeo.

Unanimously carried.

COMMITTEE REPORTS

There were no committee reports.

NASSAU LIBRARY SYSTEM

There will be a NLS board meeting on February 23, 2009.

LEGAL

Mr. O'Brien had nothing to report.

CORRESPONDENCE

Three letters were received from patrons regarding the Young At Hearts Program, which were addressed in the Librarian In Charge's report.

Correspondence was received from the residents of Fernwood Terrace in the Village of Stewart Manor requesting a proposal for library services for 71 unserved homes. They will request the Village of Stewart Manor to include Elmont Library as an option to contract for library services in the next election. Discussion followed.

Ms. Johnson moved to send a proposal to the residents of Fernwood Terrace, Stewart Manor extending them a five year contract for Library Services at a cost of at a cost of \$70,877.96. Seconded by Ms. Gregori.

Unanimously carried.

OLD BUSINESS

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

Ms. Gregori elaborated on her comments last month about the growing importance of libraries in this difficult economic time. The Library is facing an 18% cut in state aid. This is a 15 year low. She suggested the public communicate with their legislators and ask for their support in maintaining or increasing state aid to libraries.

NEW BUSINESS

Discussion regarding Policy 400-1 with regard to changing the summer hours of operation from 9:00 a.m. to 1:00 p.m. to 10:00 a.m. to 2:30 p.m.

PUBLIC

Ken Dorsey never had a problem with anyone at the library until today. It was suggested he put the grievance in writing and speak to Ms. Ciulla. He also stated that he was in favor of an increase in library hours.

Mr. Patrick Nicolosi expressed his thanks for Joe Marziotto and his dedication to the Elmont community and to Mr. Marziotto and the board that had the foresight to hire a business consultant.

He asked if we are we still investigating who sabotaged the computers and was told that we are limited to the capabilities of ALIS, and they have not been able to identify the perpetrator.

He asked if we can tell him the total cost for the outside attorney. We do not have a final statement yet, but should have it at the February meeting. The attorney advised that the Business Manager's contract was revised, signed and sent to civil service with a statement and we believe we are now in full compliance with the laws. We are waiting for a response. The cost so far is \$18,125.00.

He asked if any thought had been given to downsizing the board. It has been discussed.

Regarding Joy Madera's resignation, the attorney replied that the Public Officers Law requires that resignations be in writing. Ms. Madera has been so advised.

Evan Rossman spoke to the administrative assistant regarding placing a collection box in the library whereby people can donate slightly used hats, gloves, scarves etc. which can be given to Elmont residents in need. He asked the Board for permission to undertake this project. After discussion, it was suggested that this be revisited for next year as the winter season is almost over.

Grumit Sehgal supported the collection box but he felt the proposal needed to be in writing in order to make an informed decision.

Ken Dorsey asked how one gets obtain employment at the Library He was told that interested parties can take a civil service exam.

PERSONNEL

There were no personnel items for the Board's action.

OTHER

The next regularly scheduled meeting of the Board of Trustees will be on February 26, 2009 at 7:00 p.m. The Board will immediately go into executive session and reconvene into public session at 8:00 p.m.

Ms. Gregori moved to go into Executive Session at 9:10 p.m. to discuss personnel and legal. Seconded by Ms. Johnson.

No business will be transacted after the executive session.

Unanimously carried.

At this time the Board Clerk was excused and the following motion was made to close the Executive Session:

Ms. Johnson moved to come out of Executive Session. Seconded by Ms. Harsch.

Unanimously carried.

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Respectfully submitted,

Catherine Antioco