

**MASSAPEQUA PUBLIC LIBRARY
MINUTES
REGULAR MONTHLY MEETING
OCTOBER 13, 2010**

The regular monthly meeting of the Library Board of Trustees was held on Wednesday, October 13, 2010, at 7:45 p.m., in the Bar Harbour building.

Present: Rosemary Gensler, Chairman
 Catherine R. Reilly, Vice Chairman
 Anthony J. Demasco, Treasurer
 Gail K. Kubit, Secretary
 John H. Laibach, Trustee
 Patricia Page, Director
 Maris Job, Assistant Director
 Jody Brower, Secretary to the Director
 Linda Masella, Principal Account Clerk

Mrs. Gensler called the meeting to order at 7:45 p.m., and opened with the Pledge of Allegiance to the Flag.

After consideration, on motion by Mr. Laibach, seconded by Mr. Demasco, and carried, Board Meeting Minutes dated September 13, 2010, were approved.

After consideration, on motion by Mr. Demasco, seconded by Mrs. Gensler, and carried, Monthly Treasurer's Report, dated September 30, 2010, balance \$476,258.12, was approved.

After consideration, on motion by Mr. Demasco, seconded by Mrs. Gensler, and seconded, Monthly Financial Report dated September 30, 2010, was approved.

After consideration, on motion by Mrs. Kubit, seconded by Mrs. Gensler, and carried, Voucher No. 2142, dated September 8, 2010, \$17,305.27 (check nos. 24724-24763), signed by Ms. Reilly, was approved.

After consideration, on motion by Mrs. Gensler, seconded by Mr. Demasco, and carried, Supplement No. 1 to Voucher No. 2143, dated September 9, 2010, \$4,912.50 (check no. 24764), signed by Ms. Reilly, was approved.

After consideration, on motion by Mrs. Gensler, seconded by Mrs. Kubit, and carried, Supplement No. 1 to Voucher No. 2142, dated September 15, 2010, \$62,790.78 (check nos. 24765-24780), signed by Mr. Laibach, was approved.

After consideration, on motion by Mr. Demasco, seconded by Mr. Laibach, and

carried, Supplement No. 2 to Voucher No. 2142, dated September 22, 2010, \$24,473.19 (check nos. 24781-24815), signed by Mrs. Gensler, was approved.

After consideration, on motion by Mrs. Kubit, seconded by Mr. Laibach, and carried, Supplement No.1 to Voucher No. 2144, dated September 24, 2010, \$6,999.74 (check nos. 24816-24818), signed by Mrs. Gensler, was approved.

After consideration, on motion by Mr. Demasco, seconded by Mr. Laibach, and carried, Voucher No. 2145, dated September 30, 2010, \$28,849.14 (check nos. 24819-24826), signed by Mrs. Kubit, was approved.

Payroll Voucher No. 2143, dated September 15, 2010, \$117,164.52, wire transfer, signed by Ms. Reilly, was reviewed.

Payroll Voucher No. 2144, dated September 30, 2010, \$119,577.82, wire transfer, signed by Mrs. Gensler, was reviewed.

Director's Report

The Director's Report covering Communications, Personnel, Buildings and Grounds, Public Relations, Old Business, Circulation Report dated September, 2010, Staff Report dated September, 2010, were reviewed. Copies are attached to these minutes.

I. Communications

A) The Board asked Mrs. Page to redo the survey list to show how many of the Libraries that responded do not close for the Jewish Holidays.

B) The Board asked Mrs. Page to provide them with the sample one page Procurement Policy she obtained.

There was a discussion of Library Policies. The Board believes that the Library should at least have a Conflict of Interest Policy, a Whistle Blower Policy, and a Sexual Harassment Policy. The Board also discussed creating a Policy Book that contains all the Library Policies. The Board discussed who should have a copy of the Personnel Policy Manual and concluded that all staff members should receive one. Mrs. Page advised that Board that the current Personnel Policy Manual is outdated and should be revised. Mrs. Page also advised the Board that she has a Black Binder of various Policies that is very old.

After some discussion, the Board asked to receive a copy of the Personnel Policy Manual and the material in the Black Binder for review. Ms. Reilly and Mr. Demasco can receive their copy via e-mail. The rest of the Board members would like hard copies.

II. Personnel

A) The Board requested that going forward, Mrs. Page contact the High School regarding applicants for open Page positions. Mrs. Kubit advised Mrs. Page to call her if she gets no reply from the Guidance Office.

Regarding open positions, the Board directed that relatives of staff members can be interviewed, but other applicants must be interviewed as well.

B) The Board declined to make any changes to the policy for employees who decline health insurance.

C) After consideration, on motion by Mrs. Gensler, seconded by Ms. Reilly, and carried, the Board approved the Retirement Resolution for Ann Hamill. The Board requested that said Resolution be laminated on a plaque to be presented to Mrs. Hamill at her retirement party.

III. Buildings and Grounds

A) The Board would like to see a proposal from Bellmore Business before the video screens are moved. The Central Avenue screen will be placed on the brick wall behind the Circulation Desk and the Bar Harbour screen will be placed on the center of the wall behind the Circulation Desk

B) The Board will review the information provided by Mrs. Page regarding purchasing an Early Literacy station for each building with the recent bequest to the Children's Room. A decision on a purchase will be made at a later date.

C) After consideration, on motion by Mrs. Kubit, seconded by Mr. Laibach, and carried, the Board approved purchasing four lounge chairs for the Central Avenue building from Waldner's.

IV. Public Relations

A) Ms. Reilly suggested the Library contact Printcom for a price quote to print the Newsletter.

V. Old Business

A) In the future, Young Adult programs with fewer than five people registered 48 hours before the program will be cancelled. Presenters will be informed of this before they consent to do a program.

B) The Board tabled a decision regarding allowing retirees receiving the \$2,200 medical insurance supplement payment to use it to pay Medicare until they receive the

following information:

- how much is paid annually for retirees with full medical coverage (that includes all names; spouse; Medicare; medical insurance)
- column should be added to current table to reflect total paid each year
- list of employees who at this point in time are eligible for the \$2,200 medical insurance supplement payment
- list of employees with 10 years or more of service who have not yet reached the age of 60

C) Discrepancy in the Children's Program stats last month was due to a typographical error.

D) A decision on a bed bug inspection was tabled.

VI. New Business

A) Mrs. Kubit asked if the Library was doing anything to recognize Teen Book Week, which is the week of October 11th. Mrs. Page will check with Peter Cirona.

B) Mrs. Gensler asked Mrs. Page to write a letter on her behalf to the Organization who objected to the children's book entitled "*The Garbage Barge*", informing them that the Library will not remove the book from the collection.

C) After consideration, on motion by Mrs. Gensler, seconded by Ms. Reilly, and carried, the Board approved appointing Mary Dougherty to the title of Principal Clerk to replace Ann Hamill at a salary of \$46,323.04 effective November 1, 2010.

D) The Board would like Mrs. Page to plan a Trustee's Day for the Spring. The Board would go to one building in the morning and to the other in the afternoon.

E) Mrs. Job advised that a patron, Mr. Dropkin, asked that a Board Meeting be held at the Central Avenue building. There was a discussion and the Board decided not to move the meetings at this time.

On motion by Mrs. Gensler, seconded by Mr. Laibach, and carried, the meeting was adjourned at 9:20 p.m.

The next Board of Trustees Regular Monthly Meeting Meeting will be held on

Monday, November 8, 2010 at 7:45 p.m. at the Bar Harbour Library.

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Rosemary Gensler, Chairman

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Gail K. Kubit, Secretary