

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

The regular monthly meeting of the Library Board of Trustees was held on Monday, December 14, 2009, at 7:45 p.m., in the Bar Harbour building.

Present: Rosemary Gensler, Chairman (via phone)
 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

Also Present: Connie Smith, Bar Harbour Children's Librarian

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

After consideration, on motion by Mr. Demasco, seconded by Ms. Reilly, and carried, Board Meeting Minutes November 8, 2010, were approved.

After consideration, on motion by Ms. Reilly, seconded by Mrs. Kubit, and carried, Monthly Treasurer's Report, dated November 30, 2010, balance \$673,705.90, was approved.

After consideration, on motion by Mrs. Kubit, seconded by Mrs. Gensler, and carried, Monthly Financial Report dated November 30, 2010, was approved.

After consideration, on motion by Mrs. Gensler, seconded by Ms. Reilly, and carried, Supplement No. 1 to Voucher No. 2151, dated November 5, 2010, \$4,657.50 (check no. 24966), signed by Mrs. Kubit, was approved.

After consideration, on motion by Ms. Reilly, seconded by Mrs. Kubit, and carried, Voucher No. 2150, dated November 9, 2010, \$31,949.97 (check nos. 24967-25001), signed by Ms. Reilly, was approved.

After consideration, on motion by Ms. Reilly, seconded by Mrs. Kubit, and carried, Supplement No. 1 to Voucher No. 2150, dated November 17, 2010, \$8,667.46 (check nos. 25002-25005), signed by Mr. Laibach, was approved.

After consideration, on motion by Mrs. Gensler, seconded by Mrs. Kubit, and carried, Supplement No. 2 to Voucher No. 2150, dated November 22, 2010, \$71,245.10 (check nos. 25006-25051), signed by Mr. Laibach, was approved.

After consideration, on motion by Mrs. Gensler, seconded by Mr. Demasco, and carried, Supplement No. 1 to Voucher No. 2152, dated November 23, 2010, \$4,217.50 (check no. 25052), signed by Mr. Laibach, was approved.

Payroll Voucher No. 2151, dated November 15, 2010, \$123,648.17, wire transfer, signed by Mrs. Kubit was reviewed.

Payroll Voucher No. 2152, dated November 30, 2010, \$119,150.41, wire transfer, signed by Mr. Laibach, was reviewed.

Director's Report

The Director's Report covering Communications, Materials and Services, Public Relations, Old Business, New Business, and Staff Report dated November, 2010, were reviewed. Copies are attached to these minutes.

I. Communications

A) The Board reviewed the proposal from NLS for support from member libraries. After discussion, the Board asked Mrs. Page to obtain the following information information for the January Board Meeting:

- What voice will the Library have for the amount of money we will be required to pay.
- If NLS ceases to exist, what services would the Library lose, and what would the approximate cost be to the Library to replace each service.
- What would the impact on ALIS be if NLS went out of business - does NLS provide ALIS with any personnel or funds.
- What calculation did NLS use to come up with the contribution funds from the member libraries for the next 4 years.
- Obtain a copy of the latest NLS and ALIS audited financial statements.

II. Personnel

A) The Board reviewed the current Confidentiality Policy. The Board feels that this Policy protects the interest of the Library, but does not protect the interest of the patron, given the information that is accessible to the staff. The Policy should state that staff will keep personal patron information confidential, and the form should require staff signature.

This policy will be revised and resubmitted to the Board at the January meeting.

III. Buildings and Grounds

A) Mr. Laibach reported his findings on the problem of the paint consistently peeling off the Bar Harbour ramp railings. It has been determined that the railings are made out of galvanized pipes, and the chemicals used to galvanize the pipes corrode the paint put on the pipes. Mr. Laibach met with a representative of Rose Fence who will give the Library estimates for 3 different alternatives to replace the pipes. Mrs. Page will contact the architect for the building renovation to determine if the building specs called for galvanized pipes to be used on the ramp railings.

B) Mrs. Page advised the Board that Dickenson Electric came to the Bar Harbour building to look at running the electric to the new location of the video display screen, however, they have yet to submit a cost estimate. Mrs. Page asked if the video piece on the Library could be removed from the display once it is relocated behind the Circulation Desk as the audio may be disruptive to staff and patrons. The Board directed that Mrs. Page contact other electricians about the job. Once the job is done the Board will make a determination about the video.

IV. Public Relations

A) Mrs. Page reported that both locations of the Library will be represented on the local merchants' map created by the Chamber of Commerce.

B) The Board reviewed the estimates for the printing of the Library Newsletter. The Board asked Jody Brower to speak with the appropriate staff member at the Farmingdale Library to see if they are happy with the services provided by Tobay Printing. If the Farmingdale Library is satisfied with Tobay's services, the Board would like to use Tobay Printing to print the next Library Newsletter.

V. Old Business

A) After consideration, on motion by Ms. Reilly, seconded by Mrs. Gensler, and carried, the Board adopted the Procurement Policy, with changes.

B) Mrs. Smith addressed the Board regarding the Early Literacy Stations that the

Children's Librarians would like to purchase with the funds bequeathed to the Children's Rooms. Mrs. Smith explained Early Literacy Stations are actual computer stations that are very eye catching and easy to use. They have programs to improve writing skills, math skills, develop motor skills, science, reading, and exploring the world. They are geared to pre-school age children. The units are self-contained and simple to use, no discs are involved so there is no risk of damage or theft of program discs. The units are also compatible with SAM - the current filtering system the Library uses.

After reviewing the information provided, the Board asked Mrs. Smith to gather further information for them. They would like to know if any other library in Nassau County is using the stations, and if so, how do they feel about it. The Board may also want to know where they can go to see an Early Literacy Station in use.

VI. New Business

A) Mrs. Smith told the Board that both she and Mrs. Booth from the Central Avenue Children's Room were invited to present a story time at Sunrise Mall on December 15th. The Board would like an e-mail blast sent out on this event.

B) Andy Ernst advised Mrs. Page that the auto repair shop told him that the 10 year old van used by the Central Avenue Custodians will soon require a new transmission at an approximate cost of \$1,500.

C) An issue arose regarding the Library credit card. Barnes and Noble requires a credit card information for payment when the Reference Librarians order books online. However, the Reference Librarians do not have access to the Library credit card.

The Board asked Linda Masella to contact Barnes and Noble and see if the Library can set up an account where Barnes and Noble would bill us.

Mrs. Page advised that the custodians used to use the credit card to purchase work clothes under their clothing allowance, but they now lay the money out and get reimbursed through petty cash. Board approved this practice and increased the Bar Harbour petty cash fund to \$500.

D) Mrs. Kubit questioned Mrs. Smith's comment that the computers in the Children's Computer Room are constantly breaking down. The Board asked for a repair report on public computers during 2010.

E) Mr. Demasco advised that he will not be at the January 2011 Board Meeting.

On motion by Mrs. Gensler, seconded by Mr. Demasco, and carried, the meeting was adjourned at 9:10 p.m.

The next Board of Trustees Regular Monthly Meeting will be held on Monday, January 10, 2011 at 7:45 p.m. at the Bar Harbour Library.

Rosemary Gensler, Chairman

Gail K. Kubit, Secretary