

**MASSAPEQUA PUBLIC LIBRARY  
MINUTES  
REGULAR MONTHLY MEETING  
JANUARY 9, 2012**

The regular monthly meeting of the Library Board of Trustees was held on Monday, January 9, 2012, at 7:45 p.m., in the Bar Harbour building.

Present:           Rosemary Gensler, Chairman (via telephone)  
                  Catherine R. Reilly, Vice Chairman  
                  Gail K. Kubit, Secretary  
                  John H. Laibach, Trustee  
                  Janis Schoen, Director  
                  Maris Job, Assistant Director  
                  Jody Brower, Secretary to the Director  
                  Linda Masella, Principal Account Clerk

Absent:           Anthony J. Demasco, Treasurer (with notice)

Also Present:    Tony Santabarbara, Resident  
                  Jessica Bickmann, Seaford High School Student

Mrs. Gensler called the meeting to order at 7:50 p.m., and opened it with the Pledge of Allegiance to the Flag.

Ms. Reilly introduced the Board to Ms. Bickmann and asked if they could help her with anything. Ms. Bickmann advised that she was a high school student and needed to attend a Board Meeting for her AP Government class. She observed for the rest of the meeting.

After consideration, on motion by Ms. Reilly, seconded by Mr. Laibach, and carried, Board Meeting Minutes dated December 12, 2011, were approved with changes.

After consideration, on motion by Mrs. Kubit, seconded by Ms. Reilly, and carried, Monthly Treasurer's Report, dated December 31, 2011, balance \$351,223.78, was approved.

After consideration, on motion by Ms. Reilly, seconded by Mr. Laibach, and carried, Monthly Financial Report dated December 31, 2011, was approved.

After consideration, on motion by Mrs. Kubit, seconded by Ms. Reilly, and carried, Voucher No. 2202, dated December 8, 2011, \$449,792.64 (check nos. 26551-26599), signed by Mr. Laibach, was approved.

After consideration, on motion by Mrs. Kubit, seconded by Ms. Reilly, and carried, Supplement No. 1 to Voucher No. 2203, dated December 9, 2011, \$3,732.50 (check no. 26600), signed by Mr. Laibach, was approved.

After consideration, on motion by Ms. Reilly, seconded by Mrs. Kubit, and carried, Supplement No. 1 to Voucher No. 2202, dated December 14, 2011, \$72,711.11 (check no. 26601-26623), signed by Mr. Laibach, was approved.

After consideration, on motion by Mr. Laibach, seconded by Ms. Reilly, and carried, Supplement No. 1 to Voucher No. 2204, dated December 15, 2011, \$5,556.10 (check nos. 26654-26656), signed by Mrs. Kubit, was approved.

After consideration, on motion by Ms. Reilly, seconded by Mr. Laibach, and carried, Supplement No. 2 to Voucher No. 2202, dated December 21, 2011, \$15,438.40 (check nos. 26624-26653), signed by Mrs. Kubit, was approved.

After consideration, on motion by Mrs. Kubit, seconded by Mr. Laibach, and carried, Voucher No. 2205, dated December 31, 2011, \$32,574.50 (check nos. 26657-26683), signed by Ms. Reilly, was approved.

Payroll Voucher No. 2203, dated December 15, 2011, \$120,233.93, wire transfer, signed by Mr. Laibach, was reviewed.

Payroll Voucher No. 2204, dated December 31, 2011, \$129,639.87, wire transfer, signed by Mr. Laibach, was reviewed.

### **Director's Report**

The Director's Report covering Communications, Personnel, Buildings and Grounds, Materials and Services, Public Relations, and Old Business, and Staff Report dated December, 2011 and Circulation Report dated December, 2011 were reviewed. Copies are attached to these minutes.

#### **I. Communications**

A) The Board members present at the meeting reviewed the two sample Resolutions concerning the 2% tax cap. After consideration, on motion by Ms. Reilly, seconded by Mrs. Kubit, and carried, the Board preliminarily approved Option 1 of the Resolution, pending review and approval by Mrs. Gensler (who did not have a copy) and Mr. Demasco.

B) Ms. Schoen reported that Elaine Cummings-Young will be attending the PLA Conference this year with Ms. Schoen.

C) The Board discussed the subject of a Library Friends group. No decision was reached at this time.

D) The Board reviewed the statistics for the various Library programs and asked that going forward, the Report indicate the amount paid by the patrons where it is indicated that patrons paid for the program. The Board would also like the Career Counselor sessions monitored more closely to make sure all the available spots are filled. If there are unused spots, the Library may want to renegotiate or discontinue the program.

Regarding paid programs given by employees, the Board would like a running total kept for the fiscal year for any employee who is paid to present a program.

E) Ms. Schoen told the Board that she has cancelled the cell phones that were being used by the Custodians and has tested a set of walkie-talkies that cost \$50. She borrowed the items from the Locust Valley Library, who had bought them for a one-time use; the Library has paid Locust Valley for the equipment. These walkie-talkies will be used in the Bar Harbour building, and another set will be bought for the Central Avenue building.

## **II. Personnel**

A) Ms. Schoen told the Board that Mrs. Margaret Garrett, who works in the Technical Services Department, is going out on extended leave due to a health related issue. She also advised the Board that Mrs. Diane Roth, who works in the Bar Harbour Children's Department, is going out on extended leave for awhile due to a health related issue.

## **III. Buildings and Grounds**

A) Ms. Schoen reported that Mr. John Hummel from Brightwaters, Inc. sent All Star Roofing to inspect the front soffit area of the Bar Harbour building. An estimate is forthcoming for the repair of this area. She indicated that the Library may consider applying for a New York State Grant to help pay for the repairs.

B) Ms. Schoen reported that Mr. Tim Benzinger, from Paramount Development Corporation, was unable to come to the Board Meeting to make a presentation about repairing the roof because he has not gathered all the information needed. Ms. Schoen reschedule with Mr. Benzinger.

C) Ms. Schoen reported that County Fair Air Conditioning had been called to the Bar Harbour building to fix a non-working heating unit within the building. An estimate was given for the amount of \$2,674.63 for parts and labor. She reported that Mr. Laibach reviewed the estimate and approved the work as proposed.

D) Ms. Schoen reported that a local car mechanic took some of the excess microfilm cabinets. She reported that the gentleman was very excited to acquire the cabinets and indicated that he may be interested in taking more in the near future.

**IV. Materials and Services**

A) Ms. Schoen reported that the weeding project is continuing in both buildings. The goal is to discover how much floor space both buildings would gain when the books are discarded from the shelves.

**V. Public Relations**

A) Ms. Schoen reported that Senator Fuschillo stopped by last Friday afternoon for a photo shoot. He had sponsored containers in the Library buildings during the holiday season to collect food for needy families.

**VI. Old Business**

A) Ms. Schoen reported that she had found out that the book donations currently done in the schools are going to a local Massapequa resident to be distributed to needy children. The Board approved the books being recycled in such a positive way. Ms. Schoen advised the Board that Jamaica Ash will pick up other Library discards on an on-call basis at no cost, since they can recycle them.

B) The topic of Program spending was discussed. The Board asked to see a running spread sheet that can be sorted in different ways to better project program expenses.

C) Ms. Schoen discussed her recommendation that the Library hire a professional to work on the Library's logo. After consideration, on motion by Mrs. Kubit, seconded by Ms. Reilly, and carried, the Board approved hiring Gary Honaski, from the Honaski Design Group, at a cost of \$1,500 to design and format a new Library logo.

The Board asked Ms. Schoen to find out what, if anything, the Library committed to with the School's Art Department. The Board indicated that they would like something done for the students that submitted suggestions. The Board also would like Ms. Schoen to show the three submissions they liked to Mr. Honaski to give him an idea of their taste.

D) Ms. Schoen presented a revised Patron Behavior Policy for Board approval. After consideration, on motion by Mr. Laibach, seconded by Mrs. Gensler, and carried, the Board approved the changes to the Patron Behavior Policy.

**VI. New Business**

A) Ms. Schoen advised the Board that she had her first meeting with the full time librarians from both buildings. Ms. Schoen plans to assign each librarian a Dewey section of the collection that they will be responsible for weeding and updating as needed. The librarians were also asked for their wish lists regarding space - all said that the computer

rooms in both buildings are too small and would like to open them up and bring the computers into the main Library area.

Ms. Schoen brought up the topic of Strategic Planning. The Board explained the process that had taken place, and it was decided that once Mrs. Gensler returns from Florida, the Board will have a working Strategic Planning Meeting. Topics include: 1) what the Board would like the Library to look like; 2) where should the Library be in 5 years; 3) what is the long range vision. The Board and the Director discussed how the process will proceed and how the staff will be involved. This discussion will continue, no conclusion was reached. Ms. Reilly made the point that the process should include steps on how to reach the determined goals, with objectives for the Director and staff to carry out the plan.

The Board asked Ms. Schoen for copies of her notes on the meeting with the librarians.

B) A patron objected to a Children's book entitled "And Tango Makes Three", which is a story about 2 male penguins who "adopt" a baby penguin. She would like the book moved to another section of the Library. After discussion, the Board determined that the book should remain in the Children's collection. They asked Ms. Schoen to find out where the book is currently placed in the collection and indicated that the book is to be placed in the same section in both buildings.

Ms. Schoen will call the patron, thank her for her concern, but advise her that the book will remain where it is in the collection.

C) Ms. Schoen advised the Board that Welcome packets are being designed by different departments and are almost complete. The Board will receive the finished version soon.

D) Ms. Schoen opened a discussion regarding when to hold the 2012/13 Library Budget Hearing. The Board asked Ms. Schoen to find out from the School when they are approving their budget and when they are having their Budget Hearing for the public.

### **Assistant Director's Report**

#### **I. Communications**

A) Mrs. Job expressed thanks to the Board on behalf of the staff for the luncheon the Board sponsored.

#### **II. Buildings and Ground**

A) Mrs. Job reported that the Wi-Fi access point at Central Avenue has to be replaced because it had been repaired many times.

B) Mrs. Job reported that the Library is still waiting for an estimate from County Fair for the repairs to the Central Avenue lobby heating unit.

**III. New Business**

A) Mrs. Job reported that Andy Ernst repaired the ballast on the light near the Central Avenue public bathroom, which makes the area much brighter. She also reported that Mrs. Booth decorated the back of the shelving units adjacent to this area, much to the delight of patrons and staff members.

B) Mrs. Job recommended that in an effort to reduce the amount of heat caused by the sun beating through the windows in the Central Avenue Media Room, the cost of shades for this room should be placed in the budget.

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

The next Board of Trustees Regular Monthly Meeting will be held on Monday, February 13, 2012 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