

MASSAPEQUA PUBLIC LIBRARY
MINUTES
REGULAR MONTHLY MEETING
FEBRUARY 10, 2011

The regular monthly meeting of the Library Board of Trustees was held on Monday, February 10, 2011, at 7:45 p.m., in the Bar Harbour building.

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

Also Present: Robert Danning, Patron
 Steven Dalton, NLS Area 4 Trustee

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

The Board introduced themselves to Mr. Danning and invited him to address the Board.

Mr. Danning wanted to “thank Mrs. Page and all of the staff and the Board for running such a rich diversity of programs that caters to all segments of the community, from seniors all the way down to the little ones. The technology programs are excellent, the instructors are very, very, good. You offer films, book programs, senior programs, lectures - so many things. I find it wonderful that the entire Library, including the Board, has worked so hard to create an enriching environment. I know it takes a lot of work and time. Carol Santillo has been very helpful to me, and Mrs. Page has made programs available, and it’s thanks to all of you.”

The Board thanked Mr. Danning for coming to the meeting on such a cold night. They noted that a lot of patrons may feel the same way he does, but would not come to a meeting. Mrs. Gensler thanked him for a very lovely beginning to the Board meeting.

After consideration, on motion by Mr. Laibach, seconded by Ms. Reilly, and carried, Board Meeting Minutes dated dated January 10, 2011, were approved.

After consideration, on motion by Mrs. Gensler, seconded by Mrs. Kubit, and carried, Monthly Treasurer’s Report, dated January 31, 2011, balance \$433,320.88, was approved as amended.

After consideration, on motion by Mrs. Gensler, seconded by Mr. Demasco, and carried, Monthly Financial Report dated January 31, 2011, was approved.

After consideration, on motion by Mrs. Gensler, seconded by Mr. Demasco, and carried, Voucher No. 2158, dated January 10, 2011, \$14,835.10 (check nos. 25219-25253), signed by Mrs. Kubit, was approved.

After consideration, on motion by Mr. Demasco, seconded by Mrs. Gensler, and carried, Supplement No. 1 to Voucher No. 2159, dated January 11, 2011, \$4,777.50 (check no. 25254), signed by Mrs. Kubit, was approved.

After consideration, on motion by Mrs. Gensler, seconded by Mrs. Kubit, and carried, Supplement No. 1 to Voucher No. 2158, dated January 19, 2011, \$112,349.98 (check nos. 25255-25282), signed by Mr. Laibach, was approved.

After consideration, on motion by Mrs. Gensler, seconded by Mrs. Kubit, and carried, Supplement No. 1 to Voucher No. 2160, dated January 24, 2011, \$4,777.50 (check no. 25283), signed by Mr. Laibach, was approved.

After consideration, on motion by Mr. Demasco, seconded by Mrs. Kubit, and carried, Voucher No. 2161, dated January 31, 2011, \$47,642.41 (check nos. 25284-25321), signed by Ms. Reilly, was approved.

Payroll Voucher No. 2159, dated January 15, 2011, \$124,655.21, wire transfer, signed by Mrs. Kubit, was reviewed.

Payroll Voucher No. 2160, dated January 31, 2011, \$119,861.68, wire transfer, signed by Mr. Laibach, was reviewed.

Director's Report

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

I. Communications

A) Mrs. Page advised the price of library cards with key tags is \$1,945 for 5,000 cards, which comes to about 35¢ a card. The price per card decreases the more cards you buy.

The Board approved purchasing library cards with one key tag. The Board would like the card's design to be bright and colorful, and may want the children's cards to be different. Mrs. Page will look into colors and designs and report back to the Board

B) A discussion of the agenda for Trustees Day was tabled until Mrs. Gensler could be present at the meeting, but the Board agreed on Monday, May 2nd as the date.

Mrs. Kubit advised the Board that she attended the Holiday Breakfast from the Board at Central Avenue and the Holiday Lunch at Bar Harbour. She reported that both events were wonderful and that the staff members who attended were appreciative. She expressed a deep thanks and appreciation to the staff on behalf of the Board.

C) The Board reviewed the information regarding computer equipment repairs. The Board requested a spreadsheet be done that shows the type of equipment (monitor, keyboard, etc.), serial number, cost, lease date and return date.

II. Personnel

A) There was a discussion regarding the Family Medical Leave Act (FMLA). The Board stated that under the law, staff can use paid time, vacation or sick, during the time they take under FMLA. The Board further advised under the law, any staff member wishing to avail themselves of the Family Medical Leave Act benefits must submit a written request to their supervisor.

III. Buildings and Grounds

A) Mr. Laibach advised that Andy Ernst obtained pricing for four ductless air conditioning wall units to be installed in the Central Avenue Media Room and Senior Connections Room. Prices run from \$5,800 to \$6,000. Mr. Laibach needs to check out the equipment each company is recommending because they are using different type of units and condensers.

Mrs. Kubit suggested we obtain a bid from Elm Air Conditioning in Freeport, as they installed ductless air conditioning in her home and did a terrific job.

B) Mr. Laibach reported that there was one company interested in the job of painting the railings on the ramp at Bar Harbour. He will meet with the painter and go over the specs from the architect to see what method they will use to clean and paint the railing and report back to the Board.

IV. Public Relations

A) The Board agreed that no programs should be held on Good Friday.

V. Old Business

A) After consideration, on motion by Mrs. Gensler, seconded by Ms. Reilly, and carried, the proposed Employee Confidentiality Policy was adopted.

B) Mrs. Page distributed requested information on NLS to the Board Members.

Ms. Reilly asked Mrs. Page to clarify why the total amount changes, and to verify that the fee won't go up if libraries withdraw from NLS.

VI. New Business

A) Mr. Demasco and Mrs. Kubit will not be able to attend the March 14th Board Meeting. The meeting dated was changed to Monday, March 7th.

B) Mr. Demasco advised that he had written a letter to Assemblyman Saladino regarding library funding. Said letter was read to the Board together with the response from Assemblyman Saladino. The Board thanked Mr. Demasco for writing the letter.

C) A preliminary budget for 2011/12 was distributed to the Board. Trustees were asked to review the budget and call Linda Masella with any questions before the March Board Meeting. Mrs. Masella was asked to find out about the cap on COLA.

D) Steve Dalton, Nassau Library System Area Trustee, introduced himself. He advised that there will be an Area meeting in April to discuss the NLS support issue. During the meeting, he e-mailed Jackie Thresher, the Director of NLS, the questions the Board had asked Mrs. Page about funding. He will provide his e-mail address and phone number to the Board. Mrs. Gensler asked that he give that information to Mrs. Page who will disseminate it to the Board.

Mr. Dalton advised that he would be touring the Bar Harbour and Central Avenue buildings tomorrow.

On motion by Ms. Reilly, seconded by Mr. Laibach, and carried, the meeting was adjourned at 8:50 p.m.

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

Rosemary Gensler, Chairman

Gail K. Kubit, Secretary