

**MINUTES  
BOARD OF TRUSTEES' MEETING**

**April 20, 2011**

The following are the minutes of the regular meeting of the Board of Trustees of the Baldwin Public Library on Wednesday, April 20, 2011 at 7:00 P.M.

There were present:	(Members)	Joseph J. Carroll, President Shireen Abed, Secretary Ethell Smith Carl Williams
	(Director)	H. Maria Sysak
	(Assistant Director)	Catherine Overton
	(Treasurer)	Ross Caplan
	(Guests)	Scott D'Accordo, Resident/Staff Member Renato Duccilli, Staff Member Angelica Schenker, Resident/Staff Member Christopher Villanti, Vice President
Absent with prior notice:		

**Call to Order**

There being a quorum present, Mr. Carroll called the meeting to order at 7:00 P.M.

**Approval of Minutes of March 16, 2011 Board Meeting**

The Board reviewed the March 16, 2011 minutes. Mr. Carroll stated that the title of the individual preparing the Minutes should be changed to Recording Secretary. Mrs. Abed moved, seconded by Mr. Williams, to approve the Minutes of the meeting, as corrected. The motion passed unanimously.

**Treasurer's Monthly Report**

Mr. Caplan informed the Board that he finally received the fully executed Collateralization Agreement from Capital One. He stated that he, Ms. Sysak, Ms. Overton, and Mrs. Hughes met with Capital One on April 5th to discuss the utilization of the accounts and certain addendums to the Treasury Management Master Services Agreement that will be required. Mr. Caplan, Ms. Overton, and Mr. Carroll signed all the documents. Mr. Caplan will discuss with Mrs. Hughes the portion of the funds from the TD accounts that will be transferred to the new Capital One accounts.

**Financial Review/Approval of Bills**

Mr. Caplan read the financial report which was accepted by the Board as read. Mr. Carroll moved, seconded by Mr. Williams, to accept the Treasurer's Report as presented. The motion passed unanimously. Mrs. Abed questioned the payment to Admin Partners which Mrs. Hughes explained was the quarterly fee for administration of the Library's 403(b) Plan. Mrs. Abed asked for clarification of the payment to AWE. Ms. Sysak responded that this was for an upgrade of the software and annual maintenance for the two early learning computers in the Children's Room. Mrs. Smith moved, seconded by Mr. Williams, to approve Schedule of Payments #478 (CDLXXVIII) in the amount of \$398,753.86. The motion passed unanimously.

Director's Monthly Report

Ms. Sysak reported that she and other Library Directors had a short meeting with Senator Skelos who informed them that everyone will have to tighten their belts. He commented that he felt Governor Cuomo is on the right track. Mr. Carroll commented that the legislation regarding the 2% tax cap does not refer specifically to libraries.

Ms. Sysak stated that she and Ms. Overton attended two Directors' meetings as part of the transition of Ms. Overton to Director. At one meeting, the Directors were informed that the Nassau County gas contract with Hess is now open to libraries. Mrs. Hughes did an analysis and it appears the Library could save approximately 12 cents per therm. Ms. Sysak submitted the Library's March bill for consideration.

Ms. Sysak reported that Nassau and Suffolk have combined their Talking Books Service but it is still too costly. Libraries will now handle registration and customer service. New York Public Library will handle repairs. This change is not expected to generate too much of an influx for the libraries.

Ms. Sysak stated that plans are underway for the Senior Fair on May 11<sup>th</sup>. Signs have been posted and fliers are out publicizing the event.

Ms. Sysak stated that during her monthly walk-through with Mr. Duccilli, she asked to have stained ceiling tiles replaced. They also noted that the carpet in the Adult area should be cleaned. Mr. Duccilli obtained quotes and Stanley Steemer was the most reasonable.

Ms. Sysak stated that she went on a tour of the newly renovated Farmingdale Library. She commented that the renovation was seamless and suggested that the Board members take a tour. She stated that the book collection is not included in the Young Adult area but that visually one can see the entire area. Tween books (grades 7 through 9) are separated and are labeled as such. The expansion was funded from Farmingdale's \$3.5 million reserve. Beatty Harvey was the architect on the project which cost \$3 million.

Ms. Sysak reported that the last Baldwin Public Library Day included two programs for children plus face painting and spin art crafts. No one questioned the lack of adult and young adult programs.

Ms. Sysak stated that one of the Library's regular patrons got a \$105 parking ticket in the Town of Hempstead lot because most of the spots have a three-hour parking limit. Ms. Sysak called the Town of Hempstead and Councilman Santino's office to see if the time limit could be extended or additional spots with a longer time limit could be made available. Councilman Santino's office will try to have some spots designated for 9:00 A.M. to 5:00 P.M. parking. Mrs. Smith, concerned with staff getting tickets, suggested having staff park behind the firehouse, moving their cars during their dinner hour if they are working until 9:00 P.M.

Ms. Sysak reported that NLS is trying to arrange an Area I Trustee Meeting at Baldwin which will probably be scheduled for June 13<sup>th</sup> or 14<sup>th</sup>.

Mrs. Smith asked if the Directors discuss libraries who do not lend their materials. Ms. Sysak responded that the topic has come up but as long as the library is 90.3 compliant, there is nothing that can be done to force them to lend their materials to patrons from other libraries.

Ms. Sysak stated that the Library would receive a check for 90% of their State Aid the following Tuesday.

**Assistant Director's Monthly Report**

Mr. Carroll asked if Mr. Hollander had submitted his invoice to which Ms. Overton responded he had not and she had not heard from him. Ms. Overton stated that there also had been no change in the status of the HVAC project.

Ms. Overton reported that *Tixkeeper* was launched on April 3<sup>rd</sup>. Although it was not advertised, some people are already using it to reserve museum passes. The service will be highlighted in the May/June issue of the Piper along with information regarding Ms. Sysak's retirement, the Summer Reading Clubs, the budget, and statistics. Ms. Overton commented that Mrs. Malinowski did a nice job laying out all the information. Ms. Overton is also working on implementing *Constant Contact* which will allow the Library to send a variety of information, including the Piper, to patrons via e-mail.

Ms. Overton stated that the Emergency Procedure Manual had been completed and will be distributed to all staff. Ms. Sysak stated that she had completed 25 pages of the Staff Manual but was unable to complete it so she will leave it for Ms. Overton to finish.

Ms. Overton was also heavily involved in the elevator lowering system and spandrel glass issues which are on the agenda.

**Discussion of Schindler Elevator Back-up Battery Lowering System**

Mr. Duccilli stated that he told Ron Minetti that the Library was not satisfied with the fact that the battery back-up system (anti-personal entrapment – APE) would not lower the elevator to the Atrium level in the event of a power failure, as Mr. Minetti originally stated it would. Mr. Minetti said he spoke to the engineering division who informed him this could not be achieved. The system could be removed and a circuit could be run from the back-up generator to the elevator controls but surges in the generator could fry the panel which would not be covered by the service agreement. Mr. Duccilli felt it would be better to keep the system the way it is and run a circuit from the generator transfer switch directly to the APE. It would act as a surge protector for the elevator controls and the doors would remain open for the duration of a power failure. Mr. Duccilli spoke to an electrician to see if a line could be installed to the APE. Mrs. Smith requested that Mr. Duccilli obtain estimates from electricians to run a line from the generator to the APE. Mr. Duccilli has labeled every door in the basement to direct patrons to the exit should they end up in the basement. The only problem would be evacuating a handicapped person from the basement. It was felt that staff and/or the fire department would be able to assist in removing any individual if need be. Ms. Overton stated that there would be adequate lighting in the basement for patrons to make their way out because there are emergency lights and the lighting is also on the back-up generator.

**Discussion of Back-up Generator**

Mr. Duccilli prepared a punch list for Mayfair Power Systems and there are discrepancies with the items Mayfair feels are outstanding. Mr. Duccilli has received the underwriter's certificate. The generator cycles from 7:45 to 8:00 A.M. on Tuesday mornings. There was a lot of vibration the first day. Mayfair installed additional vibration isolation pads that have improved the problem. Fireproofing where penetration occurred is not complete. If a final plumbing inspection is required, all 13 units would have to be pressure tested, although only one unit has been added. Mr. Duccilli believes a plumbing inspection should be done but Mayfair is hesitant to do so. Mr. Carroll commented that for the Library to perform adequate due diligence, the inspection should be done. Mr. Duccilli will arrange for the plumbing inspection and have H2M prepare a letter stating that the steel dunnage is capable of supporting the new generator. The Board agreed to pay Mayfair 75% of the contract amount of \$26,000. Mr. Duccilli

left the meeting at 8:15 P.M.

**Discussion of Fall Harvest Festival**

Ms. Sysak stated that a decision needs to be made regarding continuing the Fall Harvest Festival because the contract for the tent must be signed. Mrs. Abed stated that at a cost of roughly \$6,000 for this three hour program, she would rather spend the money on other programs throughout the year. Mrs. Smith moved, seconded by Mr. Williams, to cancel the Fall Harvest Festival until such time as a future Board reverses this decision. The motion passed unanimously. Mrs. Abed commented that the Banjo Rascals should be cancelled. Mrs. Schenker commented that the Banjo Rascals do a nice job and perform other kinds of music so perhaps a different program could be held.

**Discussion of LED Sign**

Ms. Sysak stated that Spectrum Signs, the company from whom the Library purchased the LED sign, submitted a quote for the annual service contract at a cost of \$1,080 per year. She attempted to obtain quotes from two other vendors but only one responded, indicating they were not interested in servicing another vendor's product. The Board agreed not to renew the service contract on the LED sign.

**Discussion of Spandrel Glass Replacement**

Ms. Overton stated that she received a quote of \$21,450 to replace the spandrel glass on the parking lot side of the building only. Mrs. Smith moved, seconded by Mr. Williams, that the cost to replace the spandrel glass was too expensive so this matter will be tabled indefinitely. The motion passed unanimously.

**Review and Acceptance of Audit Report for Fiscal Year Ended 6/30/10**

Mr. Carroll asked if Mrs. Hughes and Mr. Caplan reviewed the Audit report prepared by Baldessari & Coster and the related necessary changes. They both responded they had. The Board reviewed the recommendations made by Baldessari & Coster. Regarding the recommendation to have two staff members prepare the daily deposits, Mrs. Smith moved, seconded by Mr. Williams, to have Mrs. Hughes perform weekly spot audits of the daily deposits. The motion passed unanimously. Regarding the proposal to deposit the actual cash received when variances occur, Mrs. Hughes stated that there was a logistical problem with doing this in that each receipt is entered on the register as a particular item, e.g. fines, lost books, videos, books sold, etc. A decision would need to be made to determine which category to apply the variations to and this would not agree with the register tape. Currently, any differences are recorded on a daily log and Mrs. Hughes is notified if there are any significant variances. The Board agreed to continue with the current procedure. Regarding the recommendation to have another staff member mail checks after they are signed, the Board agreed this was not necessary. Since every invoice is reviewed and approved by the Director, and each check prepared by the bookkeeper is reviewed and signed by the Treasurer, one Trustee, and the Director/Assistant Director, there is enough oversight to prevent fraud. Unopened bank statements will be given to the Director for review before they are given to the bookkeeper. Regarding the use of the time clock by full-time librarians, the Board noted that this would require a change to the CSEA Contract. The Board agreed to have a new appraisal performed close to the end of the fiscal year. The Board also stated that the new Director will have a written contract. Mrs. Smith stated that a back-up person to prepare the payroll needs to be identified since Ms. Overton is currently the back-up and she should not perform this function when she becomes the Director. She also stated that Mrs. Hughes should update the procedures for preparation of financial reports so that someone can complete them in her absence. Mr. Williams moved, seconded by Mrs. Abed, to accept the

financial audit for the fiscal year ended 6/30/10, as presented. The motion passed unanimously. Mr. Caplan left the meeting at 8:56 P.M.

Mrs. Smith noted that all mail should be date stamped when it is delivered to the Library.

**Discussion of Young Adult Room Renovation**

Mrs. Smith stated that Mrs. Malinowski should be awarded the Employee Suggestion Award for her suggestions regarding a possible Young Adult Room. Mrs. Smith stated that she would like Mrs. Malinowski's proposal implemented before the end of the school year. Ms. Overton stated that Ms. Holleufer was emphatic that she did not want the department split up. Mrs. Abed stated that this should be viewed as a temporary measure and that the Young Adult Department will eventually be expanded, hopefully to the Expansion Area. Ms. Overton stated that Ms. Holleufer had commented that would prefer to leave the area as is until a full renovation can be done. Ms. Overton stated that one drawback to Mrs. Malinowski's suggestion is that if the Computer Room moves upstairs, the Reference staff would not be able to cover the Computer Room. Ms. Overton will give the proposal further thought and will discuss the issue with Ms. Holleufer.

Ms. Sysak stated that she informed Carol Bentel that based on information the auditors presented to the Board, the Library will be unable to fund a renovation at this time. Ms. Bentel sent their final invoice.

**Questions and/or Comments from the Public**

Mr. Carroll asked the members of the public if they had any questions which they did not.

**Correspondence**

The Board reviewed ten items of correspondence submitted via the Suggestion Box. Ms. Sysak had responded to each item as appropriate.

**Approval to Renew FEMA Flood Insurance (Expires 5/10/11)**

Mrs. Smith moved, seconded by Mr. Williams, to approve the renewal of the Library's Flood Insurance policy with Travelers' for the period from 5/10/11 to 5/10/12, at a cost of \$4,252. The motion passed unanimously.

**Approval of 2011 Workers' Compensation Insurance Policy (Expires 5/16/11)**

Mrs. Smith moved, seconded by Mr. Williams, to approve the renewal of the Workers' Compensation Insurance policy with Utica National Insurance for the period from 5/16/11 to 5/16/12 at a cost of \$19,648.00. The motion passed unanimously.

**Approval of Baldessari & Coster Invoice for 6/30/10 Audit**

Mrs. Smith moved, seconded by Mr. Carroll, to approve the invoice from Baldessari & Coster for preparation of the 6/30/10 Audit at a cost of \$9,480.91. The motion passed unanimously.

**Approval of Garland Fire Systems Inspection/Maintenance Agreement**

Mrs. Smith moved, seconded by Mrs. Abed, to approve the inspection/maintenance contract with Garland

Fire Systems at a cost of \$3,400 per year. The motion passed unanimously.

**Discussion of 2011 Trustee Institute**

Ms. Sysak informed the Board that the Trustee Institute will be held in Albany on April 29<sup>th</sup> and 30<sup>th</sup>. None of the Board members will be attending.

**Approval of "Code of Ethics" Policy**

The Board reviewed the draft of the "Code of Ethics" Policy. Changes were to be made to the second and third lines to reflect "New York State laws and regulations". Mrs. Abed moved, seconded by Mrs. Smith, to approve the policy with the corrections noted. The motion passed unanimously.

**Approval of Change in Library Credit Card Holders**

Mr. Carroll moved, seconded by Mrs. Smith, to authorize Ms. Overton as a user of the Library's credit card, replacing Ms. Sysak. The motion passed unanimously. Mrs. Smith moved, seconded by Mr. Carroll, to authorize the issuance of a credit card from TD Bank for Ms. Overton, replacing the card issued to Ms. Sysak. The motion passed unanimously. Mrs. Smith moved, seconded by Mr. Williams, to approve the application for a credit card from Capital One Bank for Ms. Overton and Mr. Duccilli to replace the credit cards issued by TD Bank. The motion passed with Mr. Carroll abstaining.

**Questions and/or Comments from the Public**

Mr. Carroll asked the members of the public if they had any questions which they did not.


**Executive Session**

The guests left the meeting at 9:38 P.M., when the Board went into Executive Session on a motion by Mrs. Abed, seconded by Mr. Williams, to discuss selected matters pertaining to particular persons and discussions pertaining to collective negotiations pursuant to Article 14 of the Civil Service Law (i.e., the "Taylor Law"). The motion passed unanimously. The Board came out of Executive Session at 10:43 P.M. on a motion by Mrs. Smith, seconded by Mr. Williams. The motion passed unanimously. Mrs. Smith moved, seconded by Mrs. Abed, to authorize the Board President or the Library's Counsel to file for impasse if the union rejects the Library's proposals on May 10<sup>th</sup>. The motion passed unanimously.

There being no further business to come before the Board and upon a motion duly made and seconded, the meeting was adjourned at 10:49 P.M.

The next regular meeting of the Board will take place at the Library on Wednesday, May 18, 2011 at 7:00 P.M.

Respectfully Submitted,



Colleen Hughes  
Recording Secretary