

**MINUTES
BOARD OF TRUSTEES' MEETING**

August 18, 2010

The following are the minutes of the regular meeting of the Board of Trustees of the Baldwin Public Library on Wednesday, August 18, 2010 at 7:00 P.M.

There were present:	(Members)	Joseph J. Carroll, President Christopher Villanti, Vice President Shireen Abed, Secretary Ethell Smith Carl Williams
	(Director)	H. Maria Sysak
	(Assistant Director)	Catherine Overton
	(Treasurer)	Ross Caplan
	(Guests)	Donna Ayers (Resident/Staff Member) Gail Baselice (Resident/Staff Member) Mary Clark (Resident) Anne Hannon (Resident) Christian Herrero (Resident) Clifford Herrero (Resident) Juvy Herrero (Resident) Anthony Polizzi (Resident) Migdalia Reid (Resident)

Call to Order

There being a quorum present, Mr. Carroll called the meeting to order at 7:04 P.M.

Mr. Carroll noted that at the previous meeting the Board reviewed résumés of individuals to replace Mr. Tarantino and unanimously agreed to appoint Mr. Carl Williams to the Board. Mrs. Abed administered the Oath of Office to Mr. Williams who will serve the balance of the fiscal year, ending June 30, 2011. Mr. Carroll offered his and the Board's congratulations.

Approval of Minutes of July 14, 2010 Board Meeting

The Board reviewed the July 14, 2010 minutes. Mr. Villanti questioned when the closeout of the Bond Issue would be on the School Board Agenda. Ms. Overton responded that she was assured by the Library's construction attorney that it would be on the September agenda. Mr. Carroll asked if Ms. Sysak sent the Meeting Room Policy to the Board members, as requested at the previous meeting. Ms. Sysak responded she had not. Mr. Carroll asked that this be done before the next meeting. Mr. Villanti moved, seconded by Mrs. Abed, to approve the Minutes of the July 14, 2010 meeting, as submitted. The motion passed unanimously.

Treasurer's Monthly Report

Mr. Caplan stated that he had nothing to add to his written report. Mr. Carroll asked if there was any indication of interest rates increasing. Mr. Caplan responded that he will be meeting with TD Bank to open new accounts and will determine the associated interest rates.

Financial Review/Approval of Bills

Mr. Caplan read the financial report which was accepted by the Board as read. Mr. Villanti questioned check 8278 to Quinn & Feiner. Ms. Sysak responded that this was for replacement of sensors in the HVAC system in the new building which eroded due to the salt air. Mr. Villanti asked what "Direct Access Reimbursements" represented. Ms. Sysak responded that these are payments to other libraries for items borrowed and not returned by Baldwin patrons. Mr. Villanti stated that the patrons must reimburse the Library or they should be sent to the collection agency. Mrs. Smith questioned if the payment to Morningstar, Inc. was for a print subscription to which Ms. Sysak responded it was. Mrs. Smith asked if this gets enough usage to which Ms. Sysak responded it did. Mrs. Baselice commented that the Library also receives the on-line version at no charge. Mr. Williams moved, seconded by Mrs. Smith, to approve Schedule of Payments #470 (CDLXX) in the amount of \$245,844.32. The motion passed unanimously.

Mr. Carroll asked if there were any questions regarding the Budget/Actual Report which there were not. Mr. Carroll stated that two revised June reports were prepared by Mrs. Hughes which were adjusted due to bank errors. Mrs. Abed moved, seconded by Mr. Williams, to accept the Revised June 2010 Reports as submitted. The motion passed unanimously. Mr. Caplan left the meeting at 7:18 P.M.

Director's Monthly Report

Ms. Sysak stated that the Baldwin Union Free School District agreed to list major Library events in their school calendar. They will also display the Job Fair on the LED sign at the High School which is very much appreciated.

Ms. Sysak stated that two webinars were held on Overdrive and Mike Morea from NLS also provided personalized training at the Library. Mr. Morea also did a session on setting up a Facebook page for the Library. Effective August 1st, downloadable audiobooks and e-books are available through the Library.

Ms. Sysak stated that NLS is in dire straits because they have yet to receive any funding for 2010. They are considering taking out a line of credit on the building. Another option being considered is to close down the Talking Books program on Long Island, saving roughly \$100,000. The Talking Books service would then be conducted by the New York Public Library, mostly via mail. NLS is asking that libraries promptly pay their NLS invoices.

Ms. Sysak stated that she spoke to Jim Volpe from Summit Security and agreed to try using one guard. Ms. Sysak felt the current guard is very visible, communicative with the staff and his work is satisfactory. Ms. Sysak agreed to pay a higher rate since the one guard will be covering the entire building. Mr. Villanti requested a breakdown of how much Summit receives of the rate paid for the guard. Mr. Villanti also requested that, in the future, Ms. Sysak notify the Board before an increase is given to an independent contractor. Mr. Carroll asked if a new contract was needed to which Ms. Sysak responded it was not because Summit is on State Contract.

Ms. Sysak stated that there are a number of dead branches on the oak trees and she is obtaining quotes for pruning. Mrs. Abed had someone doing work for her and agreed to check with them.

Ms. Sysak reported that the Fancy Street Clock technician had not yet arrived at the Library. She spoke to Mr. Cullen who suggested contacting the manufacturer. Ms. Sysak determined that Fancy Street Clock is the manufacturer. Mr. Carroll instructed Ms. Sysak to investigate another company to rebuild the clock. Ms. Sysak commented that the repairman is expecting to be in the Northeast in September or October. Mrs. Smith asked if patrons complain about the clock not working. Mrs. Baselice responded that no one

seems to notice it. Mr. Carroll stated that if the clock is not repaired by January, it should be removed.

Notary Insurance

Ms. Sysak stated that the Directors had a discussion of which libraries offer notary services to the public and the issue of insurance came up. Mrs. Smith commented that since notary services are not offered to the public, there is no need to worry about insurance.

Assistant Director's Monthly Report

Ms. Overton reported the HVAC project was close to completion. Stanley Steemer gave a quote of \$100 to clean the restroom floor. They came and did one cleaning but will return if it is not acceptable. Mr. Villanti stated that a coat of grout sealer should be done once the floor is cleaned.

Ms. Overton stated that Central Air must install a grill filter rack in the chiller room, as agreed to by H2M. They also need to submit as-built drawings and Operations and Maintenance manuals. Mr. Villanti noted that someone should check to see if the filter was in the original plans. He also noted that the grill under the stairs in the Reference area needs to be replaced and anchored. The Library should get a credit for that grill which included steel work and concrete, and the restroom floor cleaning. Air Path has completed their contract and H2M approved their final payment requisition. Ms. Overton had three copies of their report which Mr. Villanti and Mr. Williams asked to review.

Ms. Overton stated that the Expansion Project is not yet closed. The construction attorney submitted the required paperwork to the School District's attorney who has not requested further documentation. This matter will hopefully be on the September School Board meeting agenda. Mr. Carroll noted that he contacted Mr. Hollander and let him know the Board was very displeased with the delay. He also met with Mrs. Hughes and Ms. Overton two days later when Mr. Hollander prepared a letter to be sent to Mr. McAlvin, requesting release of the balance of the funds.

Ms. Overton stated that the pump in the new elevator pit sucked up the chemical grout and clogged the pipe. She received a quote from Instant Plumbing & Heating for \$1,298 to abandon the line and run new piping. Mr. Carroll requested that two more quotes be obtained. Instant Plumbing & Heating also gave a proposal to clean the sewerage ejection pump pit and Mr. Carroll again requested two more quotes. Ms. Overton stated that Citywide tried to do the cleanout but was unable to and ABS Pump refused the job. Mr. Carroll asked Ms. Sysak to prepare a report stating that three bidders were contacted but only one was willing to provide a quote. Mrs. Smith moved, seconded by Mr. Williams, to approve the quote from Instant Plumbing & Heating to clean out the sewerage ejection pump pit as set forth in their 8/13/10 proposal, at a cost not to exceed \$1,450. The motion passed unanimously.

Ms. Overton reported that a Schindler Elevator technician came to inspect the site to install the emergency battery lowering system and determined that additional electrical work is needed. Mr. Duccilli asked for a price but the technician could not give one. The technician noted that it should not be a major expense. The Board agreed an exact price is needed and the work must be done soon. Mr. Villanti asked to be notified when Schindler will be in so that he can try to arrange to be in at that time.

Ms. Overton stated that she has continued working on re-formatting the Policy Manual and wrote a policy for cash payment of non-Baldwin lost items, which follows the auditors' guidelines for handling cash.

Ms. Overton stated that she prepared the July 23rd payroll when Mrs. Hughes was on vacation. Mrs. Hughes noted that she reviewed the payroll and Ms. Overton prepared it accurately.

Ms. Overton stated that the Library was instructed by ALIS to stop referring new clients to UMS, the collection agency, as there are inconsistencies between UMS and Millennium records which they are trying to resolve. Each library got a list of clients to review for accuracy. Mrs. Lass will call the Library's UMS contact, as needed, to ensure they have the proper updates for current clients. Mr. Williams commented that he was concerned that the patron who recently had his library privileges suspended still has the ability to borrow items from other libraries which he may not return. Ms. Overton clarified that the patron was suspended for behavior not because of delinquency issues.

Consideration of Back-up Generator Quotes

Ms. Sysak stated that she had just received information from the electrician. Mr. Villanti stated that he disagreed with the information. The Board discussed the size of the generator required. Because the proposals had variations in equipment and were difficult to compare, Mr. Villanti requested that all vendors be asked to resubmit a quote for a 22-25 KW 3-phase generator. The issue will be reviewed again in September.

Selection and Approval of Copier Lease

Ms. Sysak stated that she spoke to Coast Copy who provided a total cost of \$375 to return the three existing copiers. The Board agreed to go along with the vendor that Ms. Sysak recommended. Mrs. Smith moved, seconded by Mr. Williams, to approve the lease of three copiers from Northeastern at a cost of \$434.02 per month for 39 months. Maintenance will be at a cost of \$0.009 per copy. The return shipping cost will be \$100 per copier. The motion passed unanimously.

Approval of Package Policy Renewal

The Board reviewed the submitted proposal. Ms. Sysak stated that the insurer was unable to forgo the increase again this year. Mrs. Smith moved, seconded by Mr. Villanti, to approve the renewal of the package policy for 2010-2011 at a 1.8% increase in premium with a 3% increase in coverage. The total premium will be \$37,478. The motion passed unanimously.

Discussion of Bill Cullen Retainer Agreement

Mr. Carroll stated that the Board requested a written document from Mr. Cullen, which he provided. Mrs. Abed asked if the retainer was the same as the prior year to which Mrs. Hughes responded it was. Mrs. Hughes also noted that the retainer was reduced \$500 a few years ago. Mrs. Abed questioned the hourly rate of \$175 which Mr. Carroll responded was very low. He stated that other attorneys charge \$400 per hour. Mr. Villanti moved, seconded by Mrs. Smith, to approve the retainer of \$4,000 per year for up to 25 hours of legal representation and an hourly rate of \$175 for work beyond the retainer. The motion passed unanimously. Mr. Carroll signed the agreement.

Questions and/or Comments from the Public

Mr. Carroll asked the audience if there were any questions. Mrs. Baselice commented that the floor grills in the Audio-Visual Department lift up. Mr. Carroll instructed Ms. Sysak to have the Head Custodian screw in the grills.

Ms. Reid commented that it would be sad to see the street clock removed because it gives the area a hometown feeling. Mrs. Baselice asked if the Library checks on vendors with the Better Business Bureau. Ms. Overton responded that this was done in the past. Mr. Carroll noted that for vendors who

are on State Contract, the State does a background check.

Correspondence

The Board reviewed 25 items of correspondence submitted via the Suggestion Box. Ms. Sysak had responded to each item as appropriate.

Discussion of Posting Minutes on the Library Website

Mr. Williams had submitted a suggestion to have the Board Minutes available on the Library's website. The Board asked Ms. Overton to see if there were any space limitations with putting the Minutes on the website and to see what other libraries do in terms of Minutes on their websites. The Board would like to have access to the most recent 36 months of minutes on the website.

Discussion of New York State Retirement Incentive

Mr. Carroll asked Mrs. Hughes to explain the Retirement Incentive to the Board. Mrs. Hughes explained that two incentive options were available for the Board to consider. The Targeted Incentive Program would require that specific positions be identified for retirement with the replacement generating a savings of 50%. Based on the current staff and starting salaries, the Library would not be able to achieve the required savings. The second option provides for elimination of the early retirement penalty for employees with 25 years or more of service who are between 55 and 62 years of age. Based on the information available to her, Mrs. Hughes estimated that five employees might be eligible. If the Library elected to offer this option and all the eligible employees decided to retire, the additional cost to the Library would be \$131,800 for one year or \$33,500 per year over five years. Mr. Villanti moved, seconded by Mrs. Smith, that the Library will not offer the 2010 Retirement Incentive proposed by the State, because the Library is not excessively staffed. The motion passed unanimously.

Mr. Carroll noted that Mrs. Hughes' analysis also included information about the Retirement bill which will be due in February 2011. The current estimate is that this bill will be for \$202,428 but would be reduced to \$200,490 if paid by December 15, 2010. Mr. Carroll stated that it would be best to pay the bill in December and that the Board must agree to pay a portion of this bill from the Retirement Reserve, as was decided during the 2010-2011 Budget process. Mrs. Hughes stated that she will prepare a recommendation to the Board in November when the actual bill is available.

Discussion of Library Equipment Policy

The Board reviewed the Equipment Policy presented for their approval. Mr. Carroll commented that the policy did not address books. Ms. Sysak stated that books are included in the Materials Purchasing Policy. Ms. Overton will ask Ms. Rosenthal to review the parameters for putting items in the Book Sale area versus when they should be discarded. Mr. Carroll commented that NLS has an appropriation for correctional facilities but they require only paperback books. Mr. Carroll stated that there was a question as to the limit the Equipment Policy should use. The Board agreed the policy should be consistent with the limit used in the appraisal which is \$2,000. Mr. Williams moved, seconded by Mrs. Abed, to accept the Equipment Policy as submitted. The motion passed unanimously.

Discussion of Travel Policy – Meal Reimbursement Rates

Ms. Sysak stated that she felt the meal allowances in the current policy are too low. Mr. Williams commented that the allowances were only if no receipt was available. Mr. Carroll noted that the

government allowances for meals when no receipt is available are \$7 for breakfast, \$11 for lunch and \$23 for dinner. Mr. Villanti expressed concern about the higher limits encouraging people to spend more than they normally might. Mrs. Smith moved, seconded by Mrs. Abed, to revise the limits for meals when receipts are not available to be consistent with the government allowances. The motion passed unanimously.

Legislative Breakfast – September 24th

Ms. Sysak stated that the Legislative Breakfast will be held at NLS on Friday, September 24th at 8:30 A.M. It will be held at NLS so the legislators can see the impact funding cuts have had on their operations. Mr. Williams, Mr. Villanti, and Mr. Carroll will attend. Ms. Sysak will notify NLS about Mr. Williams' appointment to the Board. Mr. Williams commented that he would like to join NYLA.

Questions and/or Comments from the Public

Mr. Carroll asked the audience if there were any questions, which there were not.

Miscellaneous Items

Ms. Sysak stated that she had received a request to accept donations of cell phones for soldiers, which is similar to a collection box the Library already has from the Lions Club. The Board agreed to put the donation boxes next to each other so that patrons can decide where their donation should go.

Ms. Overton stated that the Purchasing/Procurement Policy should be amended to reflect the updated spending levels required for a contract to go out to bid. Mr. Carroll moved, seconded by Mrs. Smith, to amend the policy to show \$35,000. The motion passed unanimously. The revised policy will be given to the Board for the September meeting. Mrs. Baselice asked what services are covered under Professional Services to which Ms. Sysak responded this includes legal, accounting and architectural services. Mr. Carroll commented that the Library requests bids for architects.

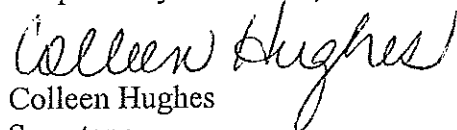
Executive Session

The guests left the meeting at 9:28 P.M. when the Board went into Executive Session, on a motion by Mrs. Smith, seconded by Mr. Williams, to discuss selected matters pertaining to particular persons and pending litigation concerning construction. The motion passed unanimously. The Board came out of Executive Session at 9:41 P.M. on a motion by Mrs. Abed, seconded by Mrs. Smith. The motion passed unanimously. No action was taken in Executive Session.

There being no further business to come before the Board and upon a motion duly made and seconded, the meeting was adjourned at 9:42 P.M.

The next regular meeting of the Board will take place at the Library on Wednesday, September 15, 2010 at 7:00 P.M.

Respectfully Submitted,


Colleen Hughes
Secretary