

**MINUTES
BOARD OF TRUSTEES' MEETING**

January 19, 2011

The following are the minutes of the regular meeting of the Board of Trustees of the Baldwin Public Library on Wednesday, January 19, 2011 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)	Marianne Kobbe, Staff Member Shannon Millerick, Resident/Staff Member

Call to Order

There being a quorum present, Mr. Carroll called the meeting to order at 7:01 P.M.

Approval of Minutes of December 15, 2010 Board Meeting

The Board reviewed the December 15, 2010 minutes. Mr. Williams moved, seconded by Mrs. Abed, to approve the Minutes of the meeting, as presented. The motion passed unanimously. Referring to a question noted in the minutes, Ms. Overton commented that she had determined that 273 of the 695 accounts referred to UMS were settled.

Treasurer's Monthly Report

Mr. Caplan stated that he had spoken to three banks regarding transferring the Library's accounts and was leaning toward Capital One Bank. He distributed a revised summary of the proposals he received. Based on this, Capital One was recommended. HSBC has only two government banking representatives on Long Island and Chase has eight, while Capital One has 12. Capital One requires a balance of \$500,000 to avoid fees and will perform automatic inter-account transfers to optimize interest. Mrs. Abed asked if a BBB+ rating was adequate to which Mr. Villanti responded it was. Mr. Caplan stated that Capital One recommends Positive Pay for checks which will necessitate sending a monthly file of all checks written for use in reconciling the checks presented to the bank for payment. Mr. Villanti stated that he did not like the automatic transfer between accounts because it will be difficult to know the balances in each account. Mr. Caplan commented that Capital One stated that their customers like this. Mr. Caplan stated that all three banks under consideration provide 105% for collateralization. Mr. Carroll instructed Mr. Caplan to obtain the bank resolution and signature cards for the Board to vote on at the February meeting. Mr. Caplan will also ask the attorney to review the collateralization agreement.

Financial Review/Approval of Bills

Mr. Caplan read the financial report. Mrs. Smith moved, seconded by Mr. Williams, to accept the Treasurer's Report and financial report as read. The motion passed unanimously. Mrs. Abed questioned the payment for printing of supplies. Ms. Overton stated this was for the calendar bookmarks and absence

slips. Mrs. Abed also questioned the payment for roof repairs. Mrs. Hughes read the description of services provided on the invoice. A question was raised as to whether this should be covered under warranty. The check will be held until the charges are reviewed. Mr. Villanti moved, seconded by Mrs. Smith, to approve Schedule of Payments #475 (CDLXXV) in the amount of \$284,848.80. The motion passed unanimously. Mr. Caplan left the meeting at 7:27 P.M.

Director's Monthly Report

Ms. Sysak stated that she had worked on the Budget which will be discussed later in the meeting.

Ms. Sysak stated that she attended two meetings with Carol Bentel, one of which was attended by the department heads. The preferred option was to move the Adult Workroom to the Expansion Area and move the Young Adult (YA) area to the existing Adult Workroom. Ms. Sysak had requested a cost estimate. Mr. O'Connor of Bentel & Bentel stated that the most expensive option would be to expand the Young Adult area into the workroom and that moving the YA area upstairs would be least expensive. Bentel & Bentel will make a presentation at the Staff Development meeting on January 25th. Mrs. Smith stated that the Board should meet to gain a better understanding of what they want. Mrs. Abed noted that Ms. Bentel had left a list of questions for the Board to answer which most had not yet done. The Board agreed to hold a Special Board Meeting on February 2, 2011 at 6:30 P.M. to discuss the Young Adult area. Ms. Sysak will have Carol Bentel e-mail her the list of questions which Ms. Sysak will forward to the Board. Mrs. Smith stated that the meeting will be open to anyone who wishes to attend.

Ms. Sysak stated that she was also working on the Volunteer Fair and that 18 organizations are registered. Mr. Williams stated that he will attend and Mr. Villanti will try to attend.

Ms. Sysak reported that she attended two CSEA negotiations meetings. Mr. Carroll stated that he also attended the CSEA negotiations meetings. In the past, staff was not required to use their lunch hour to attend these meetings and he requested the Board's input on this matter. Mr. Villanti stated that he would not have staff use their lunch hour. The Board agreed that all negotiations meetings would take place on Library time.

Assistant Director's Monthly Report

Ms. Overton reported that she will not be asking the Board to approve Central Air's pay requisition. Some issues have arisen which she, the Library's attorney, and Joe Manzella of H2M are working on.

Ms. Overton stated that Stone Services responded that the spandrel glass cannot be sprayed from the outside. The proper method would require stripping the glass and repainting it from the inside which would be more expensive than replacing the glass. Mr. Villanti stated that the glass should have been covered by warranty and the Library should have some recourse. Ms. Overton responded that she believes the accountability was eliminated with the settlement. Ms. Overton agreed to obtain quotes for replacing the glass. Mr. Villanti suggested asking if the glass could be textured or sandblasted. Ms. Overton will also look for other electrostatic painters and glaziers. She will also review the settlement agreement to verify the spandrel glass was included. Mr. Carroll asked Ms. Overton to obtain three quotes for replacement and sandblasting/texturing. Mrs. Smith suggested asking the contractors for their recommendations as to how best to rectify this problem.

Ms. Overton stated that the Board was aware that the Library closed on January 4th because of a carbon monoxide scare. The Fire Department, the Nassau County Fire Marshal's office, and Enviroscience Consultants all performed air quality testing and found zero amounts of carbon monoxide in the building.

The officials were unable to determine the cause for screening tests indicating high levels of carbon monoxide in some of the Library staff. Mr. Carroll commented that the Fire Department thought the cause might have been a delivery truck left running by the bowling alley. Mr. Villanti stated that Ms. Overton did a nice job handling this situation in Ms. Sysak's absence. Mr. Williams stated that Ms. Overton did an excellent job keeping Mr. Carroll informed. He suggested that in the future all Board members be notified via cell phone to make them aware that an emergency exists. Ms. Overton agreed to have the telephone list revised to include cell phone numbers. Mr. Villanti and Mrs. Abed would like a commendation letter placed in Ms. Overton's personnel file. Ms. Overton stated that carbon monoxide detectors were placed throughout the building. Mr. Villanti would like hardwired carbon monoxide detectors. Ms. Overton stated that the Fire Marshal informed her that plug-in detectors were fine.

Ms. Overton stated that ALIS proposed eliminating the weekly list of patrons who have been billed via e-mail which is problematic to our collection letter procedure. She contacted ALIS to request the continuation of the list.

Mrs. Smith asked if Tixkeeper blocks a patron from borrowing multiple museum passes. Ms. Overton responded it can be set up that way but Tixkeeper cannot block requests by address. Tixkeeper does have an administration account where staff can monitor usage by name or address to determine if a family is abusing the program.

Ms. Sysak commented that Overdrive use skyrocketed on Christmas Day, as many people must have received readers as gifts. Mike Morea of NLS suggested expanding the Budget for this item.

Discussion of Release Device for Fire Door

Ms. Overton stated that Garland provided quotes to add to the fire alarm system, the door that joins the second floor lobby in the new wing to the mezzanine in the old building. The quotes were \$750 for wireless and \$1,795 for hardwired. Mr. Villanti moved, seconded by Mrs. Smith, to accept the proposal from Garland to hardwire into the fire alarm system, the door between the mezzanine and the second floor lobby, at a cost not to exceed \$1,795. The motion passed unanimously.

Approval of Meeting Room Policy

The Board reviewed the proposed policy and made additional changes. Mr. Villanti moved, seconded by Mr. Williams, to approve the Meeting Room Policy, as amended. The motion passed unanimously.

Approval of Increase in Piper Printing Costs

The Board discussed ways to reduce the cost of producing the Piper. Ms. Overton stated that the number of copies was reduced by discontinuing the practice of sending copies to each of the schools. Ms. Sysak stated that Bryant Library in Roslyn no longer prints their newsletter and only has it available on-line or via e-mail. Mrs. Abed expressed concern about those who do not have computer access and the possibility of program attendance decreasing. Ms. Sysak stated that the mailing costs are prohibitive (roughly \$1,000 per issue) and there have been problems with the letter carriers not delivering them appropriately. Mr. Villanti suggested that the mailing to residents be discontinued due to increases in printing and mailing costs. Ms. Overton suggested that the Piper could be e-mailed using a marketing program. Mr. Carroll commented that programs are also listed on the LED sign and throughout the Library. Mrs. Abed suggested letting the patrons know about this change in advance. Mrs. Smith moved, seconded by Mr. Williams, to authorize the Director and Assistant Director to determine the most efficient way to print and distribute the Piper. The motion passed unanimously.

Review of Fire Evacuation Procedure (Emergency Manual)

The Board reviewed the procedure presented. The Board suggested using the term Director, Assistant Director, or Librarian in Charge throughout the document. Mrs. Smith suggested that Ms. Sysak do a walkthrough using the procedure and adjust it as needed. The revised procedure should then be presented to the Board.

Discussion of Library Charter Revision

Mr. Carroll explained that in 1973, the Baldwin Union Free School District changed its name and in 2010, the Division of Library Development asked the Baldwin Public Library to change its charter to be consistent with the School District. The revision will not change anything done at the Library but assures the Library continues its tax-exempt status. The following motion was made by Mr. Villanti and was seconded by Mrs. Smith. The motion passed unanimously.

RESOLVED: That the board of trustees of Baldwin Public Library hereby requests that the Board of Regents of the University of the State of New York amend the charter of such corporation to designate the service area of the library to be coterminous with the Baldwin Union Free School District; to specify that the trustees be elected by the qualified voters of the Baldwin Union Free School District; to specify the number of trustees to be not less than five nor more than nine, with the current number being five; to designate the Commissioner of Education as agent of the corporation upon whom process in any action or proceeding against it may be served; and to add the language necessary for tax-exempt status under Internal Revenue Code; and be it further

RESOLVED: That the President and Secretary of the corporation, on behalf of the board of trustees be and they hereby are authorized to execute a petition to be addressed "To the Regents of the University of the State of New York" for such purpose.

Questions and/or Comments from the Public

Mr. Carroll asked the members of the public if they had any questions. Mrs. Kobbe thanked the Board for allowing the CSEA negotiations sessions to be held on Library time. She also stated that she met with her staff to discuss the plans for the Young Adult area. She stated that most of her staff lives in Baldwin and all liked the idea of keeping Young Adult where it is and expanding it into the workroom. Ms. Millerick stated that many people are staying in town and it is great that the Library is providing for the children of the community. She stated that offering group space is also great for the community.

Correspondence

The Board reviewed five items of correspondence submitted via the Suggestion Box. Ms. Sysak had responded to each item as appropriate. Ms. Sysak informed the Board that she was just notified that a grant for \$1,109 was awarded to the Library. The application was a joint effort by Children's, Young Adult, and Adult Programming. Ms. Overton stated that the staff wrote a thank you note to the Board for the basket they sent for the holidays.

Review of 2011-2012 Proposed Budget – Draft I

Mr. Carroll asked Mrs. Hughes to present the current draft of the 2011-2012 Library Budget. Mrs. Abed suggested that consideration be given to closing the Library at 5:00 P.M. or 6:00 P.M. on Fridays in the winter. Mr. Villanti asked that Ms. Sysak see what the foot traffic is on Fridays, hour by hour.

Mrs. Smith suggested getting the information from the staff that works on Friday nights. Mrs. Smith suggested looking at the book budget for possible savings. Mrs. Abed asked if it would be cheaper to have staff do the processing currently done by Baker & Taylor on certain books. Mrs. Hughes stated that this was the first draft of the Budget and a more detailed review will be done for the next draft.

Approval of Contract for Renewal of SAM Computer Management Software License

Mr. Villanti moved, seconded by Mr. Williams, to approve the contract renewal with Comprise Technologies at a cost of \$1,250 for the period from 1/20/11 to 1/20/13. The motion passed unanimously.

Library Advocacy Day – Tuesday, March 1, 2011

Ms. Sysak stated that Library Advocacy Day will be held on March 1st. Mrs. Kobbe would like to represent Baldwin. NLS will be running two buses; one from NLS and another from Christopher Morley Park. Jackie Thresher will be holding preparatory sessions on February 23rd and 24th. Mrs. Smith thanked Mrs. Kobbe for representing the Baldwin Public Library at this event.

Approval of Central Air Payment Requisition

This item was tabled until the February Board meeting.

Questions and/or Comments from the Public

Mr. Carroll asked the members of the public if they had any questions. Mrs. Kobbe did not have any questions and left the meeting at 9:32 P.M.

Executive Session

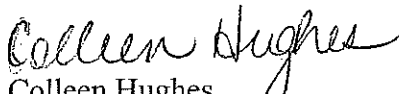
The Board went into Executive Session at 9:32 P.M., on a motion by Mrs. Abed, seconded by Mr. Williams, to discuss selected matters pertaining to particular persons and selected legal matters pertaining to the HVAC project. The motion passed unanimously. The Board came out of Executive Session at 10:42 P.M. on a motion by Mrs. Abed, seconded by Mrs. Smith. The motion passed unanimously.

Mr. Villanti moved, seconded by Mrs. Abed, to open a full-time Clerical position to replace the retiring Library Aide in the Young Adult Department. 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 10:44 P.M.

The next regular meeting of the Board will take place at the Library on Wednesday, February 16, 2011 at 7:00 P.M.

Respectfully Submitted,


Colleen Hughes
Secretary