

**MINUTES  
BOARD OF TRUSTEES' MEETING**

**July 14, 2010**

The following are the minutes of the regular meeting of the Board of Trustees of the Baldwin Public Library on Wednesday, July 14, 2010 at 7:00 P.M.

There were present:	(Members)	Christopher Villanti, President Ethell Smith, Secretary Joseph J. Carroll Shireen Abed
	(Director)	H. Maria Sysak
	(Assistant Director)	Catherine Overton
	(Treasurer)	Ross Caplan
	(Guests)	Matthew Moniace (Resident) Patricia Turner (Staff Member) Judy VanBrunt (Resident/Staff Member) Carl Williams (Resident)

**Call to Order**

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

Mrs. Smith administered the Oath of Office to Mr. Villanti who begins a 5-year term as Trustee commencing on July 1, 2010.

Mr. Villanti stated that Mr. Tarantino had resigned from the Board effective July 6, 2010 because he is no longer a resident of Baldwin. A copy of his letter of resignation will be filed with the Minutes.

**Reorganization of the Board of Trustees**

The following motions were made and were unanimously approved:

1. Mrs. Smith nominated Mr. Carroll as President of the Board of Trustees. Mrs. Abed seconded. There being no other nominations, the motion passed unanimously.  
  
Mr. Carroll nominated Mr. Villanti as Vice President. Mrs. Smith seconded. There being no other nominations, the motion passed unanimously.  
  
Mrs. Smith nominated Mrs. Abed as Secretary. Mr. Villanti seconded. There being no other nominations, the motion passed unanimously.
2. Mr. Carroll moved, seconded by Mrs. Smith, to designate the Secretary as guardian for the Capital One Bank Account (Woman's Advance Club Account).
3. Mr. Villanti moved to designate Mr. William Cullen, Esq., of the firm Behrens, Loew & Cullen as Attorney to the Board of Trustees. There was no second so the motion failed.
4. Mr. Carroll moved, seconded by Mrs. Smith, to designate Baldessari & Coster, LLP as Independent Auditor to the Baldwin Public Library.

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5. Mr. Carroll moved, seconded by Mr. Villanti, to designate the Baldwin Herald as the official newspaper for the purposes of placing ads and public relations news releases.
6. Mr. Carroll moved, seconded by Mrs. Smith, to designate TD Bank, 247 Long Beach Road, Oceanside as a depository with a maximum deposit of \$2,000,000.00.  
  
Mr. Carroll moved, seconded by Mrs. Abed, to designate Capital One Bank, 2303 Grand Avenue, Baldwin as a depository with a maximum deposit of \$10,000.00.
7. Mr. Carroll moved, seconded by Mrs. Smith, to designate all Trustees, the Library Director, Assistant Director, and the Treasurer as authorized bank signatories of Library checks.
8. Mr. Carroll moved, seconded by Mrs. Abed, to designate the Treasurer as signatory for N.Y.S. Financial Reports, as investment officer, and as preparer of bank reconciliations.
9. Mr. Carroll moved, seconded by Mrs. Smith, to designate the Director as signatory to certify payrolls. Mrs. Abed suggested designating the Assistant Director as well. Mr. Carroll responded that the law does not allow this. Mrs. Hughes stated that when the Director's position was vacant, the Civil Service Commission required that the Board President certify payrolls.
10. Mr. Carroll moved, seconded by Mr. Villanti, to designate the Director or Assistant Director as signatory on grant applications.
11. Mr. Carroll moved, seconded by Mrs. Abed, to authorize a Petty Cash fund for the Library, not to exceed \$400 per month.
12. Mr. Carroll moved, seconded by Mrs. Smith, to designate a Petty Cash Checking account for the purpose of ordering materials for the Library, not to exceed \$220 per month.

### **Approval of Minutes of June 16, 2010 Board Meeting**

Mr. Carroll stated that he did not recall making the statement regarding webinars. Mrs. Hughes stated that she wrote that statement in her notes of the meeting. The minutes should be revised to indicate that submitting questions in advance is a downside to webinars. Mrs. Hughes will modify the minutes.

Mr. Carroll stated that he determined the cost of color printing at one vendor to be 69 cents per page.

Mr. Carroll moved, seconded by Mrs. Smith, to approve the Minutes of the June 16, 2010 meeting, as amended. The motion passed unanimously.

### **Treasurer's Monthly Report**

Mr. Caplan stated that on July 7<sup>th</sup> he met with TD Bank and was informed that the Library will only earn interest on balances in excess of the amount required to cover the cost of services provided. For balances over \$1 million, the rate will be 95% of the 30-day Libor and for balances up to \$1 million, the rate will be 0.25%. Mr. Caplan stated that the Library obviously will not be earning much interest. It was suggested that the Unemployment Reserve Funds be kept as a separate line item on the financial reports but that the funds be comingled with the General Fund for investment purposes. Mrs. Hughes stated that

historically she understood that these funds could not be comingled. Mr. Villanti suggested getting an unofficial statement from the Auditor that this can be done. Mr. Caplan also stated that TD will not be pushing the use of Letters of Credit at this point and will stay with third party collateralization.

### **Financial Review/Approval of Bills**

Mr. Caplan read the financial report which was accepted by the Board as read. Mr. Villanti moved, seconded by Mrs. Smith, to approve Schedule of Payments #469 (CDLXIX) in the amount of \$320,254.28. The motion passed unanimously. Mr. Caplan left the meeting at 7:24 P.M.

### **Director's Monthly Report**

Ms. Sysak stated that she met with Mrs. Kobbe and Mr. Daly to review the Library's periodicals subscriptions and came up with the idea of displaying magazines by subject area.

Ms. Sysak stated that Quinn & Feiner replaced one sensor and determined that three other sensors must be replaced, at a cost of \$426. They believe the sensors corroded because of the sea salt in the air.

Mr. Carroll stated that the carpet tiles in the basement should be replaced with something comparable. Ms. Sysak stated that she wanted to be sure all the leaks were repaired before replacing the carpet.

Ms. Sysak stated that she and Mrs. Hughes had a conference call with AdminPartners to implement their 403(b) plan administration. A resolution was on the Agenda for the Board to adopt.

Ms. Sysak stated that she contacted the Fancy Street Clock Company and informed them the Library was not happy with the length of time it is taking them to repair the clock. Mr. Villanti suggested sending them an official letter expressing the Board's displeasure.

Ms. Sysak stated that the Library received the final payment for the Career Counseling Grant. All expenses will now be paid from the Library's program budget.

Ms. Sysak reported that she held a Department Head meeting and reviewed the Auditor's recommendations. She commented that Mrs. Hughes was very proactive in getting memos out to implement some of the new procedures. Ms. Sysak had a staff account opened with Baker & Taylor.

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

Ms. Overton reported that the HVAC project is just about complete. Central Air installed a return air damper in air handler #1 to increase air circulation in the main Reference area. John Mazza of Air Path rechecked and reported that there was adequate air return and there was no need to install a grill in the east wall. Responding to comments that these areas are often too cold, Mr. Mazza traced Mrs. Kobbe's, Ms. Overton's and Ms. Holleufer's offices to an HVAC unit that cools the book sale area in the new building. He said he will resubmit corrected drawings and report to H2M. The restroom floor still needs to be cleaned. Mr. Villanti suggested that if the contractor does not clean the restroom, the Library should contract someone to do it and deduct the cost from the final payment.

Ms. Overton stated that closeout of the Expansion Project did not make the School Board's July agenda.

Ms. Overton stated that in response to the Board questioning why so many fax card orders were placed, she asked staff to review the usage history and recommended quantities of each type of card to have in

stock for a three-month supply. Mrs. Bernard will order according to this plan in the future.

Ms. Overton stated that she reviewed payroll processing with Mrs. Hughes, as she will prepare the payroll when Mrs. Hughes is on vacation at the end of the month.

Ms. Overton reported that UMS is holding steady at a rate of return of approximately 30%. ALIS is moving forward with the implementation of the Collections Module but no date has been set.

Ms. Overton stated that Mrs. Smith had asked if people are informed that their time is running when they leave the Computer Room. Ms. Overton stated that some people ask but the Computer Room staff does not automatically notify them. The screen has a ticking clock displayed, even when the screen is locked.

#### **Consideration of Back-up Generator Quotes**

Ms. Sysak stated that she obtained four quotes for a back-up generator to support only the sump pumps and emergency lighting and three which include the elevator as well. Mr. Villanti commented that a battery system for the elevator would cost less than \$5,000 but the additional cost to run the elevator on the back-up generator was significantly more than that. Ms. Sysak stated that she and Ms. Overton met with the vendors and they both felt the Mohrmann proposal was the most realistic. Mr. Villanti felt that the 14 KW single-phase generator would be adequate but he would like to see an electrician's summary of what the pumps and light are going to draw. Mrs. Smith noted that the generators recommended by each vendor were very different. Ms. Sysak responded that she could not tell each vendor exactly what the Library wanted. The vendor was to recommend the system they felt was appropriate. The Board agreed to review this issue again once more information is available.

#### **Selection and Approval of Copier Lease**

Ms. Sysak stated that she contacted Northeastern and got references. She called two of them and received good responses to both the equipment and the service. She tried finding Consumer Reports information but none was available. Mr. Carroll stated that Northeastern included the cost to return the machines at the end of the lease. Mrs. Smith asked if staff would use the scan to e-mail and scan to folder options which she found to be very useful. Ms. Sysak responded that Coast offered those features but the Library was not interested. Mr. Villanti asked that Ms. Sysak determine the cost to return the current machines so the Board can review this matter again next month.

#### **Review of Schindler Back-up Battery Proposal**

Ms. Overton stated that the cost for a battery back-up on the elevator would be \$4,695. A switch could be installed to return the elevator to the first floor only if the elevator is above the first floor when the power goes out. If it is below the first floor when the power goes out, the elevator will go to the basement. Mr. Villanti moved, seconded by Mrs. Smith, to accept the proposal from Schindler Elevator to install a battery back-up on the elevator at a cost not to exceed \$4,695. The motion passed unanimously.

#### **Approval of AdminPartners Plan Document and Board Resolution**

Ms. Sysak explained that AdminPartners required the Board to pass a resolution adopting the new 403(b) Plan Document they prepared for the Library. Mr. Carroll abstained from the discussion. Mrs. Smith made the following motion which was seconded by Mrs. Abed.

Resolved, that the Board does hereby amend and restate its 403(b) Plan Document for Public

Education Organizations (the "Plan"), which will, at all times, conform to the requirements of Section 403(b) of the Internal Revenue Service Code and applicable regulations.

Further resolved that it is the intention of the Board that the 403(b) program will conform with all federal and state statutory and regulatory requirements applicable to 403(b) plans, except that the program set forth above shall not be subject to the requirements of Title I of ERISA because the employer is exempted from such requirements.

Further resolved that the Board authorizes the President and Vice President to act on the Board's behalf with respect to this plan, and to take any and all actions necessary or desirable to implement, maintain and administer the plan set forth above in accordance with the Board's intentions, and all applicable state and federal laws.

The motion passed with Mr. Carroll abstaining. Mr. Villanti will sign the document.

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

Mr. Carroll asked the audience if there were any questions. Mr. Williams asked if the elevator the Board discussed was a public elevator to which Mr. Carroll responded it was.

### **Correspondence**

The Board reviewed seven items of correspondence submitted via the Suggestion Box. Ms. Sysak was instructed to respond to each item as appropriate. Mr. Carroll asked that a sign be posted at the upstairs information desk directing patrons to the location of the dictionaries in the collection.

### **Approval of Board Policies – Purchasing/Procurement, Homework Centers, Emergency Closings**

Regarding the Purchasing/Procurement Policy, Ms. Sysak stated that the policy had been revised to reflect the State's increase in the threshold required for going out to bid and to include the Auditor's recommendations. Mr. Carroll moved, seconded by Mrs. Smith, to approve the Purchasing/Procurement Policy as submitted. The motion passed unanimously.

The Homework Center Policy was modified to include the Young Adult Homework Center and to change the times the sessions are held. The policy also allows for only bottled water to be brought into the Centers and states that students must bring their own supplies. Mr. Villanti moved, seconded by Mrs. Smith, to approve the Homework Center Policy as amended on 7/14/10. The motion passed unanimously.

Mrs. Smith stated that it should be noted at the end of each policy that the policy should be reviewed annually. Mr. Carroll asked if the Library has an Emergency Procedures Manual to which Ms. Overton responded it does.

The Board reviewed the Emergency Closing Policy. Mrs. Abed asked who changes the Library's website. Ms. Overton stated that she does it remotely. Mrs. Smith moved, seconded by Mrs. Abed, to approve the Emergency Closing Policy as submitted. The motion passed unanimously.

### **Acceptance of Engagement Letter for Auditing Services – Baldessari & Coster, LLP**

The Board reviewed the engagement letter submitted by Baldessari & Coster for auditing services for the fiscal year ending June 30, 2010. The Board agreed the audit should be done in accordance with

generally accepted accounting principles and GASB No. 45. Mr. Villanti moved, seconded by Mrs. Abed, to accept the proposal from Baldessari & Coster for auditing services for the fiscal year ending June 30, 2010 at a cost not to exceed \$9,550. The motion passed unanimously.

#### **Utica Insurance Renewal**

Ms. Sysak stated that she received the building insurance renewal which included an increase of \$652 over the current policy. Ms. Sysak reminded the Board that Utica waived the increase last year. Mrs. Smith asked for an explanation of the increase and asked Ms. Sysak to again request that the increase be waived.

#### **Tent for Harvest Festival**

Ms. Sysak stated that she obtained three quotes for a tent for the Harvest Festival. Westside, who provided the tent last year, agreed to charge the same price of \$1,625. AAA provided a price of \$1,865 and Atwell provided a price of \$1,818. Mr. Villanti moved, seconded by Mrs. Smith, to contract with Westside Party Rentals for a tent for the Harvest Festival, at a cost not to exceed \$1,625. The motion passed unanimously.

#### **NYLA Conference Attendance**

Ms. Sysak stated that Mr. Carroll, Mrs. Abed, Ms. Overton, Mrs. Polavarapu and Ms. Schenker all confirmed that they would like to attend the NYLA Conference. Ms. Sysak was waiting to hear from another employee. Mrs. Smith moved, seconded by Mr. Villanti, to approve attendance at the 2010 NYLA Conference for two Trustees and up to four staff members. The motion passed unanimously.

#### **Museum Passes**

Mrs. Abed noted that the borrowing of Museum Passes was recently limited to one per family per month during July and August. She questioned if this rule would be ignored if a pass had not been reserved. Ms. Sysak responded that the passes are heavily booked and she would not expect this situation to occur. Ms. Overton stated that the Policy allows librarians to use their discretion to make exceptions to the loan rules.

The guests left the meeting at 8:36 P.M.

#### **Children's Exhibit Policy**

Ms. Overton stated that the Children's Exhibit Policy was modified to add permission to release the names of the exhibitors in the Library's newsletter. Mr. Villanti moved, seconded by Mrs. Abed, to accept the revised policy as submitted. The motion passed unanimously. Mr. Carroll recommended adding this section to the Adult form as well.

#### **Bentel & Bentel**

Ms. Sysak stated that she received a quote from Bentel & Bentel regarding performing a feasibility study of an expanded Young Adult area at a cost of \$3,500. Mrs. Smith moved, seconded by Mrs. Abed, to authorize Ms. Sysak to contact Bentel & Bentel to initiate a feasibility study at a cost not to exceed \$3,500. The motion passed unanimously.

**Executive Session**

The Board went into Executive Session at 8:51 P.M. on a motion by Mrs. Smith, seconded by Mrs. Abed, 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 9:22 P.M. on a motion by Mr. Villanti, seconded by Mrs. Smith. The motion passed unanimously.

Mrs. Smith moved, seconded by Mr. Villanti, to authorize Mr. Cullen to send to the CSEA Representative, the letter he drafted. The motion passed unanimously.

Mr. Villanti moved, seconded by Mr. Carroll, to designate William Cullen, Esq. of the firm Behrens, Loew & Cullen, as Attorney to the Board of Trustees. The motion passed unanimously.

Mr. Villanti moved, seconded by Mrs. Smith, to authorize a 3% salary increase for the Library Director, retroactive to July 1, 2010. The motion passed unanimously.

**Discussion of Board Trustee Appointment**

The Board discussed the individuals who might be interested in becoming a member of the Board to replace Mr. Tarantino. Mr. Villanti moved, seconded by Mr. Carroll, to appoint Mr. Carl Williams as Trustee until June 30, 2011. The motion passed unanimously. Ms. Sysak will send Mr. Williams a letter.

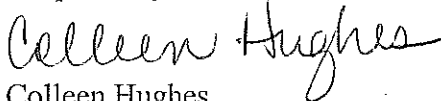
Mr. Carroll stated that Ms. Sysak forwarded an e-mail from Jackie Thresher regarding religious groups using libraries. Mr. Carroll asked that Ms. Sysak send the current Meeting Room Policy to all of the Board members.

Mr. Carroll asked if there is a CSEA regulation requiring employee evaluations to which Ms. Sysak responded there was not.

There being no further business to come before the Board and upon a motion duly made and seconded, the meeting was adjourned at 9:44 P.M.

The next regular meeting of the Board will take place at the Library on Wednesday, August 18, 2010 at 7:00 P.M.

Respectfully Submitted,



Colleen Hughes  
Secretary