

**MINUTES
BOARD OF TRUSTEES' MEETING**

June 15, 2011

The following are the minutes of the regular meeting of the Board of Trustees of the Baldwin Public Library on Wednesday, June 15, 2011 at 7:00PM.

There were present:	(Members)	Joseph J. Carroll, President Christopher Villanti, Vice President Ethell Smith Carl Williams
	(Assistant Director)	Catherine Overton
	(Treasurer)	Ross Caplan
	(Guests)	Kathy Whiteway, Staff Member Martha Garvey, Staff Member

Absent with prior notice: Shireen Abed, Secretary

Call to Order

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

Mr. Carroll stated that he attended the Area I meeting on 6/14/11. Its purpose was to discuss member libraries' monetary support of NLS in 2011-2012. There will be a vote in September 2011. Mr. Carroll also mentioned that the Supreme Court of Suffolk County declared New York libraries to be educational institutions and, as such, will be treated like schools under New York State laws concerning zoning and planning matters.

Approval of Minutes of May 18, 2011 Board Meeting

The Board reviewed the May 18, 2011 minutes. There were no changes. Mr. Williams moved to accept the minutes and Mrs. Smith seconded. The motion passed unanimously.

Treasurer's Monthly Report

Ross Caplan read his report including the statement that all four accounts were opened at Capital One bank.

Financial Review/Approval of Bills

Mr. Caplan read the financial report which was accepted by the Board as read. There were no questions on any of the checks. Mrs. Smith moved to accept the Schedule of Payments #480 (CDLXXX) for the period of 5/19/11-6/15/11 in the amount of \$241,012.19. Mr. Williams seconded. The motion passed unanimously. Mr. Caplan left the meeting at 7:11PM.

Assistant Director's Monthly Report

- Colleen Hughes began entering book payments by department in the ledger for budgetary purposes..
- There are new leaks in the Adult Workroom and Adult Database area. A roofer was called but he said the ponding water on the roof is the probable leak source. The roofer said they could possibly add a drain to help alleviate the problem. Mr. Villanti asked if Styrofoam panels called crickets could be added to the roof to

change the pitch. Ms. Overton responded that they could not because of the lack of room between the window ledge and the roof floor.

- The subject of researching a new landscaper will be tabled because the Library's landscaping contract with Pernice is in effect until February 2012.
- Bill Cullen continued to press Central Air's attorney to submit closeout documents.
- The State confirmed that the Construction Grant closeout deadline was extended to December 2011.
- There was no change in status regarding the attorney Larry Hollander.
- A monthly Department meeting was instituted; the staff welcomed communication between departments.
- Ms. Overton continued to work on a construction grant project by trying to obtain cost estimates for a retractable, clear wall to replace the wall between the Young Adult room and the YA Homework Center. Ms. Overton has had difficulties finding retractable glass wall vendors. One estimate she obtained was for \$17,500 but that did not include demolition of the present wall and installation of retractable wall. The Library is waiting for a wall demolition estimate from Saraceno Contractors. Ms. Overton contacted Wendell Holmes, a sunroom vendor for an estimate on bumping out the patio wall. Ms. Overton is also planning to apply for a construction grant for acoustic panel installation in the Atrium. Mr. Carroll said that Plainview-Old Bethpage has acoustic wall panels in their auditorium. Ms. Overton said that Maria Sysak had gotten estimates of \$4,000 for the panels and \$4,000 for installation. Mrs. Smith said that Farmingdale had panels like this. Jackie Thresher told Ms. Overton that the construction grant application for the installation of acoustic panels would have to be carefully worded to ensure it sound like a construction project rather than just an installation.
- Mrs. Hughes moved the payroll to Capital One from TD and it appears that there are no problems.
- The plumber said he needed to send the gas pipes inspection paperwork request to the owner of the library building. Ms. Overton gave him the contact information for Ed Cullen, Assistant Superintendent for Business with the Baldwin School District. Mr. Cullen was agreeable to this.
- The Library received a \$600 donation from the Kiwanis Club for the Summer Reading Club. It will be split between Children's and Young Adult.
- On Tuesday, 6/21/11, the Ecommerce module will be available. Mrs. Smith asked about training of the staff. Ms. Overton responded that the Department Heads were handling it. Mr. Williams questioned what it was. Ms. Overton answered that the Library will now accept credit cards for payment of fines and lost items. Ms. Smith asked what department will be handling it and Ms. Overton answered that Circulation was the logical choice. There is no charge from ALIS for this service and they will collect the payments and send each library its money quarterly.
- Using Constant Contact, an announcement will be sent out prior to the first *Piper* email to remind people that their July/August *Piper* will soon be arriving by email.
- There has not been a tremendous response to the Long Range Planning Survey. Ms. Overton explained that there will be a notice in the next *Piper*.
- There was discussion of incidents in the Library.

- Ms. Overton explained that there was a consolidated contract offer from Hess to Nassau Library System members for natural gas delivery service that had reduced prices. It was the same contract Nassau County signed with Hess. Mr. Carroll interjected that there are problems with the contract regarding indemnity and floating costs and Mr. Cullen advised against it. Mr. Carroll said that not every library signed on.
- Mrs. Smith asked about the Library's mock fire drill. Ms. Overton said that it took 2 ½ minutes for everyone to vacate the building but there were no patrons to clear. There will be another drill at the next Staff Development Meeting and possibly an additional surprise test.
- Mrs. Smith noted that Ms. Overton had joined a Museum Pass Advisory Committee composed of directors. Ms. Overton acknowledged that the committee was formed in response to the Museum of Natural History restructuring their museum pass lending policy towards libraries. It is very restrictive and libraries hope that a consolidated boycott of its subscription will encourage the Museum to reconsider a library membership.

Discussion of the Stencil for the Street Clock

Different stencil samples were shown to the Board. The idea of covering the non-working clock faces with stencils was suggested by librarian, Rena Rosenthal. The Board agreed to use the "Time to Go to the Library" stencil. The cost is \$300.

Questions and or Comments from the Public

There were no questions or comments from the public.

Correspondence

A \$400 donation to the Library was received from Arlynn Streithorst, on behalf of the Woman's Advance Club of Baldwin.

The Board reviewed six items of correspondence submitted via the Suggestion Box. Ms. Overton responded to each item as appropriate.

Referring to one of the suggestion box comments, Mr. Williams gave his thanks to the staff for setting up great book displays. Ms. Overton read aloud the suggestion box item from an Oceanside patron for the guests.

Mr. Carroll questioned a suggestion box item relating to noise in the Quiet Study Room. Mrs. Smith added that noise in the Library has always been a problem. Ms. Overton wrote the patron that the Library is looking into noise reduction strategies. Mr. Williams said that the Reading Gallery is noisy also. Ms. Overton assured the Board that complaints regarding noisy patrons are always addressed.

Ms. Overton said with regard to the suggestion item concerning GLBT (gay, lesbian, bisexual, transgender), the Library already has books in the collection and will order additional material. October is *Pride* Month and the Library is planning a display.

NEW BUSINESS

Approval to Purchase 10 Computers

A proposal from Dennis Hernandez to purchase 10 new Pentium 4 computers in the amount of \$2,040 was discussed. Ms. Smith motioned to approve the purchase of the 10 computers, not to exceed the amount of \$2,500. Mr. Williams seconded. The motion passed unanimously.

Approval of Proposal from Baldessari & Coster for Auditing Services for Fiscal Year Ending 6/30/11

Mr. Carroll noted that the amount for the auditing services seemed higher than last year and Ms. Overton agreed that it was a little higher. Mr. Williams asked under what circumstances it would exceed the stated amount and Mrs. Smith responded only if someone had to come in at an hourly rate. Mr. Williams then said that he felt the proposal fee was acceptable. Mr. Villanti moved to accept the proposal dated 5/27/11, not to exceed the amount of \$9,550, with the additional appendix of hourly rates. The motion was seconded by Mrs. Smith and passed unanimously.

Discussion of June 2011 Employee Recognition Award

Ms. Overton explained to the Board that the committee had selected the suggestion by Kathy Ferrara, Circulation Clerk, to barcode the Library's magazines. Ms. Ferrara will be awarded one shift of paid leave for recognition.

Review of Board Meeting Dates and Check Signer Schedule for First Half of 2011-12

The Board reviewed the Meeting Dates and Check Signer Schedule for the First Half of 2011-12. Mr. Williams and Mrs. Smith will switch check signing for the months of July and August 2011. All other dates were acceptable. The schedule will be accepted when revised.

Award of Plaque for 2010-11 Most Class Visits to Plaza School

Ms. Overton announced that Plaza School had won the award for Most Class Visits to the Library. Plaza has won the award for many consecutive years. Mr. Carroll signed the certificate. In addition, to honor Plaza Principal, Charlene Maniscalco on her retirement, a book was purchased for the Children's Room in her honor. Both will be delivered to Plaza School by Ms. Overton and Ms. Rathjens. The Board agreed that a 'thank you for participating' letter should be sent to the other elementary schools who visited.

Renewal of Tutor.com

The Board reviewed the renewal of Tutor.com, an online service of live tutoring sessions to help students with homework. Ms. Overton explained that the kids love this service and the Reference staff feels the subscription is well worth the money, with statistics averaging 100 sessions per month. The cost is actually lower than last year's renewal. Mrs. Smith moved to accept the renewal of Tutor.com Tutoring Sessions in the amount of \$4,895. Mr. Williams seconded and the motion passed unanimously.

Discussion of Compensation for Memorial Day Parade

Mr. Carroll brought to the Board's attention that Library staff has always been paid to march in the Memorial Day Parade but it has never been approved by the Board and should be. Ms. Overton explained that staff who march are paid at a holiday rate for

about 2.5 hours of time (9:15AM-11:30AM). Twelve employees marched this year. Mr. Villanti stated that if there is not already a sign-in sheet that is signed by each employee, there should be. Mr. Carroll added that for insurance reasons they must be signed in. Mr. Carroll made a motion to approve the ongoing recognition of paying employees to march with compensation at the holiday rate in the Memorial Day Parade as long as they are pre-approved and signed in. Mrs. Smith seconded the motion. The Board approved unanimously.

Questions and/or Comments from the Public

There were no questions or comments from the public.

At 7:55PM, Mrs. Smith made a motion for a five minute break before going into Executive Session. Mr. Villanti seconded the motion. The motion passed unanimously. The Board took a five minute break.

Executive Session

Guests left the meeting at 7:56PM. The Board went into Executive Session at 8:04PM on a motion by Mr. Villanti and seconded by Mrs. Smith to discuss selected matters pertaining to particular persons, legal matters pertaining to the Expansion and HVAC projects, and collective negotiations pursuant to Article 14 of the Civil Service Law. The motion passed unanimously. The Board came out of Executive Session at 9:40PM on a motion by Mr. Villanti and seconded by Mr. Williams. The motion passed unanimously.

Mr. Carroll signed the Civil Service Promotional List that officially appoints Ms. Overton as Director.

There being no further business to come before the Board, the meeting was adjourned at 9:42PM, on a motion from Mr. Williams and seconded by Mrs. Smith. The motion passed unanimously.

The next regular meeting of the Board of Trustees will take place at the Library on Wednesday, July 13, 2011 at 7:00PM.

Respectfully submitted,



Susan Malinowski
Recording Secretary Pro-Tem