

**MINUTES
BOARD OF TRUSTEES' MEETING**

March 16, 2011

The following are the minutes of the regular meeting of the Board of Trustees of the Baldwin Public Library on Wednesday, March 16, 2011 at 7:00 P.M.

There were present:	(Members)	Joseph J. Carroll, President Christopher Villanti, Vice President Shireen Abed, Secretary Ethell Smith
	(Director)	H. Maria Sysak
	(Assistant Director)	Catherine Overton
	(Treasurer)	Ross Caplan
	(Guests)	Jill Holleufer, Staff Member Marianne Kobbe, Staff Member Susan Malinowski, Resident/Staff Member Carol Pepino, Resident/Staff Member Dennis Stoner, Auditor Carl Williams
Absent with prior notice:		

Call to Order

There being a quorum present, Mr. Carroll called the meeting to order at 7:07 P.M.

Approval of Minutes of February 16, 2011 Board Meeting

The Board reviewed the February 16, 2011 minutes. Mrs. Abed questioned if Ms. Overton had contacted Mr. Cullen regarding warranties on the spandrel glass. Ms. Overton had and Mr. Cullen confirmed that the glass was included in the settlement. Mrs. Abed questioned the status of the elevator lowering system. Ms. Overton stated that this item is in her report and that Mr. Duccilli spoke to Schindler's sales representative, Ron Minetti, who informed him that elevators in the city are track elevators while the Library's is hydraulic which causes the problem with programming the lowering system. When Mr. Duccilli told Mr. Minetti that the Library was willing to remove the system as Mr. Minetti originally suggested, Mr. Minetti responded that he would speak to the programmer again. Mr. Carroll suggested adding a line into the fire alarm box which should fix the problem. He also suggested that the elevator company and the electrician should work this out. Mrs. Smith asked if Ms. Sysak had conducted a fire drill, to which Ms. Sysak responded she had not. Ms. Overton indicated that one is planned for the May Staff Development meeting. Mr. Villanti moved, seconded by Mrs. Abed, to approve the Minutes of the meeting, as presented. The motion passed unanimously.

Approval of Minutes of March 11, 2011 Special Board Meeting

The Board reviewed the March 11, 2011 minutes. Mr. Carroll noted that the title for the preparer of the minutes should be corrected to Secretary Pro-Tem. Ms. Sysak will make the correction. Mrs. Smith moved, seconded by Mrs. Abed, to approve the Minutes of the meeting, as corrected. The motion passed unanimously.

Director's Monthly Report

Ms. Sysak reported that Bentel & Bentel had provided two proposals for the Board's review later in the meeting.

Ms. Sysak stated that she received a call one Sunday in January from the fire department because of a problem with a circulator pump in the boiler room. Ms. Sysak asked one of the part-time custodians to go to the Library since he would get here faster and she was not comfortable walking into the building alone. Ms. Sysak suggested that the Board consider purchasing a Knox Box which would be located outside the building. The box would require a combination to open and would hold a key which the fire department could use to get into the building in an emergency.

Ms. Sysak stated that she attended the PTA Legislative Forum during which representatives for Senators Fuschillo and Skelos noted that sacrifices must be made by all. She was also going to attend a meeting at Senator Skelos' office that Friday.

Ms. Sysak reported that she is interviewing for two vacant part-time clerk positions.

Ms. Sysak stated that the Construction Grant is supposed to be closed out in June but cannot be completed since Central Air still has open items. Ms. Sysak filed for an extension until December 31st.

Ms. Sysak stated that a representative from the New York State Deferred Compensation Plan made a presentation to staff. Six employees attended and the plan seemed to be well received.

Ms. Sysak stated that she contacted vendors regarding soundproofing panels for the Atrium and is waiting for quotes.

Ms. Sysak reported that Overdrive is being heavily used. Roughly 60-75% of the collection is usually checked out. One publisher, Harper Collins, will only allow 26 circulations on each of the e-books in their collection, forcing the purchase of extra copies which will increase costs.

Ms. Sysak stated that for the first time in years, Baldwin had positive direct access use and will receive a payment of roughly \$300.

Mr. Villanti questioned if the Library could sue the HVAC contractor if his work is not completed and the Library loses the balance of the grant.

Presentation of Draft of Auditor's Report for Fiscal Year Ended 6/30/10 by Baldessari & Coster

Dennis Stoner of Baldessari & Coster, LLP presented the preliminary findings of their audit of the Library's financial records for the fiscal year that ended on June 30, 2010. Mr. Villanti asked how everything looked to which Mr. Stoner responded that everything looked excellent. Mr. Stoner commented that he did significant testing with cash disbursement and cash receipts and no exceptions were identified. He noted that Mrs. Hughes is doing an outstanding job.

Mr. Stoner referred the Board to page nine of the draft report, noting the negative Unreserved Fund Balance of \$136,807. Mr. Stoner stated that, in total, the Library has a sufficient fund balance but too much is designated to specific reserves. He informed the Board that roughly \$140,000 of the Reserved Funds must be undesignated, retroactive to June 30, 2010, to eliminate the negative Fund Balance. The Board discussed possible alternatives and agreed to notify Mr. Stoner how the reduction will be achieved.

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Mr. Stoner stated that this was the first year of GASB 45 (Post-employment Benefits Other Than Pensions) resulting in a liability of \$407,821, based on projected health insurance costs. Mr. Carroll questioned if the Library benefits by ceasing to provide health insurance after ten years of retirement. Mr. Stoner responded that it definitely does and that some libraries are facing an \$8 million liability.

Mr. Villanti asked what the Library should do to prevent a negative balance. Mr. Stoner responded that the Board should not allocate any additional funds to the reserves.

Mr. Stoner reminded the Board that all cash is collateralized so the Library's funds are safeguarded. Mr. Stoner left the meeting at 8:04 P.M.

Treasurer's Monthly Report

Mr. Caplan informed the Board that all of the required documents have been signed and the four new accounts at Capital One have been opened with a zero balance. He stated that the Bank of New York finally agreed to all of the changes to the collateralization agreement requested by Mr. Cullen. Checks will be ordered for the new accounts.

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 reduce the Automated Services Reserve by \$40,000 and the Retirement/Benefits Reserve by \$100,000, retroactive to June 30, 2010. The motion passed unanimously. Mrs. Hughes will revise all of the Treasurer's reports from June 2010 through February 2011 to reflect this change. She will also notify the Auditor of the Board's decision so that the change can be made for the final Audit Report.

Mrs. Abed questioned a payment to Coast Copy Products. Ms. Sysak stated that this is for maintenance of the public copiers which Northeastern did not want to maintain. Mrs. Smith moved, seconded by Mrs. Abed, to approve Schedule of Payments #477 (CDLXXVII) in the amount of \$268,789.78. The motion passed unanimously.

Mrs. Smith moved, seconded by Mrs. Abed, to approve the Collateral Agreement, as amended by the Library's attorney, to cover the Library's funds in excess of the FDIC amount. The motion passed unanimously. Mr. Caplan left the meeting at 8:15 P.M.

Assistant Director's Monthly Report

Ms. Overton reported that the company that repaired the skylight will provide a proposal to replace the spandrel glass. The company that installed the tinting on the Adult Reference glass stated that only mirrored film would work, which the Board previously decided they did not want. She is also waiting to hear from a company that sandblasts glass.

Ms. Overton stated that Garland installed the fire door release on the upstairs door and repaired the smoke-head in the Book Sale area.

Ms. Overton reported that staff is being trained on the use of Tixkeeper and the museum pass reservation system should be up and running by the end of the month.

Ms. Overton stated that she would like to obtain a subscription to a service that would allow the Library

to send e-mails to a maximum of 10,000 e-mail addresses. This service could be used to e-mail the Piper, fliers, and closings and cancellations. There is no limit to the number of mailings and the cost is \$630 per year. Ms. Overton stated that the Library already has 4,000 patron e-mail addresses and believes this would be a good public relations tool. Mr. Villanti noted that the cost is less than the \$1,000 threshold authorized for the Director so Board approval is not needed.

Regarding the Piper, Mrs. Smith suggested considering if printing could be completely eliminated. Patrons could request printed copies from the Library's website.

Ms. Overton stated that the recoveries by Unique Management Services, the collection agency, continued to increase to 43.5%.

Ms. Overton stated that she attended the Directors' Luncheon that day and most libraries are expecting budget increases around 2%.

Discussion of Young Adult Room Proposals

The Board reviewed the two proposals submitted by Bentel & Bentel totaling \$271,456 to relocate the Young Adult area to the Expansion Area, and \$324,985 to expand the current Young Adult area and move the workroom staff to the Expansion Area. Based on the information provided by the Auditor, several members of the Board expressed concern about funding either of these projects at this time. Mr. Carroll commented that the current Young Adult area is too crowded. Ms. Overton proposed that as a very low-cost alternative the stacks could be removed from the current Young Adult area to provide more seating as a "Young Adult Lounge". The books could be moved to the Main Reading Room where the infrequently used reference books are currently located. These reference books could be housed in an accessible area of the basement. Mrs. Smith commented that the Expansion Area is perfect for the Young Adult Department. Ms. Sysak stated that a lot of work and money would be needed to accomplish this. Mrs. Abed commented that moving the books would split up the Young Adult Department and, as a Young Adult librarian, she would not want that to happen. Ms. Holleufer stated that she would like to plan for the expanded Young Adult Department and do it the right way when the money is available. She would like to make the room work better now but does not want the collection moved. She stated that the teens have not complained about the space and she would rather have the room crowded than move the collection. Mrs. Smith responded that Ms. Holleufer may not feel crowded but the teens do. She stated that librarians are librarians and the Reference staff is capable of answering Young Adult questions if the collection is moved to Reference. Ms. Overton stated that the Young Adult non-fiction collection is currently interfiled with Adult non-fiction. Mrs. Kobbe stated that the conflicts between adults and teens seem to have dissipated since the computers were added to YA. She also felt that the Board should follow Ms. Holleufer's lead. The Board and guests went over to the Young Adult Department to evaluate the area. Mrs. Malinowski suggested another low-cost possibility of moving the fiction collection into the Computer Room and moving the Computer Room to the second floor. Upon return to the Board Room, Mr. Carroll asked Ms. Holleufer to think about how she wants the room configured and prepare a proposal. Mrs. Smith stated that funding is needed and perhaps a Friends Group could be created. Mr. Carroll suggested that Ms. Sysak and Ms. Overton look for any applicable grants. Mr. Carroll thanked Mrs. Kobbe, Ms. Holleufer and Mrs. Malinowski for attending the meeting and providing their input.

Discussion of Long-Range Plan

Ms. Sysak stated that she had revised the agenda to include this topic. She stated that no changes were made to the version provided to the Board at the last meeting and that the Board was supposed to review it. Mrs. Smith stated that Long Beach has their long-range plan on their website. Mr. Carroll asked if the

Board wanted to adopt the two-page plan now and assign two Board members to work on a detailed plan. Mrs. Smith suggested adopting the current plan. Mrs. Smith moved, seconded by Mrs. Abed, to approve the draft Baldwin Public Library Long Range Plan for 2011-2016, as submitted. The motion passed unanimously.

Questions and/or Comments from the Public

Mr. Carroll asked the members of the public if they had any questions. Mrs. Kobbe commented that she is glad the Board is working on a Long-Range Plan. She also commented that it is important to do the Young Adult Department right.

Correspondence

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

Review of Quotes for Replacement of Motor for Pump #2

Mr. Villanti moved, seconded by Mrs. Smith, to approve the proposal from Quinn & Feiner for replacement of Hot Water Pump #2 at a cost not to exceed \$1,550. The motion passed unanimously.

Review of Quotes for Tent for Harvest Festival

Ms. Sysak stated that she obtained a quote from Westside Party Rentals for a tent for the Harvest Festival at a cost of \$1,625, the same price that was charged for the past two years. The Board questioned the cost of the Festival. Mrs. Hughes stated that in 2009 the cost was \$6,200. Mrs. Abed stated that going forward the Board may want to consider eliminating this program since it is so costly. The Board agreed to table this matter until the April meeting so that it can be discussed when the full Board is in attendance.

Discussion Regarding a Staff Member Offering Notary Services

Ms. Sysak stated that a staff member recently obtained his Notary license and approached Ms. Sysak about offering Notary services to the public. Ms. Sysak contacted the Library's insurance agent who suggested that it would be advisable for the individual to get Notary insurance. Mr. Villanti moved, seconded by Mrs. Abed, that the Library will not offer Notary service to the public. The motion passed unanimously.

Approval to LED Sign Maintenance Contract

Ms. Sysak stated that she obtained a quote from Spectrum Signs to maintain the LED sign for three years at a cost of \$1,080 per year. Mr. Carroll instructed Ms. Sysak to obtain two more quotes.

Discussion of Acoustic Tiles for Atrium

Ms. Sysak stated that she received sample acoustic tiles to reduce the noise in the Atrium. Two she felt were unattractive and dust catchers. The third she felt was acceptable and would cost approximately \$4,000 for the tiles plus \$4,000 for installation. The Board agreed that, because of the expense, this was not something they wanted to pursue at this time.

Questions and/or Comments from the Public

Mr. Carroll asked the remaining member of the public, Mrs. Malinowski, if she had any questions which she did not.

Executive Session

Mrs. Malinowski left the meeting at 9:54 P.M., when the Board went into Executive Session on a motion by Mrs. Smith, seconded by Mr. Villanti, 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 10:25 P.M. on a motion by Mr. Villanti, seconded by Mrs. Smith. The motion passed unanimously. No action was taken in Executive Session.

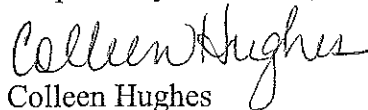
Approval of Proposed 2011-2012 Budget and Trustees' Message

The Board reviewed the third draft of the 2011-2012 Budget. Mrs. Abed asked if the budget included an allotment for the proposed water tax to which Mrs. Hughes responded \$6,000 was included in Light/Heat/Water for this item. Mr. Villanti commented that if the Library were to have a three month reserve, \$750,000 would be needed. The Board reviewed each line of the Budget, making some possible minor suggestions which they later agreed would not reduce the bottom-line so no changes were made. They also reviewed the Trustees' Message to which some minor changes were made. Mr. Villanti moved, seconded by Mrs. Smith, to approve the 2011-2012 Budget of \$3,855,875, with a tax levy of \$3,576,975, and the Trustees' Message, as modified. 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 11:25 P.M.

The next regular meeting of the Board will take place at the Library on Wednesday, April 20, 2011 at 7:00 P.M.

Respectfully Submitted,


Colleen Hughes
Recording Secretary