

**MINUTES
BOARD OF TRUSTEES' MEETING**

May 18, 2011

The following are the minutes of the regular meeting of the Board of Trustees of the Baldwin Public Library on Wednesday, May 18, 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
	(Assistant Director)	Catherine Overton
	(Treasurer)	Ross Caplan
	(Guests)	Jill Holleufer, Staff Member (at 8:10 P.M.) Rena Rosenthal, Staff Member (at 8:10 P.M.)

Call to Order

There being a quorum present, Mr. Villanti called the meeting to order at 7:04 P.M. since Mr. Carroll arrived at 7:05 P.M.

Executive Session

The Board went into Executive Session at 7:08 P.M. on a motion by Mr. Villanti, seconded by Mrs. Smith, to discuss matters 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 7:50 P.M. on a motion by Mr. Villanti, seconded by Mrs. Smith. The motion passed unanimously. Mr. Williams left the meeting at 7:53 P.M.

Approval of Minutes of April 20, 2011 Board Meeting

The Board reviewed the April 20, 2011 minutes. Mrs. Abed stated that she will not be present at the June Board meeting as she will be attending to personal business. Mrs. Abed asked if a back-up person to do payroll had been identified. Mrs. Hughes stated that the payroll procedure would be changing with the new time clock so it did not make sense to train someone at this time. The Board agreed to allow Ms. Overton to continue as back-up until the new system is in place and the procedures are updated. In the event that Ms. Overton prepares the payroll, a second Trustee will sign the paychecks in her place. Mr. Villanti commented that a change was required on page 4 of the minutes regarding the discontinuance of the Harvest Festival. Mrs. Hughes will make the revision. Mrs. Smith moved, seconded by Mrs. Abed, to approve the minutes of the meeting, as corrected. The motion passed unanimously.

Treasurer's Monthly Report

Mr. Caplan stated that he will not be available to sign the June early payments and Mrs. Smith offered to sign in his place. Mr. Caplan informed the Board that the application for the credit cards from Capital One Bank was received, authorizing cards for Ms. Overton and Mr. Duccilli. The standard limit on the cards will be \$25,000 but Capital One will insert an internal limit of \$2,000 per card. Mr. Carroll asked Mr. Villanti, as Vice President, to sign the application to avoid any conflict of interest since Mr. Carroll is a Capital One Bank shareholder. Mrs. Hughes was to make the first deposits to the new accounts the

following day.

Financial Review/Approval of Bills

Mr. Caplan read the financial report which was accepted by the Board as read. Mrs. Smith moved, seconded by Mrs. Abed, to accept the Treasurer's Report as presented. The motion passed unanimously. Mrs. Abed questioned if the payment to Management Time Systems was for the new time clock to which Mrs. Hughes responded it was. Mr. Carroll questioned if the payment to Alliance Entertainment was for purchases made through NLS. Ms. Overton responded it was not. She stated that NLS is negotiating for DVD purchases through Baker & Taylor. Mr. Villanti moved, seconded by Mrs. Smith, to approve Schedule of Payments #479 (CDLXXIX) in the amount of \$1,066,465.24. The motion passed unanimously. Mr. Caplan left the meeting at 8:09 P.M.

Assistant Director's Monthly Report

Ms. Overton stated that there was no change in the status of the Central Air close-out. Mr. Mosleh asked to meet with Ms. Overton and wanted to send paperwork to Mr. Carroll. Ms. Overton informed him that she was not authorized to meet with him and that the matters must be resolved by the attorneys. Mrs. Smith commented that Mr. Cullen committed to resolving the open issues by the original June 30th deadline. She asked Ms. Overton to follow-up with Mr. Cullen to get this project closed since there has been no confirmation from the State approving the requested extension to December 31st.

Ms. Overton reported that she made the Budget presentation at the Budget Hearing on May 3rd. She was pleased that the Library budget passed by a nice margin.

Ms. Overton commented that the transition from Ms. Sysak has been smooth.

Ms. Overton stated that patrons are asking for help using e-readers so the Library staff will be trained to assist them. Workshops have been held for the public and they will continue.

Ms. Overton stated that an estimated 267 people attended the Senior Fair. The people she spoke to were very enthused. She commented that Elizabeth Olesh and Roseann Dorfman from NLS were in the building all day and were pleased with the outcome. Mrs. Abed stated that she attended several programs. She stated that the Circulation staff did a wonderful job letting people know the programs that were taking place. Mrs. Abed was very pleased and thanked the staff for their efforts. Mr. Carroll stated that he asked Ms. Schenker to schedule two programs that were well-attended, Senior Zumba and the Tea Garden workshop.

Ms. Overton stated that she contracted with Constant Contact to begin e-mailing patrons. In addition to the ALIS e-mail list, e-mail addresses are being collected via the webpage and forms at the service desks where patrons can specify the information they want to receive via e-mail. The cost was originally expected to be \$600 but the representative suggested starting at a lower level and increasing the level as enrollment increases. The cost is now only \$252 per year.

Ms. Overton stated that the Directors were informed at the Directors' Meeting that e-commerce will be up at the end of the month, allowing patrons to use credit cards at the libraries. The Directors were also informed that Civil Service will consider developing part-time lists, instead of requiring libraries to canvas full-time lists to fill part-time positions.

Mr. Carroll noted that the New York State website contained information regarding construction funding and asked Ms. Overton to see if there were any projects for which the Library could request funding. Funding would be available for projects with a useful life of eight years and cannot include computers or interior renovations. Projects can be bundled.

Ms. Overton stated that George Trepp is coordinating libraries who want to take advantage of the Nassau County gas contract with Hess. Mr. Carroll stated that Mr. Cullen must approve the contract.

Ms. Overton stated that approximately 12 staff members, herself included, will be marching with the Library in the Memorial Day Parade. Mr. Villanti and Mrs. Abed will also march if they are available.

Mrs. Smith asked Ms. Overton if she reviews all purchases of books and audio-visual materials. Ms. Overton responded that Ms. Sysak did this and she has continued doing so but it is very time consuming and most of the purchases look reasonable. She thoroughly reviews Children's and Young Adult, skims the prices for Adult, and questions items that do not seem appropriate. The Board asked that book purchases be segmented by department to see how the expenses breakdown between Children's, Adult and Young Adult. Mrs. Hughes will begin doing this when she enters the payments into the general ledger.

Mr. Duccilli got a quote from KT&E Electrical to cover the electrical pull-box in the staff room ceiling. Because this is a safety issue, the Library will complete the work which could be deducted from Central Air's contract.

Ms. Overton noted that there was a new leak in the Adult workroom near the handicapped restroom.

Discussion of Schindler Elevator Back-up Battery Lowering System

Ms. Overton stated that Mr. Duccilli got a quote of \$200 from KT&E Electrical to run a line from the elevator's back-up battery to the generator.

Discussion of Relocation of Computer Room and Young Adult Computers

The Board reviewed the letter Ms. Holleufer prepared regarding the expansion of the Young Adult (YA) area. Ms. Holleufer stated that she is hesitant to spend money on a renovation that will not be permanent, especially since three departments are involved. Mrs. Abed asked Ms. Holleufer if she was comfortable keeping YA the way it is until funding is available and Ms. Holleufer responded she was. Ms. Overton stated that her major concern with the proposed temporary plan was that Reference would no longer be able to provide coverage for the Computer Room. Mr. Carroll asked Ms. Overton to meet with Ms. Holleufer, Mr. Hernandez, and Mrs. Kobbe to determine staffing if the move is made, or come up with another alternative. Mrs. Abed asked if anyone was looking into grants to fund the YA expansion. Mr. Carroll commented that the Library is ineligible for many grants because it is not designated as a 501(c)3 organization. He suggested that Ms. Overton contact Frank McKenna. Mrs. Smith stated that Chase has grant funds available and asked Ms. Overton to check their website. Mr. Carroll stated that he attended a "Friends Forum" and determined that the role of a Friends Group must be firmly defined. Mrs. Abed stated that, from her experience, it seems that the work generally falls on a few members. Ms. Holleufer left the meeting at 8:47 P.M.

Questions and/or Comments from the Public

Mr. Carroll asked the members of the public if they had any questions which they did not.

Correspondence

The Board reviewed three letters and six items of correspondence submitted via the Suggestion Box. Ms. Sysak and Ms. Overton had responded to each item as appropriate. Regarding the letter requesting that the Piper continue to be mailed, the Board regretted that the patron was upset but felt it was beneficial to discontinue mailing the Piper.

Mrs. Smith questioned the services provided by Pernice Landscaping and asked why the custodial staff is planting when the Library pays a monthly fee for landscaping. Mrs. Smith asked for the total cost paid to Pernice annually. Mr. Carroll suggested checking with Orville in Freeport.

Approval to Renew Disability Insurance Policy

Mrs. Hughes stated that the Disability Insurance Policy expires on July 1st and the renewal premium is \$1,602.21. She explained that this amount is partially offset by the employee contribution of \$1.20 per payroll, resulting in an estimated cost of \$604.00. In addition, the Library is eligible for a Return of Premium program through the State Insurance Fund which has resulted in refunds for the past several years. Mrs. Smith moved, seconded by Mrs. Abed, to approve the renewal of the Disability Insurance policy with the New York State Insurance Fund at an annual premium of \$1,602.21. The motion passed unanimously.

Executive Session

The guests left the meeting at 9:11 PM. when the Board went into Executive Session on a motion by Mr. Villanti, seconded by Mrs. Smith, to discuss selected matters pertaining to particular persons and selected legal matters pertaining to the Expansion and HVAC projects. The motion passed unanimously. The Board came out of Executive Session at 10:01 P.M. on a motion by Mr. Villanti, seconded by Mrs. Smith. The motion passed unanimously.

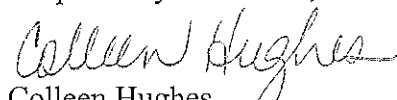
Mr. Villanti moved, seconded by Mrs. Smith, to increase the annual salary of Ms. Overton to \$90,000 effective retroactive to May 2, 2011. The motion passed unanimously. Ms. Overton thanked the Board.

The Board asked Ms. Overton to evaluate the schedules of the Custodial staff to see if changes can be made to better cover the building. It was also noted that the Head Custodian should respond when the building alarm sounds.

There being no further business to come before the Board and upon a motion duly made and seconded, the meeting was adjourned at 10:08 P.M.

The next regular meeting of the Board of Trustees will take place at the Library on Wednesday, June 15, 2011 at 7:00 P.M.

Respectfully Submitted,


Colleen Hughes
Recording Secretary