

**MINUTES
BOARD OF TRUSTEES' MEETING**

November 17, 2010

The following are the minutes of the regular meeting of the Board of Trustees of the Baldwin Public Library on Wednesday, November 17, 2010 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)	Sharon Dember (Resident/Staff Member) Aruna Polavarapu (Staff Member)
Absent with prior notice:	(Director)	H. Maria Sysak

Call to Order

There being a quorum present, Mr. Carroll called the meeting to order at 7:00 P.M. Mr. Villanti commented that he would like to display a New York State flag in the Board Room. Mr. Carroll responded that this should only occur if a member of the Assembly donates it. Mr. Carroll noted that Ms. Sysak was absent due to illness.

Approval of Minutes of October 20, 2010 Board Meeting

The Board reviewed the October 20, 2010 minutes. Mr. Carroll asked if the contact for the elevator battery lowering devise was installed. Ms. Overton responded that she did not believe so but she would follow-up and e-mail the status to the Board. Ms. Overton noted that the statistics for Overdrive were included in Ms. Rosenthal's report for the first time. Mr. Carroll asked about the status of the couch for the Staff Room. Ms. Overton stated that Ms. Sysak had been unable to get to Bob's Furniture and will likely order the original couch she selected from Alfax. Mrs. Smith moved, seconded by Mr. Williams, to approve the Minutes of the October 20, 2010 meeting, as presented. The motion passed unanimously.

Treasurer's Monthly Report

Mr. Caplan stated that he, Ms. Sysak, and Mrs. Hughes met with a representative from TD Bank who prepared a pro-forma using three months of transaction data to estimate the fees to the Library under the new banking arrangement taking effect on December 1st. The monthly fee will total about \$204 per month after offsetting any interest earned. By eliminating a number of unnecessary services, the net fee will be reduced to roughly one dollar per month with the fees virtually offsetting any interest the Library would earn. In the current environment, the Library will lose approximately \$2,800 per year in interest. Mr. Caplan stated that he has been in contact with Capital One Bank and HSBC and they appear to offer better arrangements than TD. He will continue to investigate other banks and will make a recommendation to the Board in the near future.

Financial Review/Approval of Bills

Mr. Caplan read the financial report which was accepted by the Board as read. Mr. Williams moved,

seconded by Mrs. Smith, to accept the Financial Report and the Report of the Treasurer. The motion passed unanimously. Mrs. Smith moved, seconded by Mrs. Abed, to approve Schedule of Payments #473 (CDLXXIII) in the amount of \$217,754.17. The motion passed unanimously.

Mr. Caplan left the meeting at 7:17 P.M.

Director's Monthly Report

Mr. Carroll explained that Ms. Sysak was out ill and asked the Board members to review her report and raise any questions they might have. Ms. Overton stated that Ms. Sysak asked her to mention that Ms. Sysak and Ms. Schenker spoke to Elizabeth Olesh regarding the Senior Fair. Mrs. Abed commented that there may have been some confusion about what was intended. Mrs. Abed stated that the Board wanted a Senior Fair, not a Health Fair. For the Senior Fair, Ms. Olesh handles everything unless the Library has a particular presenter they want to include. Mrs. Abed's intention was for Ms. Sysak to get the Library on Ms. Olesh's list for a Senior Fair. Ms. Sysak will be asked to follow-up with Ms. Olesh to confirm a Senior Fair is planned.

Ms. Overton stated that Ms. Sysak also wanted her to mention that she drafted a survey for distribution to the community. She planned to ask the department heads to review it and asked if the Board wanted to see the current draft. Mr. Carroll stated that the Board would wait to see the final draft which should be approved by the Board before distribution.

Mrs. Abed asked if the Library was definitely going to use RFID for their materials security system. Mrs. Smith responded that all of the member libraries will eventually have to switch to it. Mr. Carroll stated that the NLS Board voted for it.

Assistant Director's Monthly Report

Ms. Overton reported that she, Joe Manzella and Ren Duccilli met with Alex Mosleh to press for completion of the HVAC project. Mr. Mosleh agreed to provide Mr. Manzella the as-built drawings and operations and maintenance manuals by Monday, November 22nd. He is waiting for air filters, but has the electrical panel cover. Mr. Manzella stated that he did not think it was necessary for Air Path to do further testing on the return air grill in the basement. Mr. Villanti questioned why the grill was not constructed to a standard size. Ms. Overton agreed to discuss this with Mr. Manzella. Ms. Overton stated that H2M and Central Air agreed to a credit of \$500 for the work not done under the Reference stairs, which Mr. Manzella suggested that the Board accept. Ms. Overton reported that \$15,492 remained in the contingency fund and the contract balance due to Central Air is about \$43,000. Mr. Villanti asked Ms. Overton to speak to Mr. Manzella to determine what would be required to have a standard grill installed. He also agreed to look at the area. Mr. Carroll expressed concern about the cost of buying custom filters.

Ms. Overton stated that Mr. Hollander sent all of the paperwork and the closeout documents for the Hutton settlement and also gave Mr. Cullen the information he needed on the liens. Mr. Hollander stated that he would send his invoice shortly.

Ms. Overton stated that she contacted two of the three glass vendors that quoted to replace the spandrel glass in 2006. She also called Jeff Maron of Stone Services who painted the metal panels and shelving for the Library during the renovation. He came and suggested that they might be able to spray a glaze or apply a film to the glass to improve the appearance. He will do a mock-up for the Board and provide a quote. Ms. Overton is waiting to hear from the other vendors.

Ms. Overton stated that she and Ms. Rosenthal met with Mike Morea on revamping the Library's website. The content is quite good but the appearance needs updating.

Ms. Overton commented that the Collections Module is working smoothly and recoveries are increasing gradually.

Ms. Overton reported that she attended a workshop on legal issues at the NYLA Conference and noted that the Library seems to be in compliance with everything that was mentioned. The presenter stated that caution should be used in Board e-mail discussions as the content could be considered a meeting. He also stated that the Library should try to get certificates of insurance from presenters and groups that use the Library but in most cases they will not be available and the Library can allow them to use the room. It was also suggested that instead of changing auditing firms every few years, a change in the partner who performs the audit could be made. One area that the Library needs to address is that the New York State Standards require libraries to have a long-range plan which the Library does not. The Board agreed this needs to be pursued.

Mr. Carroll commented that the NYLA sessions he attended were geared to trustees and were very good. He also stated that a new decision came down from the 2nd District Court regarding dealing with the use of a library as a religious meeting place. He stated that the Library's Meeting Room Policy must be reviewed. Ms. Overton commented that one of the presenters noted that some Boards review one policy at each Board meeting in an effort to keep the Policy Manual current. The Board agreed to review one policy at each Board meeting, starting in December with the Meeting Room Policy. Mrs. Smith stated that she would like to have a discussion on bedbugs at the December meeting.

Mrs. Abed stated that she attended a program on disaster planning at the NYLA Conference and asked if staff knows where the water shutoff is located. Ms. Overton stated that she and the custodians know but was not sure if other staff members knew. Mr. Williams asked if there were any templates or guidelines related to auditing. Mrs. Smith stated that ALA has a lot of information on their website.

Questions and/or Comments from the Public

Mr. Carroll asked the audience if there were any questions which there were not.

Correspondence

The Board reviewed 22 items of correspondence submitted via the Suggestion Box. Ms. Sysak had responded to each item as appropriate. Ms. Overton had copies of Ms. Sysak's responses which she summarized for the Board as each item as discussed. Mrs. Smith suggested putting transparent tape over newspaper crossword puzzles so that people cannot write on them.

Approval of Payment of Annual Retirement System Bill

Mr. Carroll referred the Board members to the letter Mrs. Hughes prepared to Ms. Sysak recommending payment of the Retirement bill. Mrs. Hughes commented that when the 2010-2011 Budget was prepared, the Board agreed a portion of the bill would be paid from the Retirement Reserve. Mrs. Hughes recommended paying any amount in excess of the Budget from the Reserve. She also proposed paying the bill by December 15th to take advantage of the pre-payment discount. Mr. Villanti moved, seconded by Mrs. Abed, to pay the Retirement bill by December 15th, with \$138,400 to be paid from the Budget and the remaining \$62,090 to be paid from the Retirement Reserve. The motion passed unanimously.

The guests left the meeting at 8:05 P.M.

Approval of County Wide Snow Removal Contract

Ms. Overton stated that Ms. Sysak would like the Board to approve the renewal of the snow removal contract with County Wide at the current price. Mr. Carroll asked if other quotes were obtained to which Ms. Overton responded Ms. Sysak did not look for other quotes since County Wide was cheaper than the other contractors contacted last year and they had been reliable. Mrs. Smith moved, seconded by Mrs. Abed, to renew the snow removal contract with County Wide Landscaping at no increase. The motion passed unanimously. Mr. Carroll signed the contract.

Discussion of Fire Alarm Procedures

Ms. Overton stated that the fire alarm was recently set off by someone smoking in a restroom and that staff was confused regarding evacuation procedures. Mr. Carroll stated that he spoke to Ms. Sysak earlier and she will discuss this at the next Staff Development meeting. He also stated that fire drills should be done once or twice each year. The Board agreed that staff needs to be aware of who is in charge of the building during off hours. Mrs. Smith stated that the Board asked Ms. Sysak to prepare a schedule some time ago. Mr. Carroll agreed to send an e-mail to Ms. Sysak, instructing her to prepare a schedule each week of who is in charge during each shift. Mr. Williams commented that during a fire in one of his office buildings, within two minutes nothing could be seen on the security cameras because of the smoke. Mr. Carroll also stated that a device needs to be installed in the upstairs stack door to close it automatically. Mrs. Smith stated that there should be a "fire marshal" to make sure the building is empty.

Executive Session

The Board went into Executive Session at 8:22 P.M., on a motion by Mr. Williams, seconded by Mrs. Smith, to discuss selected matters pertaining to particular persons. The motion passed unanimously. The Board came out of Executive Session at 8:55 P.M. on a motion by Mrs. Smith, seconded by Mr. Williams. The motion passed unanimously. No action was taken in Executive Session.

Miscellaneous Items

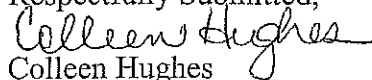
The Board discussed ways to raise funds in support of the Library. Mr. Carroll stated that the National Public Library Direct Marketing Consortium has guidelines on how to develop these kinds of activities.

The Board asked Ms. Overton if Bentel & Bentel had been in contact regarding the expansion of the Teen Zone. Ms. Overton stated that she was not aware of a response. The Board asked that Ms. Sysak follow-up with them.

There being no further business to come before the Board and upon a motion duly made and seconded, the meeting was adjourned at 9:22 P.M.

The next regular meeting of the Board will take place at the Library on Wednesday, December 15, 2010 at 7:00 P.M.

Respectfully Submitted,


Colleen Hughes

Secretary