

**MINUTES  
BOARD OF TRUSTEES' MEETING**

**October 20, 2010**

The following are the minutes of the regular meeting of the Board of Trustees of the Baldwin Public Library on Wednesday, October 20, 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
	(Director)	H. Maria Sysak
	(Assistant Director)	Catherine Overton
	(Treasurer)	Ross Caplan
	(Guests)	Jill Holleufer (Staff Member) Wendy Rathjens (Staff Member)

**Call to Order**

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

**Approval of Minutes of September 15, 2010 Board Meeting**

The Board reviewed the September 15, 2010 minutes. Mr. Williams requested a minor change on page 1. Mr. Williams moved, seconded by Mrs. Abed, to approve the Minutes of the September 15, 2010 meeting, as amended. The motion passed unanimously.

**Treasurer's Monthly Report**

Mr. Caplan stated that a meeting was scheduled for the following week with TD Bank to discuss the new fee structure for the Library's existing accounts due to the elimination of the LIMBC. The number of bank accounts will be reduced from six to four. The Unemployment Investment Account, which has had a zero balance for several months, will be closed. The funds currently in the Unemployment Account will be combined into the General Fund Account, as recommended by the Auditors. The balance will be reported separately on the financial reports and all interest earned on the account will be credited to the General Fund, as suggested by the Auditors. Mrs. Abed commented that some banks will not charge fees if the account is linked to a savings account. Mr. Caplan stated that all accounts with TD are linked but fees will be incurred. Mr. Carroll commented that Capital One business accounts are free of fees. Mr. Caplan stated that he will investigate other banks. Mr. Carroll stated that Mr. Caplan should make TD aware that he will be looking for another bank that will provide free checking. Mrs. Smith noted that Mr. Caplan should check for consumer complaints against any bank he might consider.

Mr. Caplan stated that the required annual report on the creditworthiness of the institutions the Library uses was included in his monthly Treasurer's report.

**Financial Review/Approval of Bills**

Mr. Caplan read the financial report which was accepted by the Board as read. Mrs. Abed moved, seconded by Mr. Williams, to accept the Treasurer's Report. Mrs. Smith questioned the payment to Leaf.

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Mrs. Hughes stated that Leaf is the vendor that leases the office copiers to the Library. Mrs. Smith questioned a donation of \$2 in the Suggestion Box. Mrs. Hughes stated that every few weeks, an envelope containing \$2 is found in the Suggestion Box and is deposited into the General Fund. Mrs. Abed noted the purchase of banners and asked if they can be re-used. Ms. Sysak responded that a new material was used for these banners which will allow them to be used again next year with only a change in the date.

Mr. Villanti asked where the bond settlement proceeds were deposited. Mrs. Hughes responded that the check was deposited into the General Fund. Mr. Carroll moved, seconded by Mr. Villanti, to report the Baldwin Union Free School District Bond settlement of \$86,632.79 in the Capital Improvements Reserve. The motion passed unanimously.

Mrs. Abed stated that she saw Elizabeth Olesh at NLS and that Ms. Olesh organizes Senior Fairs for libraries and would be willing to do one for Baldwin. The only cost would be for refreshments. The Board agreed this would be nice to do since there will not be an adult program on Baldwin Public Library Day. Ms. Sysak will follow-up on this with Ms. Schenker.

Mr. Carroll asked if Mr. Williams, the check signer for the month, had any questions regarding the payments made. Mr. Williams stated that he did not and that Mrs. Hughes left efficient notes on payments that might have generated questions. Mr. Williams moved, seconded by Mrs. Smith, to approve Schedule of Payments #472 (CDLXXII) in the amount of \$381,026.63. The motion passed unanimously.

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

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

Ms. Sysak stated that roughly 550 people attended the Job Fair which had 43 businesses on-site. The Department of Labor representative complimented the Library on how well run the Fair was.

Ms. Sysak stated that the weather finally cleared up and the trees were pruned. One tree on the patio looks damaged and may have to be removed.

Ms. Sysak reported that the Harvest Festival went very well with approximately 625 attendees. Kate Murray attended and presented the Library with a citation.

Ms. Sysak stated that two part-time clerical staff resigned. Two candidates were identified from the Civil Service list and will be starting work in the near future.

Ms. Sysak reported that she contacted various vendors and villages regarding repair of the street clock. Mineola's Fancy Street clock is also broken and they have been unable to have it repaired. They contacted a vendor who Ms. Sysak e-mailed and is waiting for a response. One vendor from Florida provided a quote of \$8,000. The Board agreed that the clock would not be fixed at that price and suggested painting banners on the clock faces.

Ms. Sysak stated that there were some leaks after the recent rainstorms. Mr. Villanti asked if there were leaks near the new HVAC equipment to which Ms. Sysak responded there were not. Mrs. Smith asked if the roof is covered under warranty to which Ms. Overton responded it is. Ms. Sysak stated that she is waiting for quotes from Johns Manville certified roofers.

Ms. Sysak stated that the County is proposing a new fee based on water usage which Mrs. Hughes

estimated would cost the Library roughly \$6,000 per year. Joe Eisner investigated and determined it is legal for the County to implement this fee. Mr. Carroll recommended reserving about \$6,500 in the budget in case this fee must be paid.

Ms. Sysak stated that she left a message for Mr. Manzella to determine the status of the HVAC closeout. Ms. Overton stated that Mr. Manzella came to the Library that day. He stated that he is trying to get Central Air to resolve the project's closeout issues.

Mrs. Smith asked if there had been a change in security guards to which Ms. Sysak responded there had. Ms. Sysak stated that the guard had been effective but there had been some problems. After the latest instance, she contacted Summit and told them he should not return to the Library.

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

Ms. Overton reported that Mr. Manzella was at the Library that day to inspect Central Air's latest work. Alex Mosleh of Central Air had installed the return air grill that he originally purchased which was too small for the opening in the old Chiller Room wall. Mr. Mosleh added two metal side panels to hold it in place. Mr. Duccilli and Mr. Manzella both felt the smaller size did not measurably cut down on the airflow but were concerned that the smaller opening would require a custom filter and the installation of a track to hold the filter in place. Mr. Villanti stated that he would like confirmation by Air Path that the airflow was not decreased. Mr. Villanti stated that the grill must be installed properly. There is also a missing electrical panel cover in the Staff Room ceiling that Central Air needs to install. Mr. Villanti stated that Central Air must submit a payment requisition in order to be paid. The Board directed Ms. Overton to have Mr. Manzella send a certified letter to Central Air listing these concerns and pressing Central Air to finish the project.

Ms. Overton stated that the Library is still waiting for an invoice from Mr. Hollander. All of the paperwork on the Library's part has been completed. Mr. Cullen has requested a letter from Mr. Hollander confirming that all of the liens have cleared. Upon receipt of this letter, Mr. Cullen will then send a letter to the Board stating the final completion of the project.

Ms. Overton stated that she reviewed her files on the spandrel glass issue. The quotes received for replacement of the spandrel glass ranged from \$59,000 to \$148,000. At the time, the construction counsel did not feel the Library could have the replacement covered under warranty so it was folded into the settlement. Mrs. Smith suggested trying to find a homemade remedy and suggested that the Board members look at the glass the next time they are at the Library in daylight. Ms. Overton suggested that maybe a film could be used. She said she would contact glass vendors and ask for their proposals on repair rather than replacement of the glass.

Ms. Overton stated that the re-piping of the elevator pit was pushed back until Monday. She also stated that KT&E Electricians, who lowered their price to \$425, ordered the contact for the elevator battery lowering system.

Ms. Overton said the Library's e-mail accounts were migrated to a new mail server at NLS and the staff is acclimating themselves to the new format. All accounts now end in "@baldwinpl.org".

Ms. Overton reported that the collections module seems to be working accurately, with the collections return rate for the month of September up slightly to 37.7%. Ms. Sysak commented that she received a report of outstanding fines which showed a decrease from two years earlier, a good reflection on UMS.

Ms. Overton stated that the shades were installed in the Atrium.

Ms. Sysak commented that the periodicals usage increased which she would like to attribute to the reorganization of the magazines.

Mrs. Abed asked for clarification of the incident with "Krown Baldwin" mentioned in Ms. Sysak's report. Ms. Sysak responded that this was a meeting of the board of a local cooperative complex and the group was unruly and had to be threatened with a call to the police. Mrs. Smith suggested sending this group a written denial to use the meeting room in the future.

Mr. Carroll asked how Overdrive has been received. Ms. Sysak stated that she had not looked at the statistics yet but would include them next month.

Mrs. Smith asked if the patio people-counter was working again to which Ms. Sysak responded it currently was but the problems seem to be sporadic.

Mrs. Smith questioned the scaling in the ejector pit to which Ms. Sysak responded immediate attention is not needed but the matter will have to be dealt with in the future. Mrs. Smith also asked about the damper in the Community Room that had no power. Ms. Sysak stated that she is obtaining quotes for this.

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

The Board reviewed the quotes previously provided to them. Mr. Villanti noted that Mayfair's quote was significantly lower than the others. Ms. Sysak stated that she contacted the Better Business Bureau and Consumer Affairs and Mayfair had no complaints on file. Mrs. Smith noted that they had been around for a while and asked Ms. Sysak for her thoughts. Ms. Sysak stated that KT&E had done a lot of work for the Library but Mrs. Smith noted that their quote was only for a 22KW generator, not a 25KW. Mr. Villanti moved, seconded by Mrs. Smith, to approve the installation of a 25KW three-phase Generac natural gas generator by Mayfair Power Systems, Inc., per their 9/13/10 quote, in the amount of \$26,000. The motion passed unanimously.

#### **Approval of Revision to Purchasing/Procurement Policy**

The Board reviewed the revised Purchasing Policy that Ms. Overton prepared. Mrs. Smith moved, seconded by Mr. Carroll, to accept the revised policy dated 9/23/10. The motion passed unanimously.

#### **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 eleven items of correspondence submitted via the Suggestion Box. Ms. Sysak had responded to each item as appropriate.

#### **Discussion of 2011 Holiday Closings**

Mrs. Abed stated that she had asked Ms. Sysak to include this item on the agenda. The Board discussed various options for closing when holidays fall on a weekend or on a Monday. The Board agreed to close the Saturday of Labor Day weekend. In addition, since Independence Day falls on a Monday in 2011, the

Library will close Saturday July 2<sup>nd</sup>. Mrs. Abed stated that the circulation at her Library on Columbus Day was so low that her Board decided to close on Columbus Day next year. Ms. Sysak stated that the Library had 416 items circulate that day. The Board agreed to close on Columbus Day in the future. Mrs. Smith moved, seconded by Mrs. Abed, that starting in 2011, the Library will close on Friday when a holiday falls on Saturday and will close on Monday when a holiday falls on Sunday, following the Federal Holiday schedule, until this policy is changed by a future Board. In addition, the Library will close on Columbus Day, and the Saturday of Labor Day weekend. The current practice will continue for Memorial Day weekend. The motion passed unanimously.

#### **Discussion of Couch for Staff Room**

Ms. Sysak stated that she would like to purchase a three-seat couch for the Staff Room and presented the Board with one that she found at a cost of \$1,115.55. Mrs. Smith suggested checking the inventory at Bob's Furniture and Mr. Carroll suggested checking the State Contract. Mr. Carroll moved, seconded by Mrs. Smith, to authorize the Director/Assistant Director to purchase furniture at a cost not to exceed \$1,500. The motion passed unanimously. Mrs. Hughes stated that perhaps the funds remaining in the Expansion Donation Account (\$1,384) could be used for this purpose. The Board agreed with this recommendation.

#### **Discussion of New Time Clock**

Mrs. Hughes stated that the existing time clock was purchased in 1997 and has served her well but is now having compatibility issues with the general ledger software. She obtained three quotes for a new hand-scan time clock. AccuData provided a quote of \$3,795 plus \$900 in annual maintenance, Prime Pay provided a quote of \$3,514 plus \$605 in annual maintenance, and Management Time Systems (the vendor from whom the current clock was purchased) provided quotes of \$2,970 or \$3,470 depending on the clock selected, plus \$770 in annual maintenance. Management Time Systems will install the clock and provide on-site training. They were also very responsive on the rare occasions when problems arose with the existing clock. Mrs. Hughes stated that she would like to investigate the two clocks submitted by Management Time Systems and requested the Board's approval to purchase one of these clocks. Mr. Villanti moved, seconded by Mrs. Smith, to authorize the purchase of a hand-scan time clock at a cost not to exceed \$3,500 with annual maintenance of \$770. The motion passed unanimously.

#### **Discussion of 11510 Celebration**

Ms. Overton stated that the Kiwanis Club and Chamber of Commerce will be celebrating 11510 day, the day the date coincides with the zip code for Baldwin. Mrs. Smith suggested putting a sign at the Circulation Desk and displaying this on the LED sign and the event screen at Circulation. Ms. Sysak and Ms. Overton thought they might like to have a bookmark prepared announcing the special day and to support Baldwin's local businesses. The Board agreed to let Ms. Overton and Ms. Sysak decide about the bookmark.

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

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

#### **Miscellaneous Items**

Ms. Sysak asked if the Board wanted to continue the practice of performing background checks on potential Children's Room staff. Mr. Villanti stated this should only occur if the person doing them is

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under contract. Mr. Carroll asked Ms. Sysak to check with the Library's insurance agent to see if the Library would have additional liability if checks are done or not and to determine what the policy is about abusing children. Mrs. Smith stated that if background checks are to be done, they should be done on all staff, not just Children's. Mrs. Smith asked Ms. Sysak to check with Mr. Cullen.

Mr. Williams stated that he had business cards printed up when he attended the Legislative Breakfast to give to politicians. He realized that other Trustees had cards as well. All of the Board members, except Mrs. Smith, agreed that it would be appropriate for the Trustees to have business cards and that Mr. Williams should be reimbursed for his purchase. Ms. Sysak will order cards.

**Executive Session**

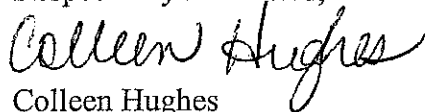
The Board went into Executive Session at 9:27 P.M., on a motion by Mrs. Smith, seconded by Mr. Williams, to discuss selected matters pertaining to particular persons. The motion passed unanimously. The Board came out of Executive Session at 9:42 P.M. on a motion by Mrs. Abed, seconded by Mrs. Smith. The motion passed unanimously. No action was taken in Executive Session.

Mr. Williams noted that members of the Board of Education would like to have a joint meeting with the Library Board. He stated that he had forwarded information to them regarding the Sewage Tax. It was agreed it would be nice to compare approaches.

There being no further business to come before the Board and upon a motion duly made and seconded, the meeting was adjourned at 9:45 P.M.

The next regular meeting of the Board will take place at the Library on Wednesday, November 17, 2010 at 7:00 P.M.

Respectfully Submitted,



Colleen Hughes

Secretary