

**MINUTES
BOARD OF TRUSTEES' MEETING**

September 21, 2011

The following are the minutes of the regular meeting of the Board of Trustees of the Baldwin Public Library on Wednesday, September 21, 2011 at 7:00 P.M.

There were present:	(Members)	Joseph J. Carroll, President Shireen Abed, Vice-President Carl Williams, Secretary Ethell Smith
	(Director)	Catherine Overton
	(Treasurer)	Ross Caplan
	(Guests)	Roseann Delaney (Resident/Staff Member) John Doherty (Resident/Staff Member) Marianne Kobbe (Staff Member) Laura Renna (Resident/Staff Member) Rena Rosenthal (Staff Member)
Absent with prior notice:		Christopher Villanti

Call to Order

There being a quorum present, Mr. Carroll called the meeting to order at 7:01 P.M.

Approval of Minutes of August 17, 2011 Board Meeting

Mr. Carroll asked if the Board members had any comments on the Minutes. No changes were requested. Mr. Williams moved, seconded by Mrs. Smith, to approve the Minutes of the August 17, 2011 meeting, as presented. The motion passed unanimously.

Treasurer's Monthly Report

Mr. Caplan stated that he had nothing to add to his written report.

Financial Review/Approval of Bills

Mr. Caplan read the financial report. Mr. Carroll moved, seconded by Mrs. Smith, to accept the report as read. The motion passed unanimously. Mrs. Abed questioned the payment to Fox Glass. Ms. Overton responded this was for repair of a window in the Young Adult Department which had a hole in it. Mrs. Abed also questioned the purpose of the Team Software purchase which Ms. Overton explained was to provide more secure Internet access on the OPAC's. Mrs. Smith moved, seconded by Mrs. Abed, to approve Schedule of Payments #483 (CDLXXXIII) in the amount of \$517,548.83. The motion passed unanimously. Mrs. Abed noted that the Light, Heat, Water line is currently overspent. Mrs. Hughes commented that this should not be a problem but she will monitor that line in particular.

Director's Monthly Report

Ms. Overton stated that historically the Library purchased calendar bookmarks and calendar magnets. The Board previously decided to discontinue the purchase of the magnets because of the cost. Ms. Overton stated that several requests were made for the magnets at the Chamber of Commerce Picnic.

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Ms. Overton stated that the cost of the magnets is \$535 for 1,000 while the bookmarks cost \$786 for 2,000. The Board agreed that they did not want to spend that much money on either of these giveaways.

Ms. Overton reported that she completed a Victim Impact Statement for the break-in that occurred on July 5th. The only loss was the staffing cost for Mr. Duccilli responding to the alarm. Ms. Overton informed that police that the Board of Trustees wants the intruder prosecuted to the fullest extent of the law.

Ms. Overton stated that a part-time librarian position in Children's will be filled with a substitute librarian from the Reference Department who was on the Librarian I list.

Ms. Overton reported that 32 companies participated in the Job Fair which was attended by approximately 420 patrons. Ms. Overton commented that the number of companies was lower than last year but some companies wanted to return. Several representatives stated that they met people who will be called for interviews.

Ms. Overton stated that the Library received \$7,072 in Local Library Services Aid.

Ms. Overton stated that she investigated the New York State Public Health Law requirements for the Library to have a defibrillator and it seems that there are many. Mr. Carroll stated that until the State provides protection, the Board does not want to move on this. Mrs. Smith asked Ms. Overton to inform Mrs. Baselice of their decision since she raised the issue at the last meeting.

Ms. Overton stated that the Custodial Report had more substance because she asked Mr. Duccilli to provide more detail. Mrs. Abed noted a drop in the Summer Reading Club registration and stated that the West Hempstead librarians visit all of the schools to publicize the Summer Reading program.

Ms. Overton noted that she corrected her UMS results in the prior month report and made sure the correct figures will be in the archival copy of the Director's Report.

Mr. Carroll asked if a cost-benefit analysis was done for the Museum Passes. Ms. Overton stated that whenever a pass comes up for renewal, the usage is evaluated. Mrs. Smith noted that the Museum of Natural History is cancelling their program. Mrs. Smith questioned why the Holocaust Museum was not included in the report. Mrs. Kobbe commented that the pass was only recently received.

Questions and/or Comments from Public

Mr. Carroll asked the audience if there were any questions. Mrs. Delaney stated that she has worked in the Children's Room for ten years and recently received a letter in her paycheck stating that there would be no salary increase. Mr. Carroll responded that CSEA filed with PERB on behalf of the part-time staff. If the Library gave increases, it could be charged with unfair labor practice because wages are subject to negotiations when a union is involved. Ms. Renna stated that she has worked in the Children's Room for seven years and the CSEA lawyer informed the staff that they were entitled to their increases since they are not currently part of a union. Mr. Carroll responded that the Board was advised by their attorney that increases should not be given because it would be unfair since the union proceeding was in place before the increases were authorized. Mrs. Delaney and Ms. Renna left the meeting at 7:40 P.M.

Correspondence

The Board reviewed nine items of correspondence submitted via the Suggestion Box. Ms. Overton had responded to each item as appropriate. Mrs. Abed commented that one of the letters expressed the

inappropriateness of showing Gulliver's Travels as a children's film. The Board agreed the film was appropriate and if a patron is not happy with the film being shown it is up to their discretion to attend. Ms. Overton stated that she had not yet replied to the requested "Jump Rope Group" and was unsure of its appropriateness as a Library program. Mrs. Smith asked her to obtain more information on this. Regarding the suggestion to provide an on-line application for replacement library cards, Mrs. Abed expressed concern that applicants may have moved out of the district. Ms. Overton suggested that perhaps the application could be completed on-line but the patron would be required to show appropriate documentation when they pick up their new card. Mrs. Smith stated that she would agree with however Circulation and Ms. Overton decide to approach this. Mr. Carroll, Mr. Williams, and Mrs. Abed agreed with the procedure Ms. Overton suggested.

Approval of HVAC Service Contract (Expires 9/30/11)

Ms. Overton stated that Quinn & Feiner provided a service contract for the HVAC system that is exactly the same as the current contract, including the same price. Mrs. Smith moved, seconded by Mr. Williams, to approve the service contract with Quinn & Feiner at a cost not to exceed \$12,900 for period from 10/1/11 to 9/30/12. The motion passed unanimously.

Approval of Fund & Minimum Balance Policy (GASB 54)

Mrs. Hughes stated that the Library's Auditor, Mr. Coster, notified the Library that GASB54 requires all government agencies to decide in which order its funds will be spent. It also requires the agencies to establish a minimum balance. Mr. Coster provided a sample policy which Mrs. Hughes used as the basis for the policy she prepared for the Board's review. Mr. Carroll questioned how the Library would be able to set aside four months of disbursements with the implementation of the 2% tax cap. Mrs. Hughes agreed to check with Mr. Coster on this requirement.

Discussion of Roof Maintenance/Repair Proposals

Ms. Overton stated that the second quote she requested was supposed to arrive that day but did not. Ms. Overton stated that she is concerned about ponding on the roof of the old building and the result when it snows. This matter will be tabled until the October meeting when the second quote should be available. Mrs. Smith stated the Wendell Homes does roofing and they should be asked to provide a quote. Mr. Carroll stated that expanding foam should be purchased at Home Depot and installed around the gas line to repair a leak in the periodical room.

Discussion of Tax Cap Webinar

Mr. Carroll stated that he reviewed the information on the State's website about the tax cap. As a result of this change, the Library's preliminary budget will have to be reviewed in December and the final budget approved in February. Mrs. Hughes stated that she and Ms. Overton attended a webinar on the tax cap and that she did a quick estimate of the amount the Library will be allowed to increase the tax levy for the next budget year. Based on the estimate, the increase will be approximately \$99,000. Based on current projections, health insurance costs should increase approximately \$40,000. The Retirement System is projecting an increase of \$30,000 which Mrs. Hughes thinks is low. Of the \$99,000 increase, only about \$30,000 will be left to fund all other areas of the budget.

Discussion of ESL Program

Ms. Overton stated that Mr. D'Accordo investigated the cost of providing an ESL workshop series at the

Library. The instructor agreed to charge \$35 per hour with no charge for preparation. Material costs are expected to be \$500. If the Library requires 20 participants and charges them \$45 each for the 20 hour series (the same fee charged by the School District for this type of program), the overall cost to the Library would be \$300. Mr. Williams questioned why the Library would duplicate a service offered by the School District. Ms. Overton stated that Reference gets frequent requests for this. Mr. Carroll questioned if the program would run with less than 20 students. Mrs. Smith stated that the costs would remain the same regardless of the number of participants so the program should be cancelled if enrollment is not sufficient. The Board agreed to see if the registration is adequate and, if so, to provide the program. Mrs. Smith stated that the sessions should not be held at the same time that the School District offers their program and suggested that Saturday morning might be a good time.

Approval of Premium Technical Services Proposal

Ms. Overton stated that there was water in the electrical room in the basement due to the water table rising because of Tropical Storm Irene. She obtained a quote from Premium Technical Services for chemical grout treatment in that area. The quote was for \$2,250 per day plus materials. Premium Technical cannot predict how long it will take to remedy the problem. Mrs. Smith asked if another contractor could be contacted. Ms. Overton stated that Premium Technical did a good job dealing with the previous basement flooding in March 2010 and she would like to stay with them. She stated that the water problems have been seriously reduced since the grout injection was performed but with the extreme amount of rain, there has been some leakage. Ms. Overton commented that other suggested solutions to resolve the electrical room leaks were to excavate the outside wall or create a shallow pit for a surface pump to drain the water from the electrical room to the old elevator pit. Mrs. Abed stated that she did not think that excavation of the wall was worthwhile because the water could be seeping in from underground. The Board agreed this was a safety issue and the leaks in the electrical room must be remedied. Mrs. Abed moved, seconded by Mrs. Smith, to authorize an initial amount not to exceed \$5,000 per the proposal presented by Premium Technical Services. The motion passed unanimously.

Mr. Caplan left the meeting at 8:40 P.M.

Questions and/or Comments from Public

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

Executive Session

The guests left the meeting at 8:42 P.M. when the Board went into Executive Session on a motion by Mrs. Smith, seconded by Mrs. Abed, to discuss selected matters pertaining to particular persons, selected legal matters pertaining to the Expansion and HVAC projects, and matters pertaining to collective negotiations pursuant to Article 14 of the Civil Service Law. The motion passed unanimously. The Board came out of Executive Session at 10:34 P.M. on a motion by Mrs. Abed, seconded by Mrs. Smith. The motion passed unanimously.

Mrs. Smith moved, seconded by Mrs. Abed, to accept counsel's proposal to issue final payment to Central Air Corp. in the amount of \$43,763, pending receipt of the original final waiver. The motion passed unanimously.

Young Adult Expansion

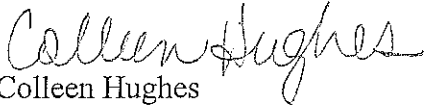
Ms. Overton stated that Ms. Holleufer questioned the cost to demolish the wall in the YA Homework

Center in relation to the amount of space to be gained. Ms. Holleufer does not want to pursue this option, at least until the Library knows how it will use the space, including furnishings. Ms. Holleufer suggested installing a larger window so that the room could be better supervised. The Board members walked over to the Young Adult area to consider options for expanding the space. Mrs. Smith stated that the Young Adult Homework Center wall should be removed. Mr. Carroll commented that he did not care if there was a retractable wall or no wall at all. Mrs. Abed stated that the area should have a flat screen television. Mrs. Smith asked that Ms. Holleufer think about the options for gaining space in the area. Ms. Overton stated that Ms. Holleufer expressed concern about keeping the Homework Center separate and quiet. Mr. Carroll commented that the teens would be able to study even if there is noise in the area.

There being no further business to come before the Board and upon a motion duly made and seconded, the meeting was adjourned at 11:21 P.M.

The next regular meeting of the Board will take place at the Library on Wednesday, October 19, 2011 at 7:00 P.M.

Respectfully Submitted,


Colleen Hughes
Recording Secretary