

**MASSAPEQUA PUBLIC LIBRARY
MINUTES
REGULAR MONTHLY MEETING
OCTOBER 12, 2011**

The regular monthly meeting of the Library Board of Trustees was held on Wednesday, October 12, 2011, at 7:45 p.m., in the Bar Harbour building.

Present: Rosemary Gensler, Chairman
 Catherine R. Reilly, Vice Chairman
 Anthony J. Demasco, Treasurer
 Gail K. Kubit, Secretary
 John H. Laibach, Trustee
 Patricia Page, Director
 Maris Job, Assistant Director
 Linda Masella, Principal Account Clerk
 Jody Brower, Secretary to the Director

Mrs. Gensler called the meeting to order at 7:45 p.m. and opened with the Pledge of Allegiance to the Flag.

Mrs. Gensler thanked the Board for its efforts in selecting the new Director, Janis Schoen, and thanked Mrs. Page for her years of service to the Library. Mrs. Gensler told Mrs. Page that she was welcome to attend the November Board meeting and any future Board meetings.

After consideration, on motion by Mr. Demasco, seconded by Mr. Laibach, and carried, Board Meeting Minutes dated September 12, 2011, were approved with changes.

After consideration, on motion by Mrs. Gensler, seconded by Mr. Demasco, and carried, Monthly Treasurer's Report, dated September 30, 2011, balance \$559,088.33, was approved.

After consideration, on motion by Mrs. Gensler, seconded by Mrs. Kubit, and carried, Monthly Financial Report dated September 30, 2011, was approved.

After consideration, on motion by Mrs. Gensler, seconded by Ms. Reilly, and carried, Voucher No. 2190, dated September 7, 2011, \$20,763.37 (check nos. 26180-26224), signed by Mrs. Kubit, was approved.

After consideration, on motion by Mrs. Gensler, seconded by Mr. Laibach, and

carried, Supplement No. 1 to Voucher No. 2191, dated September 8, 2011, \$4,807.50 (check no. 26225), signed by Mrs. Kubit, was approved.

After consideration, on motion by Mr. Demasco, seconded by Mrs. Kubit, and carried, Supplement No. 1 to Voucher No. 2190, dated September 14, 2011, \$70,064.36 (check nos. 26226-26251), signed by Mrs. Gensler, was approved.

After consideration, on motion by Mrs. Kubit, seconded by Mrs. Gensler, and carried, Supplement No. 2 to Voucher No. 2190, dated September 21, 2011, \$24,466.19 (check nos. 26252-26283), signed by Ms. Reilly, was approved.

After consideration, on motion by Mrs. Kubit, seconded by Mr. Laibach, and carried, Supplement No.1 to Voucher No. 2192, dated September 23, 2011, \$6,716.87 (check nos. 26284-26286), signed by Ms. Reilly, was approved.

Payroll Voucher No. 2191, dated September 15, 2011, \$120,862.38, wire transfer, signed by Mrs. Kubit, was reviewed.

Payroll Voucher No. 2192, dated September 30, 2011, \$122,952.24, wire transfer, signed by Ms. Reilly, was reviewed.

Director's Report

The Director's Report covering Communications, Buildings and Grounds, Materials and Services, Old Business, New Business, Staff Report dated August, 2011 and Circulation Reports dated August, 2011 and September, 2011, were reviewed. Copies are attached to these minutes.

I. Communications

A) The matter of the content on the video display screens was tabled pending Ms. Schoen's arrival.

B) The Library uses part of the annual book budget to purchase additional e-books that circulate through Nassau Library Systems Digital Doorway because more patrons are using the service. Mrs. Kubit asked how much of the Library book budget was used to purchase e-books and suggested that a separate line item be created in the budget for this material. Linda Masella confirmed that this has been done.

C) The Board reviewed the latest proposal from NLS for the Library's contribution to their support. There was discussion among the Board regarding the proposed increase in the cost to support Nassau Library System over the next three years and what

alternatives both the Library and Nassau System have if the proposal is rejected. Following the discussion, Ms. Reilly made a motion, seconded by Mrs. Gensler, and carried, to reject the Proposal presented by Nassau Library Systems.

Following the results of the vote, the Board asked Mrs. Page to find out which libraries voted no on the Proposal.

D) The Board received a copy of a statement in the Great Neck Record about a proposed renovation of the Great Neck Library.

E) A copy of a letter of appreciation from a Boy Scout who used the Library for an Eagle Scout project was given to the Board.

II. Buildings and Grounds

A) Mrs. Page advised the Board that the distributor of the damaged video screen at Bar Harbour will be replacing it. The Board asked Mrs. Job to make sure that the wiring for the video screen at Central Avenue be done right away so the screen can be immediately installed upon receipt.

B) The Board was advised that patrons can now download e-books to the Kindle from the Library website through Overdrive.

C) The painting of the railing on the handicapped ramp at Bar Harbour has been completed. Several Board members stated that the railing looks better than new.

III. Materials and Services

A) As per the Board's direction, Connie Smith and Germaine Booth are working on updating the materials and décor in the Children's Rooms in both buildings. The Board would like them to submit their proposals to Ms. Schoen upon her arrival.

IV. Old Business

A) Peter Cirona is working with the art teacher at the High School to promote our new library logo contest. The Board asked Mrs. Page to confirm that Mr. Cirona was working with the Director of the Art Department, not an individual Art teacher. The Board also asked for a status report on the project.

IV. New Business

A) Mrs. Page informed the Board that Connie Smith will be doing a toddler story time in January, February and March for children aged 18 months.

B) Mrs. Page advised that the Library had received a red light ticket on the Central Avenue van. She asked the Board whether the Library or the Custodian should pay for the ticket. After discussion, the Board concluded that the Library will pay for this ticket, but that the Custodian is to be advised that he will be personally responsible for any future tickets he may receive. Further, the Board wants the Library Policy Manual updated to reflect this new policy.

C) A question arose regarding the methodology of computing the part of the insurance premium that the employee is responsible for in the new policy for employee insurance contributions. The Board clarified that an employee selecting single coverage must pay 10% of the premium. Regarding an employee selecting family coverage, the Library will pay the 90% of single coverage and the employee will pay the 10% of the individual premium and 50% of the family premium. (Example: if the individual premium is \$100 and the family is \$500, the employee pays \$10 for individual coverage and an additional \$200 for family coverage - total premium paid by the employee is \$210.) Such payments should be made as pre-tax dollars.

D) Mrs. Gensler advised that she will contact Carolyn James at the Massapequa Post to do an article on the Library's new Director, Janis Schoen. She will ask Ms. James to contact Ms. Schoen after November 15th regarding the interview. Mrs. Gensler will also ask Ms. James if she would like to attend Mrs. Page's Retirement Party.

The Board would like to have two "Meet the Director" events on two Sundays in November, one in each building. This would give patrons the opportunity to come and meet the new Director. The Board asked that a Press Release be prepared and sent out for publication and an e-mail blast be sent to patrons announcing the new Director and the events. Jody Brower was asked to draft a Press Release and send it to the Board for review.

On motion by Mrs. Gensler, seconded by Mrs. Kubit, and carried, the meeting was adjourned to Executive Session at 8:30 pm.

The public meeting was reconvened at 9 p.m. The Board discussed the need for all e-mail addresses used by Library personnel to do their jobs be "massapequalibrary.org" addresses. Mrs. Gensler will speak with Mrs. Page about making this change and issuing the e-mail address list to the Board.

There being no further action to take, on motion by Mr. Demasco, seconded by Mr. Laibach, and carried, the meeting was adjourned at 9 p.m.

The next Board of Trustees Regular Monthly Meeting Meeting will be held on Monday, November 14, 2011 at 7:45 p.m. at the Bar Harbour Library.

Rosemary Gensler, Chairman

Gail K. Kubit, Secretary