

**MASSAPEQUA PUBLIC LIBRARY  
MINUTES  
REGULAR MONTHLY MEETING  
NOVEMBER 14, 2011**

The regular monthly meeting of the Library Board of Trustees was held on Monday, November 14, 2011, at 7:45 p.m., in the Bar Harbour building.

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

Also Present:     Tony Santabarbara, CPA  
                  Philippe Remean, Salerno Brokerage Corp.

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

Mr. Demasco informed the Board that he has put his house up for sale and will be moving out of the area sometime within the next six months. Given this decision, he will be required to step down as Trustee upon selling his home. He introduced his neighbor, Mr. Anthony Santabarbara, who is also a CPA, and has expressed an interest in joining the Library Board. Mr. Demasco explained that he invited Mr. Santabarbara to attend the Board Meeting to get a sense of what the Trustees' responsibilities are and to see the Board in this setting. Mr. Santabarbara was given a copy of the Board package and observed the meeting.

The Board introduced themselves to Mr. Remean and welcomed him to the meeting. Ms. Reilly asked Mr. Remean if there was a specific reason he was attending the meeting. Mr. Remean advised that he represented Salerno Brokerage Corp., an insurance broker that represents various Towns, Villages and Libraries on Long Island, including the Village of Massapequa Park, with respect to insurance. He came to drop off some references and offered Salerno Brokerage Corp. services to the Library. He asked if his company could be put on the list of bidders for the Library's insurance. Ms. Reilly informed Mr. Remean that his first contact should be with Ms. Schoen and suggested he call and make an appointment to discuss this matter. Mr. Remean left the meeting at 7:55 p.m.

After consideration, on motion by Ms. Reilly, seconded by Mr. Demasco, and carried,

Board Meeting Minutes dated October 12, 2011, were approved with changes.

After consideration, on motion by Mr. Demasco, seconded by Mrs. Gensler, and carried, Monthly Treasurer's Report, dated October 30, 2011, balance \$612,684.42, was approved.

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

After consideration, on motion by Mrs. Kubit, seconded by Mr. Demasco, and carried, Voucher No. 2193, dated September 30, 2011, \$32,410.39 (check nos. 26287-26307), signed by Mr. Laibach, was approved.

After consideration, on motion by Mrs. Gensler, seconded by Mr. Demasco, and carried, Voucher No. 2194, dated October 5, 2011, \$15,915.94 (check nos. 26308-26331), signed by Mr. Laibach, was approved.

After consideration, on motion by Mrs. Kubit, seconded by Mrs. Gensler, and carried, Supplement No. 1 to Voucher No. 2195, dated October 6, 2011, \$4,702.50 (check no. 26332), signed by Mr. Laibach, was approved.

After consideration, on motion by Ms. Reilly, seconded by Mr. Demasco, and carried Supplement No. 1 to Voucher No. 2194, dated October 7, 2011, \$271,843.75 (check no. 26333), signed by Mrs. Kubit, was approved.

After consideration, on motion by Mrs. Kubit, seconded by Mrs. Gensler, and carried, Supplement No. 2 to Voucher No. 2194, dated October 12, 2011, \$55,618.93 (check nos. 26334-26373), signed by Ms. Reilly, was approved.

After consideration, on motion by Mrs. Gensler, seconded by Mr. Demasco, and carried, Supplement No. 3 to Voucher No. 2194, dated October 19, 2011, \$52,984.27 (check nos. 26374-26402), signed by Mr. Laibach, was approved.

After consideration, on motion by Ms. Reilly, seconded by Mrs. Gensler, and carried, Supplement No. 1 to Voucher No. 2196, dated October 25, 2011, \$4,702.50 (check no. 26403), signed by Mrs. Kubit, was approved.

After consideration, on motion by Ms. Reilly, seconded by Mrs. Gensler, and carried, Voucher No. 2197, dated October 31, 2011, \$28,464.60 (check nos. 26404-26435), signed by Mrs. Kubit, was approved.

Payroll Voucher No. 2195, dated October 15, 2011, \$125,201.98, wire transfer, signed by Mrs. Kubit, was reviewed.

Payroll Voucher No. 2196, dated October 31, 2011, \$158,419.10, wire transfer, signed by , was reviewed.

### **Director's Report**

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

#### **I. Personnel**

A) Nothing to report at this time.

#### **II. Communications**

A) Mrs. Kubit informed the Board that she joined Ms. Schoen during the "Meet the Director" event on November 13<sup>th</sup> at the Bar Harbour building. She and Ms. Schoen were in the foyer and got to meet a lot of people. Jeanne Dundon helped with bows and balloons. Ms. Schoen brought flowers and cookies. They both believe that the patrons really appreciated and enjoyed this opportunity. All the patrons said they loved the Library, there was one positive comment after another. Mrs. Kubit wanted Mrs. Gensler to know that one patron asked why the Library couldn't put in a coffee machine. Mrs. Gensler said she would contact Carolyn James from the Massapequa Post again to ask to have someone cover the next "Meet the Director" event scheduled at the Central Avenue building on Sunday, November 27<sup>th</sup>.

B) Ms. Schoen informed that Board that she will be holding a monthly Supervisors Meeting to exchange ideas with the goal being better service to the community. The meeting location will alternate between the buildings.

C) The Board reviewed the D&O and Employment Practices Liability Insurance proposals. Mrs. Job noted that the address for the Bar Harbour building is incorrect and needs to be changed. Mrs. Masella will call and have it corrected.

Mrs. Kubit would like to receive the policy a month before it is due so the Board can review it and get competitive bids. Ms. Reilly advised that it is the broker, John Iovino's job to go out to the market for bids. Mrs. Kubit commented that there was no way to know if he did for these policies and said that was unacceptable. The Board agreed and asked Ms. Schoen to have a conversation with Mr. Iovino about getting competitive bids for all Library policies and discussing them with her so she can submit the options to the Board a month in advance of the policy renewal dates.

D) Ms. Schoen recommended that the dummy video cameras should be removed

from both buildings. The Board agreed

E) Ms. Schoen raised the issue of providing bottled water in both buildings. Mrs. Kubit asked if the Library could provide purified water to the staff instead of standard “bottled” water, which is from a spring but not purified. Mrs. Kubit feels that since there is a high occurrence of breast cancer on Long Island, purified water is a better option. She will provide the information on a less expensive system that purifies your own water. There would be in initial investment of two water coolers - one for each building.

F) Ms. Schoen recommended that the Library, for safety reasons, eliminate the use of “real” wreaths within the Buildings. “Real” wreaths would still be used in any outside setting. She told the Board that she had checked with the Custodians who assured her there would be no problem storing artificial holiday wreaths. The Board agreed, but requested that she get good quality artificial wreaths and suggested websites such as Frontgate.

G) Ms. Schoen advised that she has been attending Library programs and introducing herself to the patrons. She noticed that the Library programs are very well attended. She asked if the Board would agree to the purchase of additional stacking chairs for the Meeting Room. The Board advised Ms. Schoen that she could make the purchase. Ms. Reilly will e-mail some information regarding some chairs her company uses. Mrs. Kubit asked that the Library dispose of the worn black metal chairs in the Children’s Room.

### **III. Building & Grounds**

A) Ms. Schoen advised that the Bar Harbour parking lot is in need of a new drain for the run-off of rain water. Some of the rain is pooling near the exit from the parking area onto the sidewalk which can create a dangerous icy situation in the winter months. Chris Drury advised that Mr. Parking Lot, the company whose estimate was accepted, won’t be able to do the job for three or four weeks, which would bring us into December and possibly cold and snowy weather. The Board asked Ms. Schoen to call C&S, who did the work on the Central Avenue patio and the company who did the pavers at Bar Harbour, and get a price to repair/repave/reline the Bar Harbour parking lot. Also, Mr. Parking Lot should be called and advised that if he can’t do the work soon the Library will go elsewhere to have the work done.

### **IV. Materials and Services**

No report at this time.

### **V. Public Relations**

A) The Board reviewed the Library logo contest submissions. A decision was tabled until Mrs. Gensler could be provided with copies of the submissions.

**VI. Old Business**

A) Mrs. Kubit asked if the Central Avenue monitor has been installed. Ms. Schoen advised that it had been delivered today, and it will be delivered and installed at Central Avenue tomorrow.

**VII. New Business**

A) Ms. Schoen would like to purchase a door for her office. She has received an estimate of approximately \$1,600. After consideration, on motion by Mrs. Kubit, seconded by Mr. Demasco, and carried, the Board approved the purchase of a door for the Director's office at an approximate cost of \$1,600.

B) Ms. Schoen informed that Board that an 84 year old patron fell in the Bar Harbour foyer. She was injured and was bleeding. 911 was called and the patron was transported to North Shore Plainview Hospital. Her family was notified. Ms. Schoen notified her family and will follow up with the patron to see how she is doing.

C) Ms. Schoen asked if she could sell the unused microfilm cabinets currently being stored in both buildings. After consideration, on motion by Mrs. Gensler, seconded by Mrs. Kubit, and carried, the Board approved the sale of the unused microfilm cabinets.

D) Ms. Schoen advised the Board that she has received an invitation from the Friends of the East Meadow Library to attend a meeting. She would like to attend with a Board member to see how a group is set up and what they do for the Library. Ms. Reilly and Mrs. Kubit said they would be available to attend.

E) Ms. Schoen read a letter to the Board that she received from Karl Kampe, Director of the Nassau County Civil Service Commission, acknowledging her appointment as Director of the Library.

D) Mrs. Booth wants to replace the Central Avenue Children's Room chairs with the same chairs. The Board said no, they would like the chairs updated. Mrs. Gensler will send Ms. Schoen photos of the chairs she is interested in. Ms. Schoen would like to take the Children's Librarians to other libraries. The Board agreed with this idea.

E) Mr. Laibach believes the two pin oak trees located behind the Central Avenue building are contributing to the roof problems. He will try to find out who owns the building behind the Library and ask if we can remove the trees.

F) Mrs. Kubit is interested in getting a self service fax machine for each building. This will take the fax responsibility for doing faxes away from the Circulation Desk staff and put it in the hands of the public. The Board would like Mrs. Masella to let them know how

much the Library collects in faxes. They would also like Ms. Schoen to look into this matter.

G) Mrs. Kubit brought up a recent article in Newsday about National Gaming Day that was held on November 12<sup>th</sup> at libraries throughout the country. 20,000 libraries across America participated as well as 10 libraries on Long Island. She would like us to participate next year.

On motion by Ms. Reilly, seconded by Mrs. Kubit, and carried, the meeting was adjourned to Executive Session at 8:50 pm.

The public meeting was reconvened at 9:55 p.m. No further action was taken in Executive Session. On motion by Ms. Reilly, seconded by Mr. Laibach, and carried, the meeting was adjourned at 9:55 p.m.

The next Board of Trustees Regular Monthly Meeting Meeting will be held on Monday, December 12, 2011 at 7:45 p.m. at the Bar Harbour Library.

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Rosemary Gensler, Chairman

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Gail K. Kubit, Secretary