

**MASSAPEQUA PUBLIC LIBRARY
MINUTES
REGULAR MONTHLY MEETING
APRIL 11, 2011**

The regular monthly meeting of the Library Board of Trustees was held on Monday, April 11, 2011, at 7:45 p.m., in the Bar Harbour building.

Present: Rosemary Gensler, Chairman
 Catherine R. Reilly, Vice Chairman
 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

Absent: Anthony J. Demasco, Treasurer (with notice)

Also Present: Elaine Cummings-Young, CA Reference Librarian
 Joseph Famiglietti, Massapequa Patch.com

Mrs. Gensler called the meeting to order at 7:55 p.m., and opened it with the Pledge of Allegiance to the Flag.

Approval of the Board Meeting Minutes dated March 7, 2011, was tabled for the May meeting.

After consideration, on motion by Mrs. Gensler, seconded by Mrs. Kubit, and carried, the Monthly Treasurer's Report, dated March 31, 2011, balance \$528,225.90, was approved.

After consideration, on motion by Ms. Reilly, seconded by Mrs. Gensler, and carried, the Monthly Financial Report dated March 31, 2011, was approved.

After consideration, on motion by Ms. Reilly, seconded by Mr. Laibach, and carried, Voucher No. 2165, dated February 28, 2011, \$26,517.43 (check nos. 25405-25426), signed by Mrs. Kubit, was approved.

After consideration, on motion by Mrs. Kubit, seconded by Mrs. Gensler, and carried, Voucher No. 2166, dated March 9, 2011, \$38,408.72 (check nos. 25427-25481), signed by Mr. Laibach, was approved.

After consideration, on motion by Mrs. Kubit, seconded by Ms. Reilly, and carried, Supplement No 1 to Voucher No. 2167, dated March 10, 2011 (check no. 25482), signed by Mr. Laibach, was approved.

After consideration, on motion by Ms. Reilly, seconded by Mr. Laibach, and carried, Supplement No. 1 to Voucher No. 2166, dated March 16, 2011 (check nos. 25483-25499), signed by Mrs. Kubit, was approved.

After consideration, on motion by Mrs. Gensler, seconded by Ms. Reilly, and carried, Supplement No. 2 to Voucher No. 2166, dated March 23, 2011 (check nos. 25500-25532), 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. 2168, dated March 25, 2011 (check nos. 25533-25535), signed by Mr. Laibach, was approved.

Payroll Voucher No. 2167, dated March 15, 2011, \$117,234.30, wire transfer, signed by Mr. Laibach, was reviewed.

Payroll Voucher No. 2168, dated March 31, 2011, \$118,184.52, wire transfer, signed by Mrs. Kubit, was reviewed.

Director's Report

The Director's Report covering Communications, Buildings and Grounds, Old Business, Staff Report dated March, 2011 and Circulation Reports dated February and March, 2011 were reviewed. Copies are attached to these minutes.

I. Communications

A) The Board reviewed the letter and article written by Dr. Cynthia Paulis.

B) Mrs. Page advised the Board that Jackie Thresher is planning an Area 4 Trustees meeting on either May 25th, June 15th or June 16th. Mrs Gensler advised that she is not available any of these dates and she will not be at the June Board meeting; Ms. Reilly, Mrs. Kubit and Mr. Laibach are available May 25th; Mrs. Kubit and Mr. Laibach are also available June 16th. Mrs. Page will see what dates Mr. Demasco is available and pass the information on to Jackie Thresher.

C) The Board wants to create an Art Exhibit Policy. The discussion included considering the appointment of a Committee that would consist of 2 local artists, 1 Reference Librarian from Central Avenue, 1 Reference Librarian from Bar Harbor and the Director.

Jody Brower was able to recommend two local artists that select some of the current art displayed in the Library and she will contact them to see if they might be interested in being on the Committee.

Further, the Board asked to see photos of all of the artwork that will be displayed for the rest of 2011 and for any artist that is already scheduled for 2012.

The Board asked Mrs. Page and Mrs. Job to review the Freeport Art Exhibit Policy and submit a proposed policy for Massapequa at the May meeting.

D) Last month there was a question about patron stats—where does the Library get them from and what do they actually mean. The stats come from ALIS. Total registered patrons is the figure as of the month indicated (its's a quarterly report). Active patrons counts the number of patrons using the system - checking in or out, placing holds, accessing their account - within that month. Patrons are counted only once during the month. Patrons with e-mail, counts the patrons who are on our e-mail list that is used for e-mail blasts.

E) The Trustees reviewed the proposed 2011/2012 Budget. After a full discussion, Mrs. Gensler moved the approval of a budget of \$5,671,750.00, which when reduced by the application of estimated income from fines, other income, unexpended funds and revenues of \$374,750.00, requires \$5,297,000 to be raised from taxes. The projected tax rate increase is estimated to be 1.96%. Ms. Reilly seconded the motion for approval and the motion carried unanimously.

II. Buildings and Grounds

A) Ms. Reilly will e-mail manufacturer information for portable air conditioners for use in the Media and Senior Connections rooms at Central Avenue to Mrs. Page.

B) Mrs. Page spoke to the painter regarding the Bar Harbor railings. The painter advised that he will strip the railings, not just sand them down. He will fax an estimate.

III. Old Business

A) The Board would like Mrs. Page to contact the High School Art Department to see if they are interested in having their students participate in a contest to submit graphics for the new key fob library cards. Submissions would be made with numbers for the May meeting. Mrs. Page will provide the school with the size and layout of the new card - 1 card and 1 key tag; card will be same size as current Library card. Also, school should be told that the Library would like to retire the Indian Chief and use something more modern and colorful. The winner will receive a \$100 gift certificate.

Mrs. Page should also ask if there is a student at the High School that might be interested in revamping the video screen displays and incorporating color and animation.

B) Carol Santillo is working on obtaining computer lease pricing for 3 and 4 years. Ms. Kubit asked if Carol Santillo will be getting a computer for the Trailer Room.

C) Mrs. Page advised the Board that Farmingdale Library has received construction grants and they do not have a grant writer on staff. The Board would like Mrs. Page to find out if any libraries in Nassau County have a grant writer on staff. The Board would like to explore hiring a grant writer for the Library.

D) E-books and audio books have been given a separate line on the monthly Circulation Report.

IV. New Business

A) The Board reviewed the Budget flyer. Changes were made to the current text. Statistics will be added to the flyer regarding use of services. Once the changes have been made, the flyer should be submitted to the Board for review.

B) Mrs. Gensler would like to discuss Friends of the Library and would like the topic added to the May Agenda. Mrs. Page was asked to speak with other libraries that have Friends and volunteers. Mrs. Page was also asked to speak to the Library attorney regarding a form that indemnifies the Library that can be signed by any volunteer.

C) Next year, the Board would like to see some sort of participation by the Library for Nation Library Week - perhaps giving a book to each child and teen that comes into the Library. Mrs. Kubit also reminded Mrs. Page she had asked that a calender for events like this be created for the Board so the Library does not fail to participate.

D) Ms. Reilly would like to change Trustee Day to May 9th. All of the Trustees present were available that day. Mrs. Page will see if Mr. Demasco is available.

The Board would like to have breakfast at Central Avenue and coffee at Bar Harbour. They will go to each Department to be introduced to the staff by the Department Supervisor. The Supervisor should give the Board an overview of their Department.

E) The Board would like to see a proposal to put a flat screen behind the Circulation Desks in each of the Children's Rooms.

After consideration, on motion by Ms. Reilly, seconded by Mrs. Gensler, and carried, the meeting was adjourned at 9:10 p.m.

The next Board of Trustees Regular Monthly Meeting and Budget Hearing will be held on Monday, May 9, 2011 at 7:45 p.m. at the BH Library.

Rosemary Gensler, Chairman

Gail Kubit, Secretary