

**MASSAPEQUA PUBLIC LIBRARY
MINUTES
ANNUAL REORGANIZATION MEETING AND
REGULAR MONTHLY MEETING
AUGUST 12, 2010**

The Annual Reorganization Meeting of the Massapequa Public Library Board of Trustees was held on Thursday, August 12, 2010, at 7:45 p.m., in the Bar Harbour building.

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

Absent: Catherine R. Reilly, Vice Chairman (with notice)
 Maris Job, Assistant Director (with notice)

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

Election of Officers of the Board of Trustees

Mrs. Gensler asked the Director, Mrs. Patricia Page, to chair the meeting until the slate of officers was elected. Mrs. Page presiding, stated that nominations were now in order for the slate of officers for 2010-2011, for Chairman, Vice Chairman, Treasurer, and Secretary to the Board.

Mrs. Gensler nominated the following slate of officers, which nominations were seconded by Mr. Demasco. There being no other nominations, such were put to a vote, and carried unanimously. The vote being unanimous, Mrs. Page declared the slate of officers to be duly elected:

Rosemary Gensler, Chairman
Catherine R. Reilly, Vice Chairman
Anthony J. Demasco, Treasurer
Gail K. Kubit, Secretary

At this time, the election having been concluded, Mrs. Gensler, presided over the balance of the meeting.

Mrs. Gensler stated that appointment of Committee Chairmen for the Standing Committees for the period July 1, 2010 - June 30, 2011, were in order.

The following chairmen and committee members were appointed for this fiscal year:

Budget	Anthony J. Demasco, Chairman
Buildings and Maintenance	John H. Laibach, Chairman
Personnel	Catherine R. Reilly, Chairman
Planning	Rosemary Gensler, Chairman
Public Relations	Gail K. Kubit, Chairman

Mrs. Gensler, as Chairman of the Library Board of Trustees, is a member of all committees.

After consideration, on motion by Mr. Laibach, seconded by Mr. Demasco, and carried, Board Meeting Minutes June 16, 2010, was approved with changes.

After consideration, on motion by Mr. Demasco, seconded by Mrs. Gensler, and carried, Monthly Treasurer's Report, dated June 30, 2010, balance \$433,320.88, was approved.

After consideration, on motion by Mrs. Gensler, seconded by Mrs. Kubit, and carried, Monthly Financial Report dated June 30, 2010, was approved.

After consideration, on motion by Mrs. Gensler, seconded by Mr. Laibach, and carried, Monthly Treasurer's Report, dated July 31, 2010, balance \$500,935.14, was approved.

After consideration, on motion by Mrs. Gensler, seconded by Mr. Demasco, and carried, Monthly Financial Report dated July 31, 2010, was approved.

After consideration, on motion by Mrs. Kubit, seconded by Mrs. Gensler, and carried, Supplement No. 1 to Voucher No. 2130, dated June 17, 2010, \$85,784.87 (check nos. 24415 - 24438), signed by Mr. Laibach, was approved.

After consideration, on motion by Mr. Laibach, seconded by Mr. Demasco, and carried, Supplement No. 2 to Voucher No. 2130, dated June 23, 2010, \$35,788.21 (check nos. 24439 - 24462), signed by Mrs. Gensler, was approved.

After consideration, on motion by Mr. Demasco, seconded by Mr. Laibach, and carried, Supplement No. 1 to Voucher No. 2132, dated June 24, 2010, \$6,951.25 (check nos. 24463 - 24465), signed by Mrs. Gensler, was approved.

After consideration, on motion by Mrs. Gensler, seconded by Mr. Demasco, and carried, Supplement No. 3 to Voucher No. 2130, dated June 29, 2010, \$16,826.63 (check nos. 24466 - 24482), signed by Mrs. Kubit, was approved.

After consideration, on motion by Mrs. Kubit, seconded by Mr. Laibach, and carried, Voucher No. 2133, dated June 30, 2010, \$30,038.66 (check nos. 24483 - 24500), signed by Mrs. Gensler, was approved.

After consideration, on motion by Mr. Demasco, seconded by Mr. Laibach, and carried, Voucher No. 2134, dated July 12, 2010, \$108,121.82 (check nos. 24501 - 24537), signed by Ms. Reilly, was approved.

After consideration, on motion by Mrs. Gensler, seconded Mr. Laibach, and carried, Supplement No. 1 to Voucher No. 2135, dated July 14, 2010, \$4,852.50 (check no. 24538), signed by Ms. Reilly, was approved.

After consideration, on motion by Mrs. Gensler, seconded by Mr. Demasco, and carried, Supplement No. 1 to Voucher No. 2134, dated July 21, 2010, \$42,117.98 (check nos. 24539 - 24561), signed by Mr. Laibach, was approved.

After consideration, on motion by Mr. Demasco, seconded by Mrs. Gensler, and carried, Supplement No. 1 to Voucher No. 2136, dated July 26, 2010, \$4,852.50 (check no. 24562), signed by Mr. Laibach, was approved.

After consideration, on motion by Mr. Demasco, seconded by Mrs. Gensler, and carried, Supplement No. 2 to Voucher No. 2134, dated July 27, 2010, \$4,019.00 (check nos. 24563-24575), signed by Mrs. Kubit, was approved.

After consideration, on motion by Mrs. Gensler, seconded by Mr. Laibach, and carried, Voucher No. 2137, dated July 30, 2010, \$28,359.59 (check nos. 24576-24604), signed by Mrs. Kubit, was approved.

Payroll Voucher No. 2131, dated June 15, 2010, \$118,306.81, wire transfer, signed by Ms. Reilly, was reviewed.

Payroll Voucher No. 2132, dated June 30, 2010, \$114,810.35, wire transfer, signed by Mrs. Gensler, was reviewed.

Payroll Voucher No. 2135, dated July 15, 2010, \$117,534.84, wire transfer, signed by Ms. Reilly, was reviewed.

Payroll Voucher No. 2136, dated July 31, 2010, \$115,521.28, wire transfer, signed by Mr. Laibach, was reviewed.

Director's Report

The Director's Report covering Communications, Personnel, Buildings and Grounds, Materials and Services, Public Relations, and Staff Reports dated June, 2010 and July, 2010 and Circulation Reports dated June, 2010 and July, 2010, were reviewed. Copies are attached to these minutes.

I. Communications

A) The Library hasn't made any progress on redoing the video display, due mostly to a lack of creativity on our part. Peter Cirona will ask the Teen Advisory Board for ideas at their next meeting and hopefully find someone there who will take pictures at YA functions. When school opens, the Library will approach the proper department and try to get some help there. The Library's attorneys have prepared a release form for people to sign when they are in a photo.

Mrs. Gensler asked Mrs. Page to find out if any other Libraries have a video display, and if they do, who keeps it current for them.

B) ALIS will forward us the fines they collect through e-commerce on a quarterly basis. There is no charge to the Library, ALIS is absorbing the charge.

C) Included here is a copy of a memo from NLS about the candidate for our area representative on the NLS Board.

D) Mrs. Page sent David Desmond the Meeting Room Policy in connection with the challenges to some libraries over religious groups using the facilities. He said the current policy is acceptable. As a point of note - no library in New York has been challenged yet.

E) The New York State Comptroller's Office raised the bid threshold for purchasing from \$20,000 to \$30,000. Jackie Thresher from NLS advised all libraries to put a Procurement Policy in place. The Library does not have a Procurement Policy. Mrs. Page contacted David Desmond with the Library's attorneys and he sent a sample. Mrs. Page is currently reviewing the policy hopes to report to the Board on it by the next Board Meeting.

Mrs. Kubit asked if Jackie Thresher had offered any sample Procurement Policies. Mrs. Page stated that Ms. Thresher did not, but that the sample Mr. Desmond had supplied was from a library. Mrs. Page will communicate with Jackie Thresher to see if she has any samples. Mrs. Page will also ask other libraries if they have a Procurement Policy.

F) As of August 1st, there are 5,671 e-mail addresses in the ALIS system. This figure is different than the list used for the Library e-mail blasts. It seems to be increasing at about 200 a month.

Carol Santillo will be putting the e-mail figures relative to the e-mail blasts on the Circulation Report.

G) Carol Santillo put the figures on the Circulation Report relative to how many library cards have been issued and how many are active.

II. Personnel

A) Freddie Squicciarini and Marge Garrett of the Technical Services Department will both be out on sick leave for a long time. Jenny Hawthorne has stepped in to help out in the Department and things are working well.

The Board asked that employees out on extended paid and unpaid sick leave be added to the Monthly Staff Report.

B) After consideration, on motion by Mrs. Gensler, seconded by Mr. Laibach, and carried the Board adopted the Retirement Incentive offered by New York State. Employees wishing to avail themselves of the incentive must file within 90 days.

III. Building and Grounds

A) The Library is having a problem at Central Avenue with some homeless people sleeping in the lot between the patio and the house behind our building. Andy Ernst has called the police on a couple of occasions and has asked "nappers" to leave the Library. Staff will continue to monitor the situation.

B) The Bar Harbour parking lot resealing is not eligible for grant funds from the State, as it is not considered “construction”.

C) After consideration, on motion by Mrs. Kubit, seconded by Mrs. Gensler, and carried, the Board approved the purchase of 3 double carrels and 6 chairs for Bar Harbour at a price of \$2,638.44, with shipping, from Highsmith.

D) The lounge chairs at Central Avenue are in poor condition. Mrs. Page is trying to find the vendor of the lounge chairs at Bar Harbour, since they held up very well and are comfortable. Carol Bentel is helping with this matter.

IV. Materials and Services

A) YA programs were a big success this summer; there were 78 people signed up for book buddies, 75 for the reading club, and 36 for the window painting at Central Avenue.

Mrs. Kubit saw the teens painting the windows at Central Avenue and was very impressed with the manner in which Peter Cirona ran the program. The kids involved were really enjoying themselves.

V. Public Relations

A) When patrons ask why the Library is no longer supplying library card sleeves and plastic bags, the Board directed that the staff explain that it is part of the Library’s effort to go “green”, the Library will not be supplying these items anymore.

The Board asked that the next Newsletter contain an article explaining this.

B) Some members of the Board objected to giving certificates for McDonald’s and Panera in the “goody bags” that are given to the children on completion of the reading program in the Summer. Patrons should be told that the Library encourages healthy eating.

The Board liked the certificate for a free bowling game and would like the Children’s Librarians to research getting certificates for healthy foods and activities for next year’s “goody bags”.

VI. New Business

A) **Fines:** After consideration, the following Resolution was unanimously approved on motion by Mrs. Gensler, seconded by Mr. Laibach, and carried:

RESOLVED, that all fines collected during the fiscal year July 1, 2010 to June 30, 2011, be placed in the General Fund.

Depository: After consideration, the following Resolution was unanimously approved on motion by Mrs. Gensler, seconded by Mr. Laibach, and carried:

RESOLVED, that JP Morgan Chase & Co. is depository for a Payroll Account and a General Fund, for this Corporation and that the Library Treasurer, or President and those authorized by the By-Laws can sign withdrawals as directed by officers of the Corporation.

Unemployment Insurance Coverage: After consideration, the following Resolution was unanimously approved on motion by Mrs. Gensler, seconded by Mr. Laibach, and carried:

RESOLVED, that the present policy, the "Reimbursement Method" of providing unemployment insurance coverage for library employees, be continued.

Auditor: After discussion, on motion by Mrs. Gensler, seconded by Mrs. Kubit, and carried, Levy, & Gold, LLP., was unanimously appointed auditor for the period July 1, 2010 through June 30, 2011.

B) In order to promote Tutor.com, Mary McGrath and the Bar Harbour Reference Department are putting together 200 pencil cases - 100 for each building - to be handed out during the first week of school. The pencil cases will have the Library logo on the them. Inside the cases will be a Tutor.com CD, pencil, notepad, chalk board, ball, key chain, book mark, listing of Fall Children's Programs and a Tutor.com informational brochure. Mary checked with both Children's Librarians to see how many pencil cases they thought they would give out.

The Board asked Mrs. Page to speak with Mrs. Smith and Mrs. Booth to see if they could use double the amount of pencil cases.

C) The Board liked the Program Statistics format used by Peter Cirona and asked that it become the template for all Departments. Jody Brower will make sure the proper parties are notified.

D) Mrs. Page brought to the Board's attention that two employees regularly hold paychecks, they do not cash them. The Treasurer asked Linda Masella to send a letter to each such employee requesting that they cash their checks in a timely manner, since not doing so adversely affects the Library's bookkeeping procedures.

On motion by Mrs. Gensler, seconded by Mr. Laibach, and carried, the meeting was adjourned at 9:03 p.m.

The next Board of Trustees regular monthly meeting will be held on Monday, September 13th 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