

**MASSAPEQUA PUBLIC LIBRARY
MINUTES
ANNUAL REORGANIZATION MEETING AND
REGULAR MONTHLY MEETING
AUGUST 8, 2011**

The Annual Reorganization Meeting of the Massapequa Public Library Board of Trustees was held on Monday, August 8, 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
 Jody Brower, Secretary to the Director
 Linda Masella, Principal Account Clerk

Mrs. Gensler called the meeting to order at 7:45 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 (Chairman, Vice Chairman, Treasurer, and Secretary to the Board) for 2011-2012. Mrs. Gensler nominated the following slate of officers; the nominations were seconded by Mrs. Kubit. There being no other nominations, such were put to a vote, was taken which carried unanimously. The vote being unanimous, Mrs. Page then 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

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, 2011 - June 30, 2012, 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 Ms. Reilly, seconded by Mr. Demasco, and carried, the Board Meeting Minutes July 11, 2011, were approved.

After consideration, on motion by Mrs. Gensler, seconded by Mrs. Kubit, and carried, the Monthly Treasurer's Report, dated June 30, 2011, balance \$540,443.24, was approved.

After consideration, on motion by Ms. Reilly, seconded by Mrs. Gensler, and carried, the Monthly Financial Report dated June 30, 2011, was approved.

After consideration, on motion by Mrs. Kubit, seconded by Mrs. Gensler, and carried, the Monthly Treasurer's Report, dated July 31, 2011, balance \$592,379.37, was approved.

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

After consideration, on motion by Mrs. Gensler, seconded by Mrs. Kubit, and carried, Voucher No. 2178, dated June 7, 2011, \$86,108.35 (check nos. 25794-25860), signed by Ms. Reilly, was approved.

After consideration, on motion by Mrs. Kubit, seconded by Mrs. Gensler, and carried, Supplement No. 1 to Voucher No. 2179, dated June 9, 2011, \$4,827.50 (check no. 25861), signed by Ms. Reilly, was approved.

After consideration, on motion by Mr. Demasco, seconded by Mrs. Kubit, and carried, Supplement No. 1 to Voucher No. 2178, dated June 16, 2011, \$59,585.42 (check nos. 25862-25885), signed by Mr. Laibach, was approved.

After consideration, on motion by Mrs. Gensler, seconded by Mr. Laibach, and carried, Supplement No. 1 to Voucher No. 2180, dated June 22, 2011, \$6,836.49 (check nos. 25886-25888), signed by Mrs. Kubit, was approved.

After consideration, on motion by Mr. Demasco, seconded by Mr. Laibach, and carried, Supplement No. 2 to Voucher No. 2178, dated June 23, 2011, \$27,291.62 (check nos. 25889-25914), signed by Mrs. Kubit, was approved.

After consideration, on motion by Mrs. Gensler, seconded by Mrs. Kubit, and carried, Voucher No. 2181, dated June 30, 2011, \$43,659.33 (check nos. 25915-25947), signed by Ms. Reilly, was approved.

After consideration, on motion by Mrs. Gensler, seconded by Mrs. Kubit, and carried, Supplement No. 1 to Voucher No. 2183, dated July 13, 2011, \$4,827.50 (check no. 25948), signed by Mr. Laibach, was approved.

After consideration, on motion by Mr. Demasco, seconded by Mrs. Gensler, and carried, Voucher No. 2182, dated July 14, 2011, \$76,508.36 (check nos. 25949-25990), 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. 2182, dated July 21, 2011, \$91,901.21 (check nos. 25991-26018), signed by Mrs. Kubit, was approved.

After consideration, on motion by Mrs. Gensler, seconded by Mr. Demasco, and carried, Supplement No. 1 to Voucher No. 2184, dated July 22, 2011, \$4,827.50 (check no. 26019), signed by Mrs. Kubit, was approved.

After consideration, on motion by Mrs. Kubit, seconded by Mrs. Gensler, and carried, Voucher No. 2185, dated July 29, 2011, \$30,836.50 (check nos. 26020-26052), signed by Ms. Reilly, was approved.

Payroll Voucher No. 2179, dated June 15, 2011, \$118,049.98, wire transfer, signed by Mr. Laibach, was reviewed.

Payroll Voucher No. 2180, dated June 30, 2011, \$119,191.54, wire transfer, signed by Mrs. Kubit, was reviewed.

Payroll Voucher No. 2183, dated July 15, 2011, \$121,201.68, wire transfer, signed by Mr. Laibach, was reviewed.

Payroll Voucher No. 2184, dated July 31, 2011, \$119,823.09, wire transfer, signed by Mrs. Kubit, was reviewed.

Director's Report

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

I. Communications

A) Mrs. Gensler signed the payroll certification.

B) The Board reviewed the letter from the Hempstead Library Board to the Hewlett-Woodmere Board regarding funding of NLS and expressed their agreement with the contents.

C) Mrs. Kubit plans to attend the August 16th meeting with the Bibliotheca representative regarding RFID. Mrs. Gensler and Mr. Demasco may attend. The Board asked Mrs. Page to contact NLS and find out when and how they will choose the next libraries to receive \$25,000.00 to purchase tags, and how many libraries will receive this money. Carol Santillo is of the opinion that the expense doesn't warrant any advantage. She advised that the Library has the option to install a self-checkout station that is compatible with the current system for about \$6,000 a station. The main points are:

- will have to run both systems - bar code and tags
- Brenda Giovannello recommends not tagging old media;
- it might not be best to tag the whole collection - most libraries don't tag magazines or paperbacks;
- there is an issue about where to tag media - on the box or on the CD;
- it's main focus is security;
- makes more sense to do it during a renovation.

The Board was also advised that Plainview and Long Beach, who currently have self-checks compatible with the current system, are satisfied with them. The cost of each of these stations are estimated to be about \$6,000.00.

D) The Board was provided with job descriptions for both the Director and Assistant Director. As to the question regarding two Assistant Directors, Mrs. Page advised the Board that she spoke with an official at Civil Service who said she had never heard of it being done, but could not give a definite “no”. The official said the Library would have to write to Karl Kampe, the Executive Director of Civil Service, and make a case for it, and that a permanent Director would have to be in place first.

II. Buildings and Grounds

A) Andy Ernst purchased a portable air conditioner for the Central Avenue Media Room. He said that it does a fair job. Mr. Laibach will go look at it to make sure it is placed in the most efficient location.

B) John Laibach and Mrs. Page recommended a contractor to repair the handicapped ramp at Bar Harbour and since contractors have told us that a small job is comparatively expensive, they have included a few more cement repairs at the same time. There are a few trouble spots that need attention, and this seems the time to do it.

Mr. Laibach reviewed three estimates to paint the Bar Harbour railings. He will find out from Larry Rubinson what warranties will be provided. Mr. Laibach will also call Brightwaters to find out if they have seen the job.

III. Old Business

A) The Board confirmed the Trustees Day format. They will arrive at Central Avenue at 9:30 a.m. for breakfast. The Board will then go to the Departments in each building to be introduced to the staff by the Department Supervisor. The Supervisor will give the Board an overview of their Department. At about 11:30 a.m., the Board will arrive at Bar Harbour for coffee. The Board would like Mrs. Page to set up a time line for each Department in Bar Harbour to ensure staff will be present.

B) As requested at the last meeting, the Board was provided with a report reflecting a fee schedule breakdown for each programming category and a list of Children’s programs by age that also reflects the program name, program cost and program attendance for calendar year 2011.

After review, the Board asked why no story time was held for children under 3 years of age.

C) The Board would like Carol Santillo to check on the status of the video display monitors for each Children's Room.

VI. New Business

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

RESOLVED, that all fines collected during the fiscal year July 1, 2011 to June 30, 2012, be placed in the General Fund.

Depository: After consideration, the following Resolution was unanimously approved on a 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 a 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 a motion by Mrs. Gensler, seconded by Mrs. Kubit, and carried, Levy, & Gold, LLP., was unanimously appointed auditor for the period July 1, 2011 through June 30, 2012.

B) Mrs. Gensler asked that the Bar Harbour steps be power washed.

C) After consideration, on a motion by Ms. Reilly, seconded by Mrs. Gensler, and carried, the Board approved having Mr. Parking Lot seal and strip the Bar Harbour parking lot and install a catch basin near the northwest corner of the building along the fence at an approximate cost of \$8,600.

D) The Board would like a Librarian at Bar Harbour to handle the Banned Book Week showcase, and they would like the Bar Harbour and Central Avenue displays to be similar.

On motion by Mrs. Kubit, seconded by Mr. Demasco, and carried, the meeting was adjourned at 9:05 p.m.

The next Board of Trustees regular monthly meeting will be held on Monday, September 12th 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