

**MASSAPEQUA PUBLIC LIBRARY
MINUTES
REGULAR MONTHLY MEETING
SEPTEMBER 13, 2010**

The regular monthly meeting of the Library Board of Trustees was held on Monday, September 13, 2010, 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

Absent: Linda Masella, Principal Account Clerk (with notice)

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

After consideration, on motion by Mr. Demasco, seconded by Ms. Reilly, and carried, Board Meeting Minutes August 12, 2010, were approved with changes.

After consideration, on motion by Mrs. Gensler, seconded by Mr. Laibach, and carried, Monthly Treasurer's Report, dated August 31, 2010, balance \$836,878.71, was approved.

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

After consideration, on motion by Mr. Demasco, seconded by Mrs. Gensler, and carried, Voucher No. 2138, dated August 5, 2010, \$14,263.58 (check nos. 24605-24629), signed by Ms. Reilly, was approved.

After consideration, on motion by Mr. Demasco, seconded by Mr. Laibach, and carried, Supplement No. 1 to Voucher No. 2139, dated August 9, 2010, \$4,912.50 (check no. 24630), signed by Ms. Reilly, was approved.

After consideration, on motion by Mr. Laibach, seconded by Ms. Reilly, and carried, Supplement No. 1 to Voucher No. 2138, dated August 16, 2010, \$76,047.89 (check nos. 24631-24660), signed by Mrs. Gensler, was approved.

After consideration, on motion by Mr. Demasco, seconded by Mr. Laibach, and carried, Supplement No. 2 to Voucher No. 2139, dated August 17, 2010, \$18.02 (check no. 24661), signed by Mrs. Gensler, was approved.

After consideration, on motion by Ms Reilly, seconded by Mr. Demasco, and carried, Supplement No. 2 to Voucher No. 2138, dated August 24, 2010, \$13,596.48 (check nos. 24662-24685), 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. 2140, dated August 25, 2010, \$4,912.50 (check no. 24686), signed by Mr. Laibach, was approved.

After consideration, on motion by Ms. Reilly, seconded by Mrs. Gensler, and carried, Voucher No. 2141, dated August 31, 2010, \$41,797.43 (check nos. 14687-24723), signed by Mrs. Kubit, was approved.

Payroll Voucher No.2139, dated August 15, 2010, \$116,403.15, wire transfer, signed by Mrs. Gensler, was reviewed.

Payroll Voucher No.2140, dated August 31, 2010, \$113,465.47, 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, New Business, and Staff Report dated August, 2009, were reviewed. Copies are attached to these minutes.

I. Communications

A) Mrs. Kubit asked the Director if there is a minimum amount of people needed to register for a Teen program before it is cancelled. Mrs. Page will ask Peter Cirona about this.

The Board requested that the Program Statistics be provided with the Board package.

B) Mrs. Page is in the process of reviewing the various Procurement Policies and will report on them at the October meeting.

C) The Board would like the video display screens in each building moved behind the Circulation Desks where it will get more attention from the public. The Board wants the screens used to announce upcoming programs.

Mrs. Kubit would like the templates that are currently being used to be redesigned to be more eye-catching and have more color. Ms. Reilly will have someone from her office submit some sample templates to Carol Santillo.

D) Peter Cirona and Suzanne Gundel received praise from a patron for their efforts on her behalf. The patron is going back to school and needed some books and other materials. She said Peter Cirona and Suzanne Gundel were very patient and helpful to her.

II. Personnel

A) One of the Library employees who was not cashing her checks has begun to do so. Mrs. Page is working on getting the other employee to do the same.

B) Marge Garrett and Fredeswinda Squiccarini from the Technical Services Department are out on extended sick leave. Mrs. Page has been in touch with Marge Garrett regularly and is being kept apprised of her recovery process. Contact with Fredeswinda Squiccarini has been sporadic and Mrs. Squiccarini has failed to keep the Library apprised of her medical condition and estimated return to service.

Mrs. Page recently spoke to Mrs. Squiccarini, who advised that she will be seeing her neurologist on Tuesday and will call Mrs. Page after that appointment.

III. Buildings and Grounds

A) After consideration, on motion by Mrs. Gensler, seconded by Ms. Reilly, and carried, the Board approved donating the shelving removed from the Bar Harbour Reference Department to the Webb Institute. The Webb Institute will make arrangements to pick up the shelving.

B) The Board decided not to purchase wire maintenance on the Library phone system.

IV. Public Relations

A) The pencil-case giveaway was a big hit with the children—so much so that the Library has placed another order. It should be in this week. The case has the Library logo and website on it.

B) The Board decided not to change the gift certificates given out in the Children's gift bags for the Summer reading program.

C) The Board directed that no Library programs should be held on Yom Kippur and Rosh Hashanah. With regard to closing the Library on these Holidays, the Board asked Mrs. Page to reach out to other Libraries in Nassau County to determine what they do.

V. Old Business

A) After review, the Board made changes to the format of the monthly Board Meeting Agenda.

B) Regarding the issue of whether retirees may use their \$2,200 health care allowance to cover their Medicare insurance bill, the Board requested the following further information:

1. How many retirees are eligible for the \$2,200 and are not currently using their full allotment?
2. How much more money would it cost the Library if all eligible retirees were allowed to use their \$2,220 health care allowance to cover their Medicare insurance bill?

The Board asked for a list of retirees and payments for the next Board meeting.

VI. New Business

A) The Area 4 Meeting will be held at the Levittown Library at 7:30 p.m. on October 20th. Trustees who are interested in attending are asked to let Mrs. Page know.

B) The Uniondale Library tested for and found bed bugs. The Library was fumigated. In an effort to cut costs, the Uniondale Library asked if any other libraries are interested in this service. They paid \$1,500 for testing with the dog and \$1,200 for each fumigation.

The Board asked Mrs. Page to notify the Uniondale Library that the Library would be interested in being tested with the dog.

C) The Board directed that when a Page position becomes available, flyers advertising such position must be posted in the public areas in both Library buildings and added to the display screens.

D) Ann Hamill has an appointment to meet with the Retirement System.
On motion by Mrs. Gensler, seconded by Ms. Reilly, and carried, the meeting was adjourned at 8:45 pm.

The next Board of Trustees Regular Monthly Meeting Meeting will be held on Wednesday, October 13, 2010 at 7:45 p.m. at the Bar Harbour Library.

Rosemary Gensler, Chairman

Gail K. Kubit, Secretary