

December 17, 2009

The 700th Meeting of the Board of Trustees of the Elmont Public Library, Elmont Union Free School District, Town of Hempstead, Nassau County, New York, was held at the Elmont Public Library on December 17, 2009.

CALL TO ORDER/EXECUTIVE SESSION

The meeting was called to order by Ms. Tania Lawes, President, at 7:00 p.m.

MEMBERS PRESENT: Ms. Tania Lawes, President
Ms. Joanne Mazzeo, Vice President
Ms. Maria Gregori
Ms. Monique Hardial
Ms. Pauline Johnson
Mr. Patrick Nicolosi

ABSENT: Ms. Kathleen Harsch (prior notice given)

ALSO PRESENT: Ms. Maggie Gough, Director
Robert O'Brien, Esq., Library Board Attorney
Mr. Frank Marino, Advanced Consulting Corp.
Domenick J. Tarantino, C.P.A., Board Accountant
Ms. Catherine Antioco, Library Board Clerk

PUBLIC: See attached sign in sheet.

Ms. Mazzeo moved to go into executive session at 7:00 p.m. to discuss personnel. Seconded by Mr. Nicolosi.

Unanimously carried.

The Board reconvened in Public Session at 8:05 p.m.

SALUTE TO THE FLAG

Accountant's Report

At this time, the Board deviated from the agenda to receive the Financial Report from the accountant.

Mr. Tarantino presented the Financial Statements dated September 30, 2009.

The Balance Sheet showed total assets as of September 30, 2009 in the amount of \$4,492,586.43; Liabilities of \$937,420.29; Fund Balance of \$3,069,441.62 and Appropriated Fund Balance of \$485,724.52.

The Statement of Revenues and Expenses With Accompanying Budget Comparisons for the period July 1, 2009 to September 30, 2009 showed a cash balance of \$1,082,632.13, receipts of \$892,147.92, expenditures of \$801,635.70, leaving a cash balance as of September 30, 2009 in the amount of \$1,173,144.35.

The statement of changes in fund balance for the period July 1, 2009 to September 30, 2009 showed a balance as of July 1, 2009 of \$521,175.88 and a fund balance as of September 30, 2009 of \$516,694.14.

After a brief discussion, Mr. Tarantino was excused.

Agenda Items

No discussion.

Meeting Room/Theatre Requests

Assemblyman Thomas Alfano requested use of the theatre on February 6, 2010 for a Black History Month Celebration. The application was found to be in order by the attorney.

Mr. Nicolosi moved to approve the theatre request of Assemblyman Thomas Alfano for a Black History Month Celebration on February 6, 2010. Seconded by Ms. Mazzeo.

Unanimously carried.

APPROVAL OF THE MINUTES

Minutes of the Meeting of November 19, 2009

Page 4, 2nd paragraph, first sentence, add "of services" to end of sentence.

Page 4, Advanced Consulting Report, 3rd paragraph, change "Ms. Lawes thanked Mr. Marino..." to "Ms. Gregori thanked Mr. Marino..."

Page 5, "Correspondence, 3rd paragraph, change "The staff of he Committee... "

to “The staff of the Committee...”

Page 6, “Other” change “Mr. Nicolosi reminded ...” to “Ms. Lawes reminded....” and change “Fire Marshall” to “Fire Commissioner.”

Ms. Johnson moved to approve the Minutes of the Meeting of November 19, 2009, as corrected. Seconded by Ms. Mazzeo.

In favor: Ms. Gregori, Ms. Johnson, Ms. Mazzeo, Mr. Nicolosi,
Abstained: Ms. Hardial

Motion carried.

FINANCE

Administrative Fund Disbursements dated December 11, 2009

Brief discussion regarding Check 3371, Code 2240 in the amount of \$720.00. This represents payment for employees’ credit union contributions. These payments are usually paid by the payroll company directly to the credit union.

Credit Card Expense Report for the Billing Cycle 10/19/09 to 11/3/09

Brief discussion regarding checks for DVDs. Ms. Gough explained that these purchases were made because programs were scheduled, and, shortly prior to showing of the DVDs, it was found that they were either not on the shelves or were damaged, so new ones had to be purchased. She will discuss this with the staff to be sure materials are available before programs are planned.

Ms. Mazzeo moved to approve Credit Card Expense Report for the Billing Cycle 10/19/09 to 11/3/09 in the amount of \$1,866.00. Seconded by Mr. Nicolosi.

Unanimously carried.

Treasury Warrants

Ms. Mazzeo moved to approve Treasury Warrant #1977 dated November 18, 2009 (Payroll Warrant) in the amount of \$62,272.07. Seconded by Ms. Johnson.

Unanimously carried.

Ms. Mazzeo moved to approve Treasury Warrant #1980 dated

December 2, 2009 (Payroll Warrant) in the amount of \$136,477.24. Seconded by Ms. Johnson.

Unanimously carried.

Ms. Mazzeo moved to approve Treasury Warrant #1983 dated December 17, 2009 (December Bill Warrant) in the amount of \$46,361.66. Seconded by Ms. Johnson.

Unanimously carried.

Ms. Mazzeo moved to approve Treasury Warrant 1984 dated January 1, 2010 (Board Appointees Warrant) in the amount of \$11,801.26. Seconded by Ms. Johnson.

Discussion followed wherein it was determined that the treasury warrant number was incorrect.

Ms. Mazzeo moved approve Treasury Warrant 1985 dated January 1, 2010 (Board Appointees Warrant) in the amount of \$11,801.26. Seconded by Ms. Johnson.

Unanimously carried.

Brief discussion regarding petty cash expenditure of \$160.45. These funds are usually expended in very small dollar amounts, but if the Board would like, a breakdown could be provided. Receipts are kept and given to the accountant.

Monthly Position Paper for the period November 12, 2009 to December 10, 2009

Discussion followed regarding:

Budget balance for Code 413, Magazines/Newspapers. It was explained that there is such a large budget balance because bills come in for renewals in January and June.

Budget Balance for Code 410, Books, Pamphlets, etc. Ms. Gough advised that new books have been ordered and will be coming in.

Budget Balance for Code 430 Library, Office and Computer Supplies. It was explained that there is such a small balance because supplies are ordered by bid at the beginning of the calendar year. In the event we go over on that line, it is usually because we have to purchase more toner or paper for the computers for the public's use. This is balanced by the income generated by both the photocopiers and printers.

MAIN LIBRARY AND BRANCHES**Director's Report**

Ms. Gough reported.

There was a staff meeting on December 2, 2009 at which time there was discussion regarding the Interagency Council Toy Drive (to date it has been very successful). In addition, new procedures of incident response and reporting were presented to the staff, along with clarification of some issues relating to that. The December 9 and 16 staff meetings have been canceled due to a CSEA request and the Director being out of the Library on the 16th at an NLS meeting.

An office luncheon hosted by Mr. Marino, Ms. Seward and Ms. Gough is planned for December 22 at 12:00 .

Changes have been made to the format of the newsletter which will be published four times per year, rather than three.

Changes have been made to the web site.

The NLS annual meeting was held on December 3, 2009. Ms. Lawes, Ms. Gregori, Mr. Nicolosi and Ms. Gough attended. The meeting addressed consolidation issues and funding challenges.

Ms. Gough attended the Elmont Chamber of Commerce tree and menorah lighting on December 9th.

Ms. Gregori stated that she would have liked to see the changed newsletter before it was sent out to be printed.

Advanced Consulting Corporation Report

Mr. Marino reported.

Mr. Marino has prepared bids for landscaping services. The bid opening will be on January 27, 2010.

Work has been started on the 2010/2011 budget, a draft of which will be presented to the Board in January.

Another round of paperwork has been received from Senator Johnson to apply for a grant.

The Board was given a copy of the "game plan" to secure the special library districts of East Franklin Square and North Valley Stream. Although there is not a definite voting date yet, it should be in early March, 2010. Broad Hollow Theatre Company

has donated tickets to performances that can be raffled off at meetings in the unserved areas. Mr. Marino gave a brief overview of what meetings have been attended and those that have been scheduled.

COMMITTEE REPORTS

The meeting room/theatre committee will reconvene in January, as will the policy committee.

LEGAL

Mr. O'Brien reported.

He has spoken to the town attorney and left letters with councilmen about the importance of setting an election date for the unserved areas. He expects it will be March 2 or 3, 2010.

He reviewed EPL 2010-1 Landscaping Services for legal content and found it to be in order.

The next CSEA meeting will be held on January 6 or 7, 2010.

NASSAU LIBRARY SYSTEM

Nothing other than was reported above.

CORRESPONDENCE

No discussion.

OLD BUSINESS

There was no unfinished business for the Board's attention.

NEW BUSINESS

The NCLA annual dinner will be held on January 7, 2010. One director, two trustees and six staff members may attend at a cost of \$40.00 per person. Ms. Gough will attend.

PERSONNEL

No items for discussion.

OTHER

No discussion.

PUBLIC

Ms. Cynthia Hervey asked that care be taken to make sure that the dates on the Library's activity calendar and other related publications be consistent.

Mr. Thomas Madera asked how the November minutes could be approved while omitting the letter from the State Education Department in response to his FOIL request. It was explained that the minutes are not official until they are approved

by the Board. The November minutes were approved at tonight's meeting and the letter will be attached to the official minutes as soon as they are signed by the Recording Secretary and included in the book containing the minutes.

Dr. Hale asked why the Board has not released Attorney Gross' report. The Board attorney responded that the matter has been addressed and the Board stands by that decision.

ADJOURNMENT

The next regularly scheduled meeting of the Board of Trustees will be held on Thursday, January 28, 2010 at 7:00 p.m. The Board will immediately go into executive session and reconvene into public session at 8:00 p.m.

At this time the Board President asked for a motion to go into executive session to discuss a legal matter. There will be no action when the Board reconvenes into public session.

Ms. Mazzeo moved to go into Executive Session at 9:20 p.m.
Seconded by Mr. Nicolosi.

Unanimously carried.

The Board reconvened into public session at 9:30 p.m.

Ms. Johnson moved to adjourn the meeting at 9:33 p.m. Seconded by Ms. Hardial.

Unanimously carried.

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Respectfully submitted,

Catherine Antioco
Library Board Clerk