

September 24, 2009

The 697th 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 September 24, 2009.

**CALL TO ORDER/EXECUTIVE SESSION**

The meeting was called to order by Ms. Tania Lawes, President, at 7:15 p.m.

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

**ABSENT:** Ms. Catherine Antioco, Library Board Clerk (prior notice given)

**ALSO PRESENT:** Ms. Maggie Gough, Director  
Mr. Robert O'Brien, Esq., Library Board Attorney  
Mr. Frank Marino, Advanced Consulting Corp.  
Sheila Seward, Library staff member (taking minutes)

**PUBLIC:** See attached sign in sheet.

Ms. Mazzeo moved to go into executive session at 7:15 p.m. to discuss personnel. Seconded by Mr. Nicolosi.

Unanimously carried.

The Board reconvened in Public Session at 8:32 p.m.

**SALUTE TO THE FLAG**

**Agenda Items**

No discussion.

**Meeting Room/Theatre Requests**

Girl Scouts of Nassau County Troop 1465 requested meeting room use from September 2009 through June 2010 every other Thursday commencing September 2009 at last month's Board Meeting. The Board had tabled this request awaiting additional information. The requested information was provided.

Ms. Johnson moved to approve the meeting room request of Girl Scouts of Nassau County Troop 1465, subject to availability. Seconded by Ms. Harsch.

Unanimously carried.

Ms. Jennie Witherspoon was there to represent Divine Celebrations, Inc. The Board had tabled a decision to grant her organization's request for meeting room space at the August Board Meeting. Ms. Witherspoon was asked if she had obtained 501c status (not-for-profit). She said she was still waiting. She asked the Board if they looked at her website where it states Divine Celebrations, Inc. is a non-profit organization. She also stated that they now had five Elmont residents on their board of directors. The Board still expressed concern over the not-for-profit status. The Board asked where she gets referrals to use her organization's services (provide a venue, gowns and accessories to host a wedding free of charge) since there was discussion about referrals being from outside the Elmont community. Ms. Witherspoon stated Elmont and other locations. After discussion, the Board Attorney, Mr. O'Brien, recommended that Ms. Witherspoon do a one-time library-sponsored program. The Director, Ms. Gough, said she would need a program outline, agenda and a list of the participants. Ms. Witherspoon said she would do this and thanked the Board for their time.

The Board had a meeting room application for an Infant/Toddler Pre-School, but there was no representation. The Board did not approve.

### **APPROVAL OF THE MINUTES** **Minutes of the Meeting of August 20, 2009**

Page 3, last paragraph, change "weeding" to "wedding."

Page 7, 1<sup>st</sup> paragraph, change "house" to "room" and "room" to "area." In the 2<sup>nd</sup> paragraph, change "early childhood learning house" to "gaming center area in Young Adult."

Mr. Nicolosi moved to approve the Minutes of the Meeting of August 20, 2009, as corrected. Seconded by Ms. Gregori.

Unanimously carried.

## **FINANCE**

### **Administrative Fund Disbursements dated September 24, 2009**

Ms. Lawes asked the Director if the Library is tracking the people who lose books. Ms. Gough stated that a note is made in their patron record.

Ms. Gregori noted that we pay other libraries when our patrons lose their books and asked if that was reciprocal. The Director stated that we receive payment from other libraries when their patrons lose our books, CDs or DVDs.

### **Credit Card Expense Report**

Ms. Gregori asked about the purchase made at Stop & Shop on August 21, 2009 for \$47.50. Ms. Gough stated it was for refreshments for the Teen end of summer reading club celebration.

Mr. Nicolosi asked about the purchase made from Vistaprint.com on August 29, 2009 for \$22.74. Ms. Gough stated it was for printing the invitations to the Third Anniversary Celebration.

A \$1,200.00 expense from TechSoup Global was questioned. Mr. Marino explained that Will Lodise upgraded the Library's computers to OfficePro Plus 2007. He further explained that the Library registered with TechSoup so we (government agencies) could get a 20% discount on one purchase per year.

Mr. Nicolosi asked if these expenditures were taken out of the Administrative Fund. Mr. Marino explained that the Administrative Fund is a separate fund; however, as soon as anything is paid for (i.e., with an Administrative Fund check, credit card, etc.), that expense is charged to the correct budget code.

Ms. Mazzeo moved to approve the Credit Card Expense Report for the billing cycle 8/15/09 through 9/3/09 in the amount of \$5,119.52. Seconded by Ms. Hardial.

Unanimously carried.

## **Treasury Warrants**

Mr. Nicolosi asked about check #14390 for \$34.56 payable to the Nassau Library System. The Director stated that we purchased books at a discounted rate, which is one of the benefits of being part of the consortium.

Ms. Mazzeo moved to approve Treasury Warrant #1965 dated August 26, 2009 (Payroll Warrant) in the amount of \$60,981.08. Seconded by Ms. Johnson.

Unanimously carried.

Ms. Mazzeo moved to approve Treasury Warrant #1967 dated September 9, 2009 (Payroll Warrant) in the amount of \$93,560.94. Seconded by Ms. Johnson.

Unanimously carried.

Ms. Mazzeo moved to approve Treasury Warrant #1969 dated September 24, 2009 (September Bill Warrant) in the amount of \$91,134.80. Seconded by Ms. Johnson.

Unanimously carried.

Ms. Mazzeo moved to approve Treasury Warrant #1971 dated October 1, 2009 (Board Appointees' Warrant) in the amount of \$11,801.26. Seconded by Ms. Johnson.

Unanimously carried.

Prior to approving the Museum Pass Program Warrant #1970, Mr. Nicolosi asked if we were going to receive another grant for \$5,000.00, noting that we purchased an additional four museum passes (last year, we purchased seven). Mr. Marino stated that he and the Director looked at the statistics from last year and over 460 families had taken advantage of the free museum passes. The Director further stated that patrons expressed interest in obtaining passes to more Long Island based museums (i.e., Whaling, Nassau County Museum of Art, Cradle of Aviation), to which we subscribed. Mr. Marino stated that he requested the grant monies again, but, in the event we didn't receive the grant, the Board and Director had added \$5,000.00 to the programming budget in order to pay for the museum passes. If the grant is received, the \$5,000.00 will be put back in the Library's programming budget.

Ms. Mazzeo moved to approve Treasury Warrant #1970 dated September 2009 (Museum Passes Program) in the amount of \$7,702.50. Seconded by Mr. Nicolosi.

Unanimously carried.

## **Monthly Position Paper for the period August 15, 2009 through September 18, 2009**

No Discussion.

### **MAIN LIBRARY AND BRANCHES**

#### **Director's Report**

Before beginning her report, Ms. Gough read aloud an apology for having scheduled the Library's Third Anniversary Celebration on September 19, 2009, Rosh Hashanah, a high holy day in the Jewish religion:

“In scheduling the Third Anniversary events for the Elmont Memorial Library, I misjudged the importance of September 19 and the Jewish holy days. This was completely unintentional on my part and I apologize for any disrespect to the Jewish Community. It is never my intention to offend anyone. I am resolved never to repeat this error in judgment. I thank all of our patrons for their support, and the staff and I will continue to provide the best possible services for everyone. Thank you.”

Ms. Gough reported.

The Library facility is in good shape. The western hallways and Meeting Room 3 have been repainted. The outside of the building has been power washed. The staff worked hard to clean the interior of the building so that it looked great for the Third Anniversary Celebration. The Director thanked Mr. Marino for his assistance with maintaining a timely maintenance schedule to preserve the life and presence of the building.

The quarterly newsletter went out. She thanked the staff for their coordinated efforts.

A customer service satisfaction survey was developed and distributed at the Celebration and is available at the Circulation desk. We want constant feedback about how we are doing in order to meet our patrons' needs and improve service.

The Library added four new museums to the museum pass program in response to patron demand: Cold Spring Harbor Whaling Museum, Cradle of Aviation, Nassau County Museum of Art and Garvies Point Museum. This is a very successful program. The Director thanked Steve Harsch, staff member, for all of his hard work on designing and producing brochures to promote this program.

The Nassau County Member Library Directors are holding their fundraising event PAC Dinner on Tuesday, October 27, 2009, 6 – 10 PM at the Stuart Thomas Manor in Farmingdale. This is an opportunity to exchange information and ideas with Library colleagues.

The Director reported that Senator Craig Johnson called her to state that the Library had been awarded a \$100,000.00 construction grant and was promised that we would receive the monies shortly. The Board will need to hire an architect to develop plans and specifications.

Ms. Gough reported that she had hosted and attended a meeting with representatives from “No Wrong Door,” a collaborative effort to ascertain what the Elmont community needs in the way of social services and how to disseminate that information. Mr. Nicolosi stated that he had been at the meeting as a civic leader and expressed concern over Mr. Suozzi grouping or labeling Elmont negatively. Ms. Gough stated that the meeting was intended to be a positive step toward getting a feel for what the community needs and then making the information available. There is no document available that now lists all the services available to the community. Ms. Gough said she would continue to meet with these key people and work toward culling a list of services.

Ms. Gregori asked the Director if we are performing social services in the Library since it was inferred in Ms. Magee, Head of Adult Reference’s, report. Ms. Gough assured the Board that we were not performing social work at the Library.

At this point, a patron, Evelyn Darmstadter, stepped up to the mic and read aloud a letter expressing her outrage at the Director’s having the Third Anniversary Celebration on the holiest of the Jewish holidays. The Board should have looked at this date and rescheduled it.

At this point, Mr. Franco stepped up to the mic to thank the Director and Mr. Marino for framing the picture of Jimmy Doolittle, WWII Veteran, which was donated by Mr. Frank Castronovo. He thanked us on behalf of the American Legion. Mr. Nicolosi thanked Mr. Franco for his service to our Country.

Ms. Lawes then stated we would open the forum to the public toward the end of the meeting.

#### **Advanced Consulting Corporation Report**

Mr. Marino reported.

Bid EPL 2009-05, Concrete Work, was advertised for an October 21, 2009 bid opening date.

It was recommended that the Board hire the architectural firm of BBS Architects at 8% of the cost of the Early Childhood Learning Room and Young Adult Gaming Room (\$100,000 construction grant) to develop the plans and specifications. BBS has performed this type of work and will take on a small project.

Mr. Nicolosi moved to hire BBS Architects at 8% of the cost of the construction project. Seconded by Ms. Mazzeo.

Unanimously carried.

With regard to the above project, since Mr. Marino already had filed the necessary paperwork with the New York State Department of Education and New York State Office of Parks, Recreation and Historic Preservation, he received an approval notice from them. A letter was

sent to Al Harper, Superintendent, EUFSD, asking him to send a Letter of Intent to generate a project number and additional forms.

Discussion regarding General Municipal Law, Section 104c, Disposal of Surplus Computer Equipment, wherein the Board should adopt policies authorizing the disposal of computers, computer software and computer equipment no longer needed for purposes of political subdivision. Mr. Marino drafted proposed Policy #300-14, Disposal of Surplus Computer Equipment. A sale of such items would be advertised and done once a year. Any hard drive containing confidential (i.e., personnel, salary, etc.) information would be destroyed.

Mr. Nicolosi moved to adopt Policy #300-14, Disposal of Surplus Computer Equipment, as written. Seconded by Ms. Mazzeo.

Unanimously carried.

Mr. O'Brien stated to the audience that the Board would have to adopt the policy a second time at the October Board Meeting for it to become policy.

### **COMMITTEE REPORTS**

Ms. Mazzeo reported that the RFP (Request for Proposal) Committee met (Ms. Hardial gave prior notice of not attending) and they agreed to refer it to legal.

### **NASSAU LIBRARY SYSTEM**

No discussion.

### **LEGAL**

Mr. O'Brien reported.

Mr. O'Brien reviewed the legal content of the Concrete Work bid and everything was in order.

Mr. O'Brien received the Union's demands and will schedule the first negotiation session.

Mr. O'Brien wrote to Eugene Ferensic, Attorney, Town of Hempstead, regarding getting a concrete election date for the unserved areas. Councilman Ed Ambrosino stated that he would help us move the date to February 2010. Mr. O'Brien will give Town Attorney Joseph Ra a call to get additional information.

### **CORRESPONDENCE**

Ms. Lawes received correspondence from a patron within the Jewish community who was very upset by our having the Third Anniversary Celebration on the Jewish holy day. Ms. Lawes apologized and stated that with so many religious observances, it is sometimes difficult to schedule these types of things. We are here to accommodate everyone.

### **OLD BUSINESS**

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

### **NEW BUSINESS**

No new business to report.

### **PERSONNEL**

No items for discussion.

### **OTHER**

Ms. Gregori received an email from another board member regarding her being excluded from Union negotiations because her daughter worked at the Library. Ms. Gregori wanted to clarify that her daughter is a part-timer and not in the Union, and that she is quite capable of representing herself; does not need another board member to speak for her. She also wanted to set the record straight about her asking for the Union's support in her last campaign to run for the Board. She did not seek their support; they thought she was the better candidate and endorsed her on their own.

Ms. Lawes asked if the history of the Library could be put up on the website. Ms. Gough stated that this is something they are planning on doing. She also stated that we're working toward digitizing a lot of the Elmont historical information, which would ultimately be put up on the website, but that it takes a lot of work and takes up space on the website. She gave them the example of the quilts that were recently displayed, coordinated by Linda White.

Mr. Nicolosi would like to see Sustainable's Visioning Plan put up on the new website. Ms. Gough stated that she would begin the process of culling through and prioritizing what should be updated on the website. She agreed with Mr. Nicolosi.

Discussion took place about using this Library to gain access to college materials, such as expensive text books. Ms. Gough said one of her goal's is to reach out and try to get local schools to donate text books.

### **PUBLIC**

Mr. Darmstadter stated that he, too, was disappointed about the Third Anniversary being scheduled on the Jewish holy day, but wanted to move on to more positive items. He wanted to share with the Library that MOMA allows you to enter free if you go after 4 p.m. The Director thanked him for sharing this information.

A patron stated that the Director's attitude was not appropriate when responding to her discontent about the conflict of scheduling the Third Anniversary on the Jewish holy day.

Blanche Wager said she has been an Elmont resident for 52 years and felt like a second class citizen.

Mr. Nicolosi referred to the letter to the editor of the Elmont Herald wherein the Library and Director were cast as "anti-semites." He was deeply hurt by this accusation. He feels the Library has been under siege ever since we moved to the new building. He is tired of having to defend the accusations that there is anything improper going on at the Library. The Director, Mr. Marino and board are on top of the budget; every penny is scrutinized. He further stated he ran for the Library Board of Trustees to try to stop these attacks on the Library.

Sylvia Karten stated she would like to receive the mailer more timely.

Mr. Madera asked if Advanced Consulting Corp.'s contract had been extended or carried over at the reorganization meeting in July 2009. Mr. O'Brien stated that Ms. Lawes, as president of the Board, was directed and signed an amended contract in December 2008 (to June 2009).

Mr. Madera stated that the contract he had FOILED did not reflect any changes. Mr. O'Brien stated that the amended contract did not exist at the time of Mr. Madera's FOIL request and that if he put in another FOIL request, he could get the amended contract.

Mr. Madera asked if the latest contract contained recommendations made by Ingerman Smith. Mr. O'Brien stated that the amendments made were to ensure complete compliance with Civil Service. Mr. Madera repeated his question and asked if the Board had seen the amended contract.

Mr. Nicolosi stated that he had reviewed the amended contract, but was more concerned with how much money was paid to Ingerman Smith.

Ms. Lawes stated that Ingerman Smith's recommendations are included in the new contract.

Mr. Madera asked again if everyone had reviewed the contract and had it been sent to Civil Service. Mr. O'Brien stated that he believed this had been done.

### **ADJOURNMENT**

The next meeting of the Board of Trustees will be held on October 22, 2009 at 7:00 p.m. The Board will immediately go into executive session and reconvene into public session at 8:00 p.m. It is possible that the Board may convene at 6:30 p.m. to begin the collective bargaining process.

Ms. Gregori moved to adjourn the meeting at 9:55 p.m. Seconded  
by Ms. Harsch.

Unanimously carried.

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Respectfully submitted,

Sheila Seward