

The 810th 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 February 28, 2019.

CALL TO ORDER/EXECUTIVE SESSION

The meeting was called to order by Mr. Livingstone Young, President at 6:10 p.m. in order to review the Administration's Budget Recommendations for the 2019-2020 budget.

MEMBERS PRESENT: Mr. Livingstone Young, President
Ms. Gina Burnett, Vice President
Ms. Ellice Bekier
Ms. Monique Hardial
Ms. Mimi Pierre Johnson
Ms. Tammie Williams

MEMBERS ABSENT: Mr. Pat Nicolosi (prior notice given)

ALSO PRESENT: Ms. Nadine Buccilli Spano, Librarian-In-Charge
Mr. Frank Marino, Advanced Consulting Corp.
Tom Volz, Esq., Board Attorney
Ms. Catherine Antioco, Library Board Clerk

PUBLIC See attached sign-in sheet

The work session portion of the meeting to review the Administration's Recommendations for the 2019/2010 budget commenced at 6:10 p.m. The Trustees proceeded with a line-by-line review discussing increases and decreases to relevant budget items. If adopted, the proposed budget will result in no increase in the amount of taxation to the public from the 2018/2019 budget. The budget hearing will take place on March 28, 2019.

Ms. Bekier moved to go into executive session at 7:00 p.m. to discuss personnel and legal matters. Seconded by Ms. Burnett.

Unanimously carried.

The Board reconvened at 7:50 p.m.
At this time Ms. Williams was excused.

SALUTE TO THE FLAG

PUBLIC

Agenda Items Only

No comments.

Meeting Room/Theatre Requests

There were no meeting room or theatre requests requiring Board action.

APPROVAL OF THE MINUTES

Minutes of the Meeting of January 24, 2019

The minutes were accepted as presented.

FINANCE

Credit Card Expense Report

Ms. Burnett moved to approve payment of the credit card expense report for the billing cycle January 5, 2019 to February 4, 2019 in the amount of \$3,606.30. Seconded by Ms. Bekier.

Unanimously carried.

Treasury Warrants

Ms. Burnett moved to approve Treasury Warrant #2479 dated January 30, 2019 (Payroll Warrant) in the amount of \$49,623.77. Seconded by Ms. Pierre Johnson.

Unanimously carried.

Ms. Burnett moved to approve Treasury Warrant #2480 dated February 5, 2019 (Medicare Reimbursement Warrant) in the amount of \$52,701.10. Seconded by Ms. Bekier

Unanimously carried.

Ms. Burnett moved to approve Treasury Warrant #2481 dated February 13, 2019 (Payroll Warrant) in the amount of \$49,842.53 Seconded by Ms. Bekier.

Unanimously carried.

Ms. Burnett moved to approve Treasury Warrant #2482 dated February 28, 2019 (Bill Warrant) in the amount of \$101,477.53. Seconded by Ms. Bekier.

Unanimously carried.

Ms. Burnett moved to approve Treasury Warrant #2483 dated March 1, 2019 (Board Appointees' Warrant) in the amount of \$12,358.05. Seconded by Ms. Bekier.

Unanimously carried.

Ms. Burnett moved to approve Treasury Warrant #2484 (Payroll Warrant) dated February 27, 2019 in the amount of \$50,756.03. Seconded by Ms. Bekier.

Unanimously carried.

REPORT OF LIBRARIAN-IN-CHARGE

Ms. Buccilli Spano reported.

Included with Ms. Spano's report were reports from each individual Library Department. Ms. Spano highlighted the following:

The Children's Department offered 42 programs with 725 attendees; Young Adult offered 15 programs with 142 attendees and Adults offered 57 programs with 3,164 attendees.

Of note, in the Children's Department we had a storyteller telling legendary tales of African Heritage. There will be a visit from the LICM to celebrate Chinese New Year. In addition, a winter recess writing workshop for school age kids received wonderful feedback from parents.

The Innovation Afternoon in Young Adults was a great success with a Tie-Dye workshop. Also successful is a workshop called Skill Builders wherein teens help elementary aged children with their academic skills.

Among other offerings for Adults were The Children Act which drew 400 people and a musical tribute to Dion with brought in 420 people.

The Library's website continues to perform well and is being accessed by more patrons on a regular basis.

Digital downloadable materials are very popular as well as our museum passes which were issued 46 times in the month of November.

Ms. Spano has been in contact with the Director of Bridges to Adelphi Program to enable them to place a student intern at the Library. The goal of "Bridges" is to assist children on the autism spectrum with their transition from high school through college and beyond.

Ms. Henriquez and Ms. Spano have met with Dr. Salinas at Sewanhaka to talk about the mission of the Teen Room.

In connection with the upcoming 123 and Me Parent and Child Workshops, Ms. Spano is in contact with Adelphi to give direction and guidance to parents with a view toward early intervention.

Staff was on hand at the Valley Stream School District's New Horizons Family Night on January 24, 2019 to promote the Elmont Library.

The Library will be part of the 2019 Library Tour a/k/a "pub crawl" which is funded by NLS.

In accordance with Ms. Spano's recommendation,

Ms. Burnett moved to hire Lisa Paolo as a part-time Adult Services Library I effective February 11, 2019 at an hourly rate of \$26.00. Seconded by Ms. Bekier.

Unanimously carried.

The February 6, 2019 staff meeting focused on utilizing the Accudata online time system and phone apps.

Ms. Spano has been working on the New York State Annual Report.

Brief discussion regarding whether the Library will have any involvement in the upcoming census.

Accountant's Report

William Barrett, CPA of the firm of Rynkar, Vail and Barrett L.L.P. distributed the Financial Statements for the Six Months ended December 31, 2018 which is annexed hereto and made a part hereof. Discussion followed. Mr. Barrett was requested to furnish the next report to the Trustees in advance of his attendance in order for them to have the time to review it prior to its presentation.

At this time Mr. Barrett was excused.

ADVANCED CONSULTING CORPORATION REPORT

Mr. Marino reported.

The first American Red Cross training session took place on February 13. The second is scheduled for March 14. He is researching purchasing an Automatic External Defibrillator.

Mr. Marino discussed the need to replace underground coaxial cables which were originally installed 13 years ago are not compatible with today's new technology. In order to replace security cameras that were failing, Mr. Marino installed some new (cat6) cable and will be adding several new cameras with the additional cable installation being done in-house.

Ms. Collica and Mr. Marino have completed the on-line training for background checks and will be doing the first background check shortly.

Regarding Bid EPL 2019-02, Asphalt Repair, Re-Striping, Concrete and Granite Installation,

Ms. Burnett moved to award Bid EPL 2019-2, Asphalt Repair, Re-Striping, Concrete and Granite Installation to Stasi Brothers Asphalt Corp, the lowest responsible bidder, in the amount of \$80,000.00. Seconded by Ms. Bekier.

Unanimously carried.

The new Library's insurance policies from Arch Insurance company have been received and are being reviewed.

Regarding past health insurance payments for employees and retirees, the matter has been rectified with the Civil Service Benefits Division and we are expecting credits on the next statement.

In view of the extensive use of the Adult computer section and upon consultation with the new Adult Services Department Head, the computer counters will be extended and flooring changed in that area. The plans and cost will be available at the March Board meeting.

Mr. Marino is preparing Bid EPL 2019-3, Community Mailer Printing, which will be sent out in March with an April bid opening.

LEGAL

Mr. Volz reported that other than matters discussed in Executive Session, he has been working on various personnel matters with the administration and reviewed Bids.

NEW BUSINESS

Ms. Hardial thanked Ms. Spano for doing such a good job as Librarian-In-Charge, especially with regard to children's programming.

Ms. Burnett moved to hire Ralph Guiteau as Library Director at an annual salary of \$120,000.00 effective April 1, 2019, with a probationary period of six (6) months, pending approval by the attorney and Mr. Guiteau's approval of the contract. Seconded by Ms. Bekier.

Unanimously carried.

OLD BUSINESS

There was no unfinished business for discussion.

ADJOURNMENT

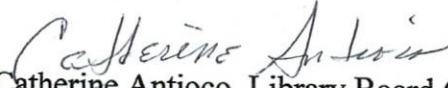
The next regularly scheduled meeting of the Board of Trustees will be held on March 28, 2019 at 7:00 p.m. If necessary, the Board will convene into Executive Session and reconvene into public session at 7:30 p.m.

Ms. Pierre Johnson moved to adjourn at 9:50 p.m. Seconded by Ms. Bekier.

Unanimously carried.

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Respectfully submitted,


Catherine Antioco, Library Board Cler