

LONG BEACH PUBLIC LIBRARY

BOARD OF TRUSTEES

MEETING OF AUGUST 6, 2014

PRESENT:

Kathleen Dwyer, President  
Carol Arnone, Vice President  
Warren Vegh, Trustee  
Alan Greenberg, Trustee  
Diane Parr, Trustee

George Trepp, Library Director  
Michael Simon, Assistant Director  
Margie Bochynski, Administrative Assistant  
David Baram, Attorney

Trustee Dwyer called the meeting to order at 8:07 P.M.

- I. Minutes of the June 25, 2014 were moved for approval by Trustee Vegh; second by Trustee Greenberg; and approved by Trustees Vegh, Greenberg, Arnone, and Dwyer; Trustee Parr could not vote as she was not yet a Board Member at the June 25th Meeting.
- II. Bills and Schedules 949, 950, 951, 952 and 953 moved for approval by Trustee Arnone, second by Trustee Parr, and unanimously approved.
- III. Trustee Dwyer announced the Oath of Office for Diane Parr, new Board member elected to a 5-year term. The Director informed the Public this is ceremonial as the official swearing in already performed in compliance with law. Trustee Parr recited the Oath Of Office and was welcomed by the Board.
- IV. Trustee Dwyer presented next Agenda item, Reorganization, comprised of:
  - 1) The election of Board Officers
  - 2) Annual Schedule of Meetings
  - 3) Appointment of Board Professionals
  - 4) Variety of miscellaneous Appointments and/or Designations

Trustee Dwyer asked for Board comments. Trustee Greenberg asked for clarification of the proposed removal /cancellation of Addendum 3 Rotation and gave a brief synopsis of the rotation process to Public. The Director advised that any such changes to Addendum 3 is a Board decision. Trustee Dwyer clarified the LBPL By-Laws stipulate two methods for adding and/or replacing Board members:

- 1) Trustees of the Board elect each other (\*as per Article IV in the LBPL By-Laws); noted many Libraries currently use this process
- 2) 2008 Addendum 3 (\*to LBPL By-Laws) – “Rotation of Board Officers”, in which a 5<sup>th</sup> year Board member serves as President, 4<sup>th</sup> year member serves as Vice President, 3<sup>rd</sup> Year Board member serves as Secretary, remaining Board members serve as Trustees.

Trustee Dwyer advised that the Board needs to decide which method to adopt, opined that if Board opted to continue with the Rotation method they would need to get rid of the 5<sup>th</sup> year / 4<sup>th</sup> year / 3<sup>rd</sup> year stipulation due to Board Trustees leaving at different times. The result is that when a Trustee moves up he/she does not always have same number of years as the departing Trustee which has caused the current Board to be out of Rotation for the last two years. Trustee Greenberg questioned Presidential term limits; he expressed concern that removing the Addendum 3 could result in seating a lesser experienced Board member, and also the possibility that more experienced Board members may never get a chance to serve as President. The Director clarified how current rotation method came to be and how it is supposed to work, noting that the Board position of Treasurer had to be abolished to comply with the law. Trustee Parr offered that of the two options, if the current method of Rotation was chosen she agreed with Trustee Dwyer that Addendum 3 should be revised to remove the time served stipulations. Trustee Arnone offered her opinion that Addendum 3 should be repealed, and that the Board should return to the election method. Trustee Dwyer, after confirming there were no more Board comments, asked for Public Comments. Three members of the public spoke asking for various clarifications, after which their consensus was that the Board should elect. There were no further comments from the Public.

Trustee Dwyer moved that Addendum 3 be removed from the By Laws and the Board should be elected, second by Trustee Parr, and approved by Trustees Parr, Dwyer, and Arnone. Trustees Vegh and Greenberg voted no.

As to Item 1 of the Reorganization, the Election of Board Officers, Trustee Dwyer moved the following:

1. Trustee Arnone be elected President, second by Trustee Parr, unanimously approved;
2. Trustee Greenberg be elected Vice President, second by Trustee Vegh, unanimously approved;
3. Trustee Vegh be elected Secretary, second by Trustee Parr, unanimously approved.

As to Item 2 of the Reorganization, the Annual Schedule of Meetings, Trustee Dwyer presented such to the Board. The 12/17 meeting was changed to 12/10 to avoid holiday conflict. No other changes were requested and there were no further comments from the Board or the Public. Trustee Dwyer moved that the schedule (with the December date change) be accepted, second by Trustee Parr, unanimously approved.

As to Item 3 of the Reorganization, the Appointment of Board Professionals, Trustee Dwyer presented such and called for discussion and comments. After questions arose regarding the purpose and process, Trustee Dwyer clarified it was a standard procedure for the Board to vote each year whether or not to reappoint Professionals.

There were various other questions from the Board regarding the Attorney fees and contract negotiations; the change to the Library Accountant (employed by the existing firm, Shalik Morris); and the change of the Library Auditor. The Director detailed the process by which the new Auditor (R.S. Abrams) was selected.

There were no further comments from the Board. Trustee Dwyer opened it up to Public comments; question were asked and answered regarding Auditor's role.. There were no

further comments from the Public. Trustee Dwyer asked for a motion to approve all Board Professionals; Trustee Vegh moved, second by Trustee Greenberg, and unanimously approved.

Additional Appointments and/or Designations presented and voted upon as follows:

Appointment of Board Secretary and Records Officer: Trustee Dwyer moved that the Administrative Assistant to the Library Director be appointed, Trustee Arnone second, unanimously approved.

Appointment of the Investment Officer: Trustee Dwyer questioned if the position would be better served by someone with a financial background. The Director clarified that the allowable investments are prescribed by law and therefore limited. Trustee Dwyer moved that the Library Director, with the advice of the Treasurer, be appointed, second by Trustee Vegh. All approved with the exception of Trustee Greenberg who abstained due to a conflict.

Appointment of the ALIS Voting Rep: Trustee Dwyer moved to accept the Library Director as the ALIS Voting Rep, with the Assistant Library Director as a backup, second by Trustee Parr, unanimously approved.

Designation of a Payroll Certifying Officer: Trustee Dwyer moved to accept the Library Director as the Payroll Certifying Officer, with the Assistant Library Director as a backup, second by Trustee Vegh, unanimously approved.

Rescindment of Signature Plate: Trustee Dwyer noted that the Authorization for the Signature Plate for checks has been rescinded.

Petty Cash Increase: Trustee Dwyer moved that the amount of Petty Cash be increased from \$100 to \$200, Trustee Parr second, unanimously approved.

Designation of Bank: Trustee Dwyer moved that the Bank Designation as per the Library Director's report be accepted, second by Trustee Parr, Trustees Arnone and Vegh approved, Trustee Greenberg abstained due to a conflict.

All Other Appointments and Designations: Trustee Dwyer moved to accept the Library Director's recommendations as stated on pgs4-6 of the Director's Report, second by Trustee Vegh, unanimously approved.

## V. Director's Report

- 1) Plymouth Rocket Software – there was a brief public demonstration prior to the Meeting. There was positive feedback from Trustee Parr during Board comments. There were no comments from the Public. Trustee Parr moved to purchase EventKeeper & TixKeeper software, second by Trustee Arnone, unanimously approved.
- 2) Grants – Trustee Dwyer asked for Board comments regarding these two Grants:
  - A. NYS Construction Grant Assurances – State Construction Grant Funding – The Director clarified details of the Grant including the breakdown into four (4) contributors;

EcoMedia, PSEG LI, NYS Construction Grant, and the Library. No further comments from Board or Public. Trustee Dwyer moved to accept, second by Trustee Vegh, unanimously approved.

B. Comfort Long Beach - Option 2 Plus Kiosk and iPads - The Director clarified that the Library was directed to take Option 2 Plus by the administrator of the grant. No further comments from Board or Public. Trustee Vegh moved to accept, second by Trustee Greenberg, unanimously approved.

3) Petty Cash Policy Revised – already voted and accepted.

4) Library Furnishings –

A. Youth Services Chairs – there was some discussion amongst the Board as to need for new chairs. There was no comment from the Public. Trustee Arnone moved to purchase four (4) new chairs for Children’s Room for \$169 each, second by Trustee Dwyer, unanimously approved.

B. Couch and Loveseat options - there was discussion amongst the Board as to new furniture vs. reupholstering existing furniture. There was no comment from the Public. Trustee Arnone moved to purchase new furniture from Pier 1, for \$1699.98, second by Trustee Vegh, unanimously approved.

5) Printer for Librarian’s office – The Director advised that the current HP 4050 printers were beginning to fail due to age, 15 years, and provided revised price from Revitalizer of \$599, down from original price of \$699, for replacement model HP M 601N. Trustee Vegh moved to purchase, second by Trustee Greenberg, unanimously approved.

6) iHelp Photo Opportunity – Date and Time – The Director briefly summarized this for the Board; iHelp is a computer program for stress release, invented by the Mental Health Association of NYC in association with the County (? Nassau?) They would like the Board Members to be present for a ribbon cutting photo opportunity to be held at the Library, and provided some possible dates of 9/1, 9/8, and 9/15. After discussion amongst the Board, it was decided to leave it to the vendor to choose the date (with the exception of 9/1 as it is the Labor Day holiday)

7) Program, Journey the Ancient Seas Local Share – The Director clarified this is a grant funded program, whereas the Library only pays \$300 of the \$1000 total cost. Trustee Dwyer moved for approval, second by Trustee Arnone, unanimously approved.

8) Meeting Room Requests – Trustee Dwyer advised there were three (3) meeting room requests. Representatives from each group presented their request to the Board.

A. Girl Scout Daisy Troop 2356 requested to meet every other week beginning in September. No comments from Board or Public. Trustee Dwyer moved, second by Trustee Parr, unanimously approved.

B. Girl Scouts Daisy Troop 2059 requested to meet every other week. No comments from Board or Public. Trustee Dwyer moved, second by Trustee

Greenberg, unanimously approved.

- C. All Our Energy is a Not For Profit Renewable Energy / Environmental Outreach Organization. George Polwell (sp?) requested to meet monthly, and bring in various speakers and groups to educate local residents. Approval was moved by Trustee Arnone, second by Trustee Dwyer, unanimously approved with stipulation from Trustee Greenberg to check back after 6 months to ensure the meeting room have not become overcrowded.

VI. Old Business – no Opening comments from the board.

- 1) By Laws Amendments – Trustee Dwyer moved to table the Amendments to the By Laws. Second by Trustee Vegh, unanimously approved.
- 2) Planning Process - Trustee Dwyer explained the Planning Process was last updated in 2007, and that she would like to find new ways to involve people from the Community in the Planning Process, to determine what the Community would like to see from their Library. She advised the NLIS liason who had previously facilitated the process took a new position and is no longer available to lead; therefore Trustee Dwyer moved to table until the next meeting. Second by Trustee Vegh and unanimously approved.
- 3) West End Survey - Jerry Rosanoff, Vice President, WENCA, opined that it was premature to conduct a survey, thinking it would make more sense to survey after opening the new Branch to assess the wants and needs of residents. He provided a list of items that WENCA believes should be incorporated into the new Branch; copies were distributed to the Board. He advised that WENCA had called a meeting for Saturday (8/8) to look at a possible location for the new Branch; invited all Board members and The Director to attend. After further discussion it was decided that two (2) Board Members (Trustee Arnone and TBD) would attend due to laws surrounding Quorums and Public Notice. The meeting is scheduled for 9 a.m. at LBPL, then the group will move to CrossFit at 10:30 a.m. After this initial meeting, the findings will be reviewed, and the possibility of forming a Feasibility Committee, as suggested by Mr. Bendo, will be explored and presented at the next Board meeting. This committee would meet separately from the Board and meetings would be noticed Publicly and open to the Public.
- 4) Point Lookout Plaque Wording – Trustee Dwyer moved to table until next meeting, second by Trustee Vegh and unanimously approved

VII. New Business

- 1) By Laws Amendments - Tabled
- 2) Program Policy Review - Tabled
- 3) Point Lookout Program Use - There were no opening Board comments. A public comment addressed wanting to open Point an additional night in order to support more programs, as requested by patrons. It was pointed out that the current schedule of one night a week

results in overcrowding, and noted that there are people willing to volunteer to staff Point on an additional night. Trustee Greenberg commented he was in agreement about wanting to utilize Point more; however, when this was previously attempted issues arose regarding liabilities, budget, staffing, etc. After much discussion, it was agreed upon that more research would be done to determine next steps, and the topic was tabled.

VIII. Questions and Comments from the Public

IX. CSEA – No Report

X. Personnel

- a. Resignation of Administrative Assistant Margie Bochynski, effective August 19, 2014
- b. Administrative Salary increases for Michael Simon and Dana Zawal. Moved for approval by Trustee Vegh, second by Trustee Greenberg and unanimously approved.

XI. Date & Time of Next Meeting

**Wednesday, 17 September 2014 @ 7:15 P.M. – Executive Session**

**Wednesday, 17 September 2014 @ 8:00 P.M. – Public Session**

XII. Adjournment

There being no further business following a motion by Trustee Vegh, second by Trustee Greenberg, meeting was adjourned at 10:05 p.m.

Respectfully submitted,

Mr. Warren Vegh, Secretary