

LONG BEACH PUBLIC LIBRARY

BOARD OF TRUSTEES

MINUTES OF MEETING HELD ON NOVEMBER 19, 2014

PRESENT:

Carol Arnone, President

Alan Greenberg, Vice President

Kathleen Dwyer, Trustee

Warren Vegh, Trustee

Diane Parr, Trustee

George Trepp, Library Director

Michael Simon, Assistant Director

Jill Lessard, Administrative Assistant

David Baram, Attorney

Trustee Arnone called the meeting to order at 7:09p.m.

- **Agenda Item I** : MINUTES OF OCTOBER 9, 2014 MEETING were moved for adoption by Trustee Arnone, second by Trustee Dwyer, and unanimously approved by Trustees Arnone, Dwyer, and Parr; Trustees Vegh and Greenberg were absent with notice at the 10/9 meeting and therefore could not vote. MINUTES OF OCTOBER 15, 2014 MEETING were moved for adoption by Trustee Arnone, second by Trustee Parr, and unanimously approved. MINUTES OF OCTOBER 29, 2014 MEETING were moved for adoption by Trustee Arnone, second by Trustee Parr, and unanimously approved by Trustees Arnone, Dwyer, and Parr; Trustee Vegh was absent with notice and Trustee Greenberg left after the Executive session due to a prior commitment and therefore could not vote.
- **Agenda Item II** : WARRANTS 961; 962; 963 were moved for approval by Trustee Vegh, second by Trustee Arnone, and unanimously accepted.  
*OF NOTE • Trustee Dwyer requested additional details regarding Adult Programs. •*

Trustee Arnone moved that Agenda Item V : OLD BUSINESS be brought forward on the Agenda, second by Trustee Vegh, and unanimously approved.

- **(Agenda Item III : DIRECTOR'S REPORT, was bypassed.)**
- **Agenda Item V** : OLD BUSINESS
  - ITEM #1 - POINT LOOKOUT FLOOD INSURANCE - After discussion amongst the Board and comments by the public, it was moved by Trustee Dwyer to table the item while the Director obtains insurance quotes where contents are valued at less than \$200k. Second by Trustee Parr, Trustee Vegh voted in favor. Trustees Arnone and Greenberg voted against.

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- Item #2 - PROGRAM POLICY REVIEW, regards Trustee Dwyer's requested review of the Library Program Policy. Trustee Dwyer indicated she had reviewed and was satisfied with the current Library Program Policy. She moved that this item be removed from the agenda. Second by Trustee Vegh and unanimously accepted.
- Item #4 - LIBRARY DATELINE, regards Trustee Dwyer's desire to ensure that all community events and meetings can be posted on the Library Dateline. After discussion amongst the Board, Trustee Dwyer indicated she was satisfied and moved that this item be removed from the agenda. Second by Trustee Vegh and unanimously approved.
  - OF NOTE** • Trustee Dwyer requested that Event Keeper be set up as the default screen for all Library computers, to ensure the public is taking advantage of our website. Trustee Greenberg requested more signage be placed around the Library to encourage the public to utilize our website, and also asked that we add a comment regarding our Digital Library. •*
- Item #5 - ART LEAGUE EXHIBIT LIGHTING, regards the lighting of the artwork in the 2<sup>nd</sup> floor corridor and gallery. The Art League had asked that gallery lighting remain on during all Library hours of operation. After review, the Board advised that the lights will be on during evening hours as well as on rainy or otherwise dim days; during daylight hours and sunny days the lights are not needed.
- Item #6 - POINT LOOKOUT PLAQUE WORDING, regards the Trustee names to be inscribed on a plaque for the Point branch. After discussion amongst the Board, the following changes were proposed: a) Remove the "Dr" from Ira Grushack and correct the spelling of his surname; b) List the Trustees alphabetically as follows: Arnone, Dwyer, Greenberg, Grushack, Vegh. Trustee Arnone moved for approval, second by Trustee Greenberg. Trustees Arnone, Vegh, Greenberg and Parr voted in favor; Trustee Dwyer voted against.

At the conclusion of V. OLD BUSINESS, the meeting returned to its original Agenda.

○ **Agenda Item III : DIRECTOR'S REPORT**

- Item #1 – ACCEPTANCE OF \$20,000 ANONYMOUS DONATION FOR WEST END BRANCH FURNISHINGS AND EQUIPMENT – After discussion regarding stipulation(s) attached to the donation, Trustee Dwyer moved to accept the donation, second by Trustee Parr, and unanimously approved.
  - OF NOTE** • Trustee Dwyer requested that the November 19, 2014 Agenda be modified to note that the donation was given to the Friends Of The Library. Agenda was changed \*as follows\* : "Acceptance of \$20,000 Anonymous Donation \*given to Friends Of The Library\* to be used exclusively for West End Branch furnishings and equipment" •*

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- Item #2-- PURCHASE OF CORE COLLECTION AND OTHER DATABASES, regards the annual cooperative purchase (via NLS) of group selected electronic databases (Core Collection, \$18,028) and locally selected Databases (Other Databases, \$5,893). The Core Collection purchase was moved for approval by Trustee Vegh, second by Trustee Dwyer, and unanimously approved. The Other Databases purchase was moved for approval by Trustee Vegh, second by Trustee Arnone, and unanimously approved.
- Item #3 – ACCEPTANCE OF CHARGING STATION SPONSORED BY MEYERSON-ROTH, concerns a multi-device charging station offered to the Library in return for allowing sponsor advertising to appear on the unit. Trustee Dwyer moved for approval, second by Trustee Parr, and unanimously approved.
- Item #4 – CHANGE ORDER FOR FIRST FLOOR PENDANT FIXTURES – regards the LED Lighting project that will soon commence. The current pendant fixtures are no longer available for purchase, necessitating replacement. After reviewing multiple replacement options provided by the Director, the Board agreed to purchase Model AIP8169, Homestead Interior Pendant, at a cost of \$1,280ea. Moved by Trustee Greenberg, second by Trustee Vegh, and unanimously approved.
- Item# 5 – BUILDING REPAIR AND MAINTENANCE
  - a) ASSA ABLOY FOR AUTOMATIC DOOR SENSING DEVICES, at \$1,935, was moved by Trustee Arnone, second by Trustee Vegh, and unanimously approved.
  - b) HVAC SERVICE CONTRACT WITH SAVMOR MECHANICAL – 3YR TERM, at \$11,115 was moved for approval by Trustee Arnone, second by Trustee Parr, and unanimously approved. The billing is annual.
- Item# 6 – F.E.G.S. HUMAN RESOURCES CONTRACT – F.E.G.S. is an agency which allows people on public assistance to join the workforce by referring them to municipalities and other agencies. The Library has been offered an opportunity to participate. Moved for acceptance by Trustee Dwyer, second by Trustee Vegh, and unanimously approved.
- Item# 7 – STATE AUDITING REQUIREMENTS – the Director attended a seminar which

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covered the latest NYS auditing requirements and preparation for such. The following items are needed to ensure the Library is in compliance:

- a) Conflict of Interest and Ethics Policy
- b) Whistleblower Policy
- c) Sentry Safe, at a cost of \$ 215, for Main Branch
- d) Sentry Safe, at a cost of \$ 65, for Point Branch
- e) Casio Cash Register, at a cost of \$ 86, for Point Branch

Trustee Greenberg moved acceptance, second by Trustee Dwyer, and unanimously approved.

- Item# 8 – ANNUAL MEETING OF NASSAU LIBRARY SYSTEM TRUSTEES, Monday December 1, 2014 @ NLS – Attendance. Trustee Parr offered to attend the meeting
- **Agenda Item IV** : CORRESPONDENCE – The “Thank you” card and photo from the Youth Services Reading Club winner of the Kindle.
- **Agenda Item V** : OLD BUSINESS – Previously reviewed.
- **Agenda Item VI** : NEW BUSINESS
  - Item #1 – The Director advised that the Library received a \$20,000 “unrestricted” grant from Senator Dean Skelos.
  - Item# 2 – The Director advised that he had written a letter to Legislator Denise Ford requesting a \$10,000 legislative grant, to be channeled through the main branch, but used for the West End Branch.
    - **OF NOTE:** *The Director explained the funds from Legislator Ford had to be channeled through the Main Branch as there is a five year use stipulation attached to such funding.* ●
- **Agenda Item VII** – GOOD AND WELFARE
  - Item# 1 - Trustee Arnone advised the Art League of the Board’s decision regarding Art Exhibit Lighting
- **Agenda Item VIII** – CSEA

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- Item# 1 – AGREEMENT BETWEEN BOARD OF TRUSTEES OF LONG BEACH PUBLIC LIBRARY AND CSEA LOCAL 1000 AFSCME regards the new contract, retroactive to July 1, 2013 and effective till June 30, 2017. After a synopsis by Mr. David Baram, the contract was moved for approval by Trustee Vegh, second by Trustee Greenberg, and unanimously accepted.
  
- **Agenda Item IX** – PERSONNEL – the Board unanimously voted to approve the Personnel items, moved by Trustee Dwyer and second by Trustee Vegh.
  - Item# 1 - Resignation of Patricia Schram, P/T page, effective October 28, 2014
  
  - Item# 2 - Voluntary reduction of hours, Dorothy Farias, P/T library assistant
    - **OF NOTE:** *The Director advised that the reduction of hours for the P/T Library Assistant position be contingent upon staffing parameters of the Youth Services division*
  
- **Agenda Item X** – DATE AND TIME OF NEXT MEETING –
  - Wednesday, December 10, 2014 6:30 p.m. – Executive Session
  
  - Wednesday, December 10, 2014 7:00 p.m. – Public Session
  
- **Agenda Item XI** – ADJOURNMENT – Trustee Parr moved for Adjournment at 9:19 p.m., second by Trustee Vegh and unanimously approved.