

LONG BEACH PUBLIC LIBRARY

BOARD OF TRUSTEES

MINUTES OF MEETING HELD ON JANUARY 21, 2015

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 6:31 p.m. Trustee Parr moved to enter Executive Session at 6:34 p.m., seconded by Trustee Arnone, and unanimously approved.

Public Session resumed at 7:03 p.m.

(The Comfort Long Beach presentation and photo op were moved to the beginning of the Agenda, from Agenda Item III : Presentations)

- ITEM# 1 Zachary Solomon – Comfort Long Beach – The Director gave a brief synopsis of how the Library received a Comfort Long Beach grant to enhance the availability of technology for children in the community. Photos were then taken in front of one of the Crayon Kiosks in the Youth Services department.

(After the photo, the meeting resumed its original Agenda.)

- **Agenda Item I** : MINUTES OF DECEMBER 10, 2014 MEETING were moved for adoption by Trustee Vegh, seconded by Trustee Dwyer, and unanimously approved.
OF NOTE • It was suggested that the Board vote, at the end of this meeting, to begin the next scheduled meeting in Executive Session.
- **Agenda Item II** : WARRANTS 967; 968; 969; 970; 971; 972 were moved for approval by Trustee Vegh, seconded by Trustee Parr, and unanimously accepted.

(The Meeting Room Applications were addressed next, from Agenda Item IV : Director's Report : Item# 2)

- ITEM# 2 – Meeting Room Applications – a) The Hispanic Counseling Center had been previously approved, and b) the Board unanimously approved Daisy Troop# 2038, motioned by Trustee Arnone and seconded by Trustee Vegh.

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(The meeting resumed its original Agenda)

○ **Agenda Item III : PRESENTATIONS**

- ITEM# 1 – Zachary Solomon – Comfort Long Beach – *was previously presented.*
- ITEM# 2 – Marianne Van Duyne 2013-14 Audit – it was agreed that Ms. Van Duyne’s presentation would follow the Director’s report

○ **Agenda Item IV : DIRECTOR’S REPORT**

- ITEM# 1 – Lighting Project Change Orders is regarding three proposed changes:
 - a) replacing (18) batteries in “EXIT” signs throughout the Library at \$1,987.50;
 - b) installing (2) floor outlets in the Youth Services department for use with the Crayon Kiosks at \$2,427.55, and c) upgrading the (7) dimmers and wiring in the Auditorium to make it compatible with the new LED lighting at \$2,345.77. Total cost of \$6,780.82 will net to \$1,760.82 because of contingency funds written into the contract. Trustee Arnone moved to accept the change orders a, b and c, seconded by Trustee Vegh, and unanimously approved.
- ITEM# 2 – Meeting Room Applications – *was previously resolved.*
- ITEM# 3 – Tuition Grants of \$2,400 pursuant to the Labor Contract were moved for approval by Trustee Vegh, seconded by Trustee Greenberg, and unanimously approved.
- ITEM# 4 – Youth Services Equipment – the a) Mobile Octagon Book Displayer at \$1,299 and the b) Periodical Shelving at \$370 were unanimously approved by the Board, moved for approval by Trustee Dwyer and seconded by Trustee Parr.
OF NOTE • *The Director confirmed these purchases were accounted for in the budget. Further, he advised that the current displayer would be utilized in another branch.*

- **Agenda Item IV : CORRESPONDENCE** – there was one Correspondence item, a card thanking Phil Boccia for helping a patron.

○ **Agenda Item V : OLD BUSINESS**

- ITEM #1 – Health Insurance for Administrative Staff Retirees Policy, regards an Administration retirement resolution adopted by a previous Board that previously could not be located in the Board minutes, but has been located subsequently. The current Board had some concerns about the resolution, and requested that Mr. Baram

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further investigate available options. The item was therefore tabled.

(At this point in the meeting, some non-Agenda items were discussed)

- (Not on Agenda – from Director’s Report page 1) – West End Branch – WENCA Survey responses. The Board was concerned by the lack of survey responses received. There were varying opinions of what method(s) could or should be used to bolster the response; in the end, it was decided to wait another month before taking further action.
- (Not on Agenda – from Director’s Report page 5) – Follow up – Reverse Mortgage Program. A concern was expressed by Trustee Dwyer as to why the Program had no firm or name associated with it. A discussion ensued regarding commercialization and solicitation regulations. The Board asked Mr. Baram to further investigate what if any laws inhibit the information the Library is able to provide; Trustee Dwyer advised she would look at some other libraries to see what information they provide with regard to such Programs.

(At this point, Marianne Van Duyne of R.S. Abrams presented the 2013-2014 Audit Report from Agenda Item III : Presentations)

- Ms. Van Duyne advised that the Library received an “unmodified opinion” on the June 30, 2014 audit, which is the best opinion a library can receive. She gave a brief overview of the processes and procedures used to obtain their results including staff interviews, review of board minutes, documentation and testing of all library controls, etc. The result was a short list of recommendations of how the Library could improve its controls:
 - Capital Assets – It was suggested that the Library adopt a formal policy regarding Capital Assets. RSA to provide a policy for the Library to use as a reference.
 - Budget Transfers – It was suggested that the Library adopt a formal policy regarding Budget transfers. A policy will be provided to use as a reference.
 - Compensated Absences – It was suggested that the Library’s policy regarding Vacation leaves needs to be more detailed. The Library will review its current policy and report back, although compensated absences are described throughout the Labor Contract.
 - Payroll – It was suggested that the Library reconcile its 941 forms quarterly. It should be noted that the Library already has that policy in place.

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In addition to these suggestions, Ms. Van Duyne presented the results of the Government-Wide Financial Statements. She answered the Board's questions regarding the Other Postemployment Benefits Obligation (OPEB), and touched upon the new Governmental Accounting Standards Boards (GASB) amendments which will take effect in June, 2015.

○ **Agenda Item VI** : NEW BUSINESS

- ITEM# 1 - Preliminary personnel 2015 – 16 budget was presented. The Director, after noting that the personnel budget accounts for almost 73% of the Library's total budget, then gave a brief synopsis of each line item. Some key points were: less than 1% overall personnel budget increase, despite the inclusion of staffing costs for a West End branch; a decrease in health insurance costs due in part to negotiated increases in contributions from the employees; and a switch from Perma to Utica for Workers Compensation, which even when budgeting for a 10% increase still saves the Library money. The Director then outlined the timeline for adoption of the budget – a) the preliminary budget will be presented to the Board at the February meeting; b) a work session will follow two weeks later; c) a tax cap form must be completed and submitted after the work session and before the budget is adopted. He also noted that in June, a tax freeze form must be filed. Lastly, the Director updated the Board as to the contract with the Long Beach School District, the crux of which is having the Library granted "lifetime use of the building", as well as developing an inter-municipal agreement with the district to allow the Library to recoup funds spent on flood mitigation projects.

- **Agenda Item VII** : GOOD AND WELFARE – There was some questions from the public regarding the status of the West End Branch; Mr. Baram advised there were ongoing discussions that he was not free to discuss at this time.

- **Agenda Item VIII** : CSEA – There were no CSEA items.

- **Agenda Item IX** : PERSONNEL – There were no Personnel items

- **Agenda Item X** : DATE AND TIME OF NEXT MEETING –

Wednesday, February 25, 2015 6:30 p.m. – Executive Session

Wednesday, February 25, 2015 7:00 p.m. – Public Session

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- **Agenda Item XI** – ADJOURNMENT – Trustee Parr moved to adjourn public session at 9:10 p.m , and to reconvene the February 25, 2015 meeting in executive session. Seconded by Trustee Greenberg, and unanimously approved.
OF NOTE • *Trustee Vegh advised that he would not be able to attend the February 25, 2015 meeting.*