



The 2016 implementation requires adherence to the property tax revenue cap **AND** an efficiency plan to be submitted to the State's Division of the Budget by June 1, 2015, which will review the plans. The plan must include an annual 01% reduction in property tax revenue for the fiscal years 2016-17 through 2018-19. For the Library, that translates to nearly \$95,000 over those three years. When considered with the property tax cap that could mean that tax revenue collections could be less than 1% per year. Consider this with the proposed 27.7% increase in the minimum wage, the contracted increment in 2016-17 of 2.25% and the unpredictability of mandated benefit costs, there could be a real crunch. Further, the Division of the Budget has provided little guidance and some of that has been unclear and/or contradictory on how to achieve the mandated reduction. Another issue relates to the impact of these reductions, as the institution's resources will be further eroded while the tax payer may realize only a nominal tax credit, less than \$5.00. Thus, the Board may have to take a position at the May 2015 meeting that the Library will not comply with the tax freeze. More information will be provided when it becomes available from the Budget Division. With respect to the agenda, there are two Old Business matters, a proposal to test following Branch remediation, a proposal for a custom made circulation desk and storage cabinet/reserve shelving unit for West End, carpeting for the Branch, an organizational request for space and an employee resignation.

#### Branch Testing:

Trustee Arnone has secured a proposal, attached hereto, for independent air quality testing after the remediation at the West End Branch. The proposal from H2M architects and engineers is as follows:

- Up to five (5) air samples will be collected; four in the main and crawl space and one outside.
- Relative humidity within the space and moisture content of the building's materials will be measured.
- Samples will be submitted to an American Industrial Hygiene Association certified laboratory for mold analysis.

- A report will be submitted summarizing the results of the findings, which will be compared to existing standards and/or guidance values. The report will include recommendations and a scope of work for corrective actions as appropriate.

The cost of the report is \$950 and it will be forwarded within one week of receiving the laboratory analysis; however, if more mold samples are collected, there will be an additional charge of \$75 per sample. All questions should be addressed to Trustee Arnone, as administration was not privy to any discussions.

West End Circulation Desk:

As considerations for West End Branch expenditures begin, the Board is reminded that the following funding is available:

- Avanti Society member anonymous donation \$20,000
- Skelos grant funds 12,995
- Ford legislative grant for equipment; IMA signed funds pending 10,000

The Board is further reminded that the distribution of the survey to determine the community's desired services remains unresolved. The PTA disseminated survey resulted in nine (9) responses. The Director had suggested a postal customer mailing either targeted or community wide; however, another mechanism, electronic distribution via Constant Contact using Survey Monkey's \$300 Gold Plan, has been identified. The survey could be distributed to the library's email list of over 11,000 and concurrently mounted on the web site. Since the tabulation would be performed by Survey Monkey, another onerous chore would be overcome. Finally, Civil Service has ordered a test for the Library Assistant position for the Branch.

That written, it is proposed that the Library contract with Library Records Management for a custom designed circulation desk; per the attached, and storage/shelving unit made of a high strength, scratch resistant polymer material manufactured by King Plastic Corp. The desk will be composed of four (4) sections; one (1) 30" w X 24" d X 30" h unit with locking doors and open shelving above, one (1) 36" w X 28" h X 30" d unit at handicapped accessible height; one (1)



form has been submitted to the Controller's Office. Following that adoption, there must be a budget hearing, which was scheduled during the August 2014 Board organizational meeting for Wednesday, May 6<sup>th</sup> with the public vote on Tuesday, May 19<sup>th</sup>. The second issue is the policy for administrative staff health insurance in retirement, as attached. The latest draft still requires the Board to stipulate the number of continuous years an employee must work to qualify for such health insurance. A corollary question is as follows, Should those years be in administration or can they be in the Library's employee in any position? Please note the two (2) footnotes on page 2, which are:

- Retirement eligibility is based on New York State regulations for the Tier of the retiring employee.
- Retiring employees who are eligible for Medicare shall make such coverage primary with NYSHIP coverage secondary, pursuant to Civil Service Law.

### **What's the Board's pleasure?**

#### Follow-Up:

With respect to February's meeting and previous Board actions, please note the following. Pursuant to the Good and Welfare discussion at the February meeting and upon advice from counsel, the environmental test, site inspection and remediation proposals from the owner were made available for public inspection; however, there has been no public perusal of the documents at this writing. The LED lighting project throughout the main building is nearly complete with the only remaining item being the elevator lights, which are to be replaced. The vendor will ship the six (6) bulbs to and staff will perform the installation. Approved at the January 21<sup>st</sup> Board meeting, the periodical display unit for the Youth Services Department was finally received and installed. Comfort Long Beach grant funds, \$12,692, were received from FECS; however, their initial placement left after two (2) days for medical reasons. The two (2) computers that were partially funded by donations have been received and the commemorative plaques will be ordered upon installation. The auditorium equipment was ordered from Design Audio Visual, with installation anticipated in two weeks. The Qigong program at the Point Lookout Branch wrapped up its eight (8) sessions drawing from 7-12 participants per session and

the next program probably in June will be a nutrition series. Finally, part time adult librarian Bianca Rivera began working Monday nights and Saturdays and Library Assistant Nicole Menzzasalma began work in the Youth Services Department.

#### News:

The best news during this period was that EcoMedia/CBS is processing the \$70,000 lighting grant, with estimated arrival of the check in mid-April. As with the branch installation, a media event will probably be scheduled hopefully in early to mid-May before the budget vote.

Regarding the Nassau Digital Doorway service; downloadable e-books and recorded books, it has been proposed that consortium spending by the 52 libraries increase an average 11.86% to \$270,598 while the individual libraries expend a minimum of \$67,642 for a minimum total of \$338,242. For Long Beach, this means that consortium spending increases from the current \$3,976 to \$4,278; a 7.6% increase, while minimum library spending increases from \$1,324 to \$1,576; a 19% increase. Some argue, including your Director, that this is still insufficient; however, a consortium consists of a mix of libraries including small and large, well-funded and not so well funded, resulting in compromises. Last year circulation totaled over 525,000 to over 14,000 unique users from 17,583 titles and 47,410 items. Interestingly but not surprisingly, the highest activity day was Tuesday, January 27, the day of the blizzard when all libraries and schools closed. Another proposal is to increase the maximum number of items a patron can check out to six (6) from the current five (5). While the proposals are expected to pass, on line voting will take place within the week.

With respect to library activity, monthly borrowing totaled 18,422 bringing the year to date total to 137,113, which compares to last year's monthly of 22,517 and cumulative 157,083. Not surprisingly, the only category that shows gains are the downloadables, with ebook activity increasing from 1,203 to 1,289; a 7% increase and juvenile ebooks jumping from 40 to 109. Remote activity saw 1,657 renewals compared to last year's 1,745 and 1,439 holds versus last year's 1,745. Further holds filled for February were 1,743 compared to last February's 1,927. Computer use is rebounding with 1,401 users recording 3,343 sessions versus last February's

1,197 users recording 3,085 sessions and children's 339 compared to last year's 274. Finally, in February there were 19,057 visits to the main library.

The Library continues to work with FEMA and the Office of Emergency Management to secure super storm Sandy reimbursements. Library administration will meet with FEMA representative Derek Richardson on Monday, March 23 and last week insurance claims were submitted to the Office of Emergency Management's Peter Gressick regarding the PW4385 claim. It would be helpful to develop and complete the two (2) Inter-Municipal Agreements (IMAs) with the school district for the lifetime use of the building and repairs and mitigation actions for the main building to facilitate claims and protect against future unpleasantness.

Finally, the Friends of the Library continue to meet as the President Sam Roca and the Treasurer Peter Nelson keeps things afloat until the real spark plug Linda Alper returns to her Sandy repaired home in mid-April. At their last meeting, the Treasurer reported a balance of \$8,434. The South Shore Reads program will discuss the book Museum of Extraordinary Things and is scheduled for Lynbrook Library on Monday, April 20, 7:00 - 9:00 p.m. The author Alice Hoffman will appear, refreshments will be available and there will be a raffle including prizes from Brixx and Barley, Lolos Kitchen and Starbucks.

#### Personnel:

There is one (1) personnel action to report. Youth Services librarian Margaret Capobianco has resigned, effective March 23<sup>rd</sup>. Although her letter contained no reason for the action, Ms. Capobianco has been out several weeks with a bad burn, injured ankle and has been on Family Medical Leave for parts of two years, as all leave banks have been exhausted. Since there is an extant Civil Service list, canvassing shall begin Tuesday, March 24<sup>th</sup>. Although not official, there is another possible loss of a long serving employee, which may be announced at the Board meeting. Regarding the Librarian III test, qualifying and testing have closed and the certified list from the Commission is awaited.