

LONG BEACH PUBLIC LIBRARY

BOARD OF TRUSTEES

MINUTES OF MEETING HELD ON MAY 6, 2015

PRESENT:

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

George Trepp, Library Director  
Michael Simon, Assistant Director  
Jill Lessard, Administrative Assistant  
David Baram, Attorney

ATTENDEES:

Matthew Dwyer  
Barbara Mosca  
Joseph Lee  
Jamie Lynch  
Denise Tagney

Trustee Arnone called the meeting to order at 7:00pm.

- ❖ Agenda Item I : Budget Hearing : Trustees Dwyer and Parr asked for clarification re: Telephone budget with regard to carriers, OPAC, and data line security. The Director responded on such and there was no further discussion. When the Budget was opened to public comment, Denise Tangney asked if the Library would be willing to purchase a database that is specific to not for profit organizations; she noted that the City had quite a few organizations that could benefit i.e. the Lion's Club, Kiwanis, Long Beach Reach, and the Waterfront Warriors. The Director and Assistant Director advised they would look into the possibility. There were no further comments.
- ❖ Agenda Item II : West End Furniture Proposals : The Director provided updates with regard to the timeline –
  - ◆ *OF NOTE: In response to Trustee Greenberg's query, the Director gave a projected opening date of approximately mid-June. In response to a query from the public, the Director advised that while there is a tentative floor plan in place, it could be easily modified as many of the furnishings are mobile. ♦*
  - The data circuit installation for the Branch, originally projected to take 4-6 weeks through ALIS, has been ordered directly from Verizon with an expected installation the week of May 18<sup>th</sup>. The POTS voice line installation will be done at the same time.
  - The carpet installation has been ordered with anticipated installation the week of May 18<sup>th</sup>.
  - Painting is in progress and the estimated completion date is Friday May 15<sup>th</sup>. Original projection was for May 8<sup>th</sup>.
  - Liability and flood insurance coverages are in progress.

LONG BEACH PUBLIC LIBRARY

BOARD OF TRUSTEES

MINUTES OF MEETING HELD ON MAY 6, 2015

- Parking for handicapped drivers has been requested from L.B. Police Department's Traffic Division and, as of May 1st, was under consideration.
- With respect to handicap access and fire evacuation, Building Department Head Scott Kemins inspected the facility on Friday, May 1 and maintains the entrance and ramp are compliant. Note, there was lingering concern voiced by the public with regard to safe access.
- The PSEG-LI account will be opened during the week of May 11<sup>th</sup> (originally targeted for the week of May 4<sup>th</sup>), as a check signature is awaited. The Director noted that the Landlord will continue to maintain the gas service.
- The Library Assistant position for the Branch has been announced by L.B. Civil Service, with a list of eligibles expected in July because it takes the State one (1) month to evaluate the responses. This is a civil service position because the Branch staffer will work more than 17.5 hours. In the meantime, part-staff will be rotated through the Branch.

Following the Director's updates, the following proposed purchases were discussed and approved for purchase by the Board as noted -

- Circulation Desk : Library & Records Management Systems State Contracted Desk at a reduced cost of \$3,770.00 (down from \$3,830.00) was moved for approval by Trustee Parr, seconded by Trustee Vegh, and unanimously approved.
- Pirouette Nesting Tables at a cost of \$1925.00 and Strive Nesting Chairs at a cost of \$1,700.00 were moved for approval by Trustee Dwyer, seconded by Trustee Greenberg, and unanimously approved.
  - ◆ *OF NOTE: The Director noted that the vendor of the Pirouette Nesting Tables had agreed to provide, at no cost to the Library, folding tables that can be utilized until such time that the Pirouette tables ship from the manufacturer (approximately eight weeks). ALSO, the cost of the tables was \$675 more than presented; the Board approved the additional cost via an email vote. ♦*
- Computers : It was decided that the proposed purchase of (7) Dell AIO computers at a cost of \$4,403.00 (\$629/ea), would be amended. The Board recommended and approved the purchase of (5) Dell AIO computers at a cost of \$3,145.00 and (2) Apple iMac computers at a TBD price. Moved for approval by Trustee Dwyer, seconded by Trustee Parr. Trustees Vegh, Dwyer, Parr, and Arnone voted in favor; Trustee Greenberg voted against.
- Printer, Scanner, Bar Code Scanner and Receipt Printer at a cost of \$1,636.00 was moved for approval by Trustee Arnone, seconded by Trustee Dwyer, and unanimously approved.
- Crayon Kiosk and (3) iPads at costs of \$ 994.29 and \$1,797.00 respectively, were moved for approval by Trustee Greenberg, seconded by Trustee Vegh, and unanimously approved.

LONG BEACH PUBLIC LIBRARY

BOARD OF TRUSTEES

MINUTES OF MEETING HELD ON MAY 6, 2015

- Shelving at a cost of \$1,660.00 was moved for approval by Trustee Dwyer, seconded by Trustee Vegh, and unanimously approved.
  - ♦ *OF NOTE: In response to Trustee Dwyer's query, the Director advised there would be (7) sections of Adult materials, (5) sections of Children's materials, and (1) section of Films.* ♦
- Storage Cabinet at a cost of \$1,045.00 was moved for approval by Trustee Dwyer, seconded by Trustee Parr, and unanimously approved.
- Signage at a cost of \$ 745.00 was moved for approval by Trustee Parr, seconded by Trustee Greenberg, and unanimously approved. There was discussion regarding the colors to be used; it was decided by the Board to allow Trustee Arnone to make the final determination.
- Casual Furniture at a cost of \$5,135.00 was moved for approval by Trustee Dwyer, seconded by Trustee Parr, and unanimously approved
  - ♦ *OF NOTE: Trustee Vegh left the meeting for a prior commitment* ♦
- Additional electrical work to be performed by Bob Fink at a cost of \$ 250.00 (the bid on the agenda was \$ 540.00) was moved for approval by Trustee Arnone, seconded by Trustee Parr, and unanimously approved.
- Added by the Director after the Agenda had been distributed, Mobile Shelving at a cost of \$1,760.00 was moved for approval by Trustee Dwyer, seconded by Trustee Parr, and unanimously approved.

♦ *MISCELLANEOUS NOTES: The Director advised that the Library would be marching in the City of Long Beach 2015 Memorial Day Parade and asked for volunteers from the Board; Trustee Parr advised she would march.* ♦ *Trustee Greenberg advised that he had obtained 4-5 "Little Library" boxes for donation to the Library.* ♦

❖ Agenda Item III : Date and Time of Next Meeting

Wednesday, May 20, 2015 at 6:30 P.M. – Executive Session

Wednesday, May 20, 2015 at 7:00 P.M. – Public Session

♦ *OF NOTE: Trustee Greenberg advised that he will not be able to attend the May 20, 2015 meeting.* ♦

❖ Agenda Item IV : Adjournment : Trustee Parr moved to adjourn at 8:08 P.M., seconded by Trustee Greenberg, and unanimously approved.