

Director's Report

May 20 – June 12, 2015

Although the end of the fiscal year approaches, there are still several agenda items and personnel developments for the Board's consideration. During this period, the focus was on the West End Branch, as orders were placed for the mobile unit for new materials to be delivered in mid/late July, children's chairs for the Crayon Kiosk, since received, an entrance mat, since received, a telephone and cash box, since received, and getting the HVAC inspected and ready for operation. Custodian Michael Scandariato continues to diligently work on site, mounting the louvre door to close off the back, gluing the cove bases onto the metal book shelves, reworking and polyurethaning the wood end panels, installing the art display system pursuant to two meetings with the Art Leagues Naomi Diracles and West End Arts' Jennifer Aly and affixing signs. Mr. Boccia has imaged the Dell computers, brought them to the Branch where he will load the ALIS software on the circulation computer and install the print and time management system, if the Board approved that new software. Further, the ceremonial opening has been scheduled for Saturday, June 27, 11:00 a.m. with a ribbon cutting, brief speeches and light refreshments. At this writing, the Board of Education and Superintendent, the City Council and City Manager, Legislator Denise Ford and Assemblyman Todd Kaminsky, Civic Association Leaders from East Atlantic Beach, the Walks, West End and Westholme and the principal of West School and the Co-Presidents of the West School PTA have been sent email invitations but there have no RSVPs as yet. Finally, the temporary, provisional staff member for the Branch is currently being trained, as the Civil Service list is awaited and a prospective page is scheduled for an interview on Friday, June 12th. Regarding main library staffing, this is a difficult period as summer vacations are starting when the clerical and youth services department have less people due to resignations and the failure of the selected children's candidate to respond, forcing another canvassing of the extant Librarian I list. At this writing, there are eight (8) responses; six will accept the position and two have declined. Thus, the personnel section will have two (2) provisional appointments, which will remain until the lists are developed. Finally, the Boardwalk Little Free Libraries have been installed in the same locations as last year and have been replenished three times already. Trustee Greenberg secured a donation of five (5) additional Little Libraries, two of which have been completed, with planned locations at the Christian Light

Baptist Church in honor of former custodian and church deacon Fred Harris, the Georgia Street Playground, a West End beach ticket booth, Point Lookout Beach Park and perhaps on Park Avenue on the property of a resident. With respect to the agenda and as noted in the opening, there are several issues requiring the Board's attention.

Construction Grant Request:

Last year, the Board approved a construction grant application for the lighting project, which has been completed and awaits a final payment of \$41,099.47, contingent upon the receipt of the PSEG-LI rebate and the resolution of a Department of Labor dispute in the sum of \$17,824.54. Thus, a project totaling \$175,322 actually cost the taxpayers approximately \$32,582, as the rebate is estimated at \$25,000. This year, a smaller project not requiring the involvement of architects/engineers and the New York State Education Department's Facilities Planning Division is proposed. The project is the installation of security cameras at a cost of \$9,996.62 for which the Library may receive approximately \$3,749 in grant funding; thereby, obligating the agency to the remaining \$6,247.62. The scope of work is to install a digital video surveillance and recording system consisting of a sixteen (16) channel recorder and nine (9) cameras on the first and second floor, leaving only the third floor to be installed at a later date. The Library has had occasional instances when the LBPD has requested surveillance tapes for stolen items inside the building and bicycles taken from the rack. **What's the Board's pleasure?**

Technology Enhancements:

As the Board is aware, one of John Bendo's ideas for the West End Branch is to have it function as a laboratory for new ideas. The first such technological idea is to install Librarica's Cassie print and time management software on the public computers. At the main building, the Library currently uses the ALIS supported Smart Access Manager system, which was purchased by ALIS and costs the libraries approximately \$750 annually for maintenance. While SAM accomplished its designated purposes of time and print management, it is a tad quirky, occasionally and inexplicably crashes, requires staff intervention from time to time and is cumbersome to install, as we experience when it was installed in the Youth Services Department.

West End Plaques:

The original 1968 and 2009 West End plaques were saved from the 810 West Beech Street location and it is anticipated that another plaque will be desired. Since the Point Branch currently has three plaques; the original from 1967 and two others, what's the Board's pleasure regarding the older units?

Meeting Room Request:

Alice Clancy on behalf of the Board Game Club requests meeting room space monthly from July through December on Tuesdays from 4:15 to 5:30, with an expected attendance of 20. Ms. Clancy has been advised of the guidelines and knows to appear at the meeting. What's the Board's pleasure?

New Business:

There are two new business items, as follows. With the retirement, pending a replacement, of legal counsel David Baram, the Board must undertake a formal process to search for a new attorney, as "recommended" by the New York State Comptroller's Office in their audits. To that end, the Director had drafted a Request for Proposal to be distributed to the library legal community and others. The RFP has some questions to be answered by the Board, as follows:

- What's the deadline date for applicant submissions?
- What should be the cap for labor negotiations?
- Does the Board want to consider NOT having counsel present at the Board meetings, which is a less costly approach and an alternate in the RFP?

Please review carefully, as this will be distributed to the professional community.

Last August the Board revised the ByLaws' Article IV – Officers to read as follows:

“Officers of the Board of Trustees shall be elected by the Trustees at the organizational meeting which is the first Board meeting after July 1. The officers shall be President, Vice-President and Secretary.” This replaced the rotation of officers that had been in effect for decades and came about largely because the rotation went awry with the resignation of then Trustee Freund. While the Board was certainly within their purview to enact this revision, it could be inequitable and facilitate one faction rule. Thus, a person could serve five years on the Board and never become President, as one side continuously rotates the office amongst the majority. Considering the office of the Board President is no more meaningful than any other Trustee, the President is merely the convener of the meetings and the office is somewhat ceremonial, it is suggested that the former rotation be reinstated, as follows:

President	The Trustee starting their fifth year in office.
Vice President	The Trustee starting their fourth year in office.
Secretary	The Trustee starting their third year in office.

The second paragraph of that Section remain unchanged and that is as follows: “Officers shall serve a term of one year from July to June or until their successors are duly elected. Tenure of office shall be limited to one consecutive year.” According to this provision, current Board President Carol Arnone cannot follow herself and in order to accomplish the rotation above, there are only two choices for 2015-16 Board President; Alan Greenberg or Diane Parr. In 2016-17, Trustee Vegh would become Board President based on the rotation and then the rotation could continue apace. Something to think about for the reorganizational meeting!

Follow-Up:

Pursuant to the regular Board meeting in May, please note the following responses. The Linked Patron Policy has been disseminated to the staff. The Opt 4 chairs were ordered for both branches with an expected delivery in July. The BizHub Konica Minolta station is in process, as the telephone line was ordered from Cablevision and will be installed June 16 and the lease agreement is in Mr. Baram’s packet for review. The computer cabling for West End was completed and tested fine. The Health Insurance for Administrative Retirees Policy was

submitted to the New York State Health Insurance Program. They indicated that the Board could certainly institute this policy; **however, the consecutive year requirement may not be honored by NYSHIP. With respect to their regulations, the number of years DO NOT have to be consecutive.** Finally, the appointment of children’s librarian Dana Tomlin has been rescinded, as she has not responded to the job offer. As a result, canvassing the remainder of the list has begun.

Information:

The Nassau Library System has been advised that the 2014-15 construction grants will not be announced until September because the Dormitory Authority, the issuer of the bonds for the construction grants, has an issue involving libraries that have bonds for construction, which may constitute double dipping. Further, it was announced that beginning with the next grant cycle there will be a requirement for participation by minority or women owned construction firms in projects that exceed \$25,000. It appears that 30% of the project must have such participation; consequently, bids must contain such language. If a library cannot find such vendors, they must file a Good Faith form indicating they have done 5 “reach-outs to firms in a database. Further implications of this requirement are:

- This requirement will add an additional layer of review for construction grant awards. This will likely elongate the amount of time before all libraries receive their grant funds.
- The requirement will affect how changes are made in construction project activities after the grant is awarded. If such activities require additional vendors, these vendors must be shown to be certified in order for grant funds to be used **and the State Education Department must be notified.** Certification will need to be shown before the additional work is done.
- This will impact the reallocation construction program process, since raising a project’s funding to \$25,000 and over would subject the application to the new requirements.

- Monitoring will involve filing quarterly reports with the State Education Department’s Minority/Women in Business Equity office

Through the efforts of Mr. Simon, the Library has received an E rate refund in the amount of \$5,292. While the Library applies for E-rate funding each year, it is not budgeted as a revenue because over 90% of libraries are “connected” and this administrator believes the program will eventually be defunded

This week’s program highlights include the Senior Fair for Savvy Seniors held on Thursday, June 11 and attracted over 200 and the June 12 – 14 Blues Festival. However, borrowing continues to decline across the board with only remote renewals increasing to 1,674 from 1,499. Similarly, adult computer use declined with 1,314 users recording 3,538 sessions compared to last year’s 1,500 users and 3,703 sessions. With high school AP and IB testing, there were fewer program offerings this month but the highlights were:

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| • Cabaret Festival | 953 |
| • George and Ira Gershwin with Jack Schnur | 145 |
| • Legends of Las Vegas concert | 130 |
| • Class of Life, theatre presentation | 70 |
| • Family magic show | 50 |

With the restoration of Branch services and the City in the midst of planning a revitalized Long Beach, the Library should undertake a planning process beginning in the fall. The Nassau Library System Assistant Director is available to facilitate the process. The Director could develop a list of organizations to be invited to participate for review by the Board at the summer meeting.

Personnel:

There are two personnel matters; appointments and salary increments for administration, for the Board’s consideration. The two (2) provisional appointments and one (1) permanent appointment are as follows.

- Nicole Menzzasalma is recommended as the Library Assistant for the West End Branch, effective June 24, at her current pay rate until the list of eligibles is presented by Civil Service. She was appointed to the Youth Services Department as an Assistant in February and was a page since September and has a Bachelor's Degree from Hofstra.
- Sheryl Kutsmeda is recommended as the full time Library clerk, effective June 9, at her current hourly rate, for the main building until the list of eligible is presented by Civil Service. She has been a page and part time clerk for over 15 years.
- Cynthia Nielsen was appointed provisionally in November 2014. Since then she has been productive, a quick learner, relates well to public and staff and has displayed initiative in asking to book discussions in unusual locations. As a result, it is recommended that Ms. Nielsen receive a permanent appointment.

The second personnel matter is increments for the Assistant Director, Administrative Assistant and Bookkeeper. Since the staff will be receiving a 2% increase in salary, it is recommended that these staff members receive a similar adjustment, which has been budgeted. What's the Board's pleasure?