

LONG BEACH PUBLIC LIBRARY

BOARD OF TRUSTEES

MINUTES OF MEETING HELD ON AUGUST 5, 2015

PRESENT:

Carol Arnone, President  
Alan Greenberg, Vice President  
Warren Vegh, Trustee  
Diane Parr, Trustee  
Barbara Mosca, Trustee

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

Trustee Arnone called the meeting to order at 7:10pm.

- ❖ Agenda Item I : The Minutes of June 17, 2015 were moved for approval by Trustee Vegh, seconded by Trustee Greenberg, and accepted, with Trustee Mosca abstaining.
- ❖ Agenda Item II : Approval of Bills and Schedules 898, 990, 991, 992 and 993 : Trustee Vegh, seconded by Trustee Arnone, and unanimously accepted.

◆ *OF NOTE: The Director agreed to look into the delivery status of books for the West End Branch at the request of Trustee Arnone.* ◆

- ❖ Trustee Mosca took the Oath of Office.
- ❖ Agenda Item IV : Reorganization :
  - The Board decided not to revisit the Bylaw concerning election of Board Officers until next year's election. Thus, this year's Board Officers will be elected by the Board. As such, the 2015-16 Library Board officers are:
    - **President: Alan Greenberg.** Nominated by Trustee Arnone, seconded by Trustee Vegh, and accepted by a vote of 4-0, with Trustee Greenberg abstaining.
    - **Vice President: Warren Vegh.** Nominated by Trustee Mosca, seconded by Trustee Greenberg, and unanimously approved.
    - **Secretary: Diane Parr.** Nominated by Trustee Arnone, seconded by Trustee Greenberg, and unanimously approved.
    - **Trustee: Carol Arnone**
    - **Trustee: Barbara Mosca**

Trustee Arnone then turned the meeting over to Trustee Greenberg.

Trustee Greenberg opted to address the Meeting Room request in advance of its position on the Agenda. After a brief discussion, the Lions Club request was moved for approval by Trustee Mosca, seconded by Trustee Parr, and unanimously accepted, with the exception of Trustee Vegh who recused himself.

The meeting then returned to its original agenda.

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Trustee Vegh suggested that the remainder of the reorganization, with the exception of the Board Attorney, should be read through and voted on at one time. The Board unanimously agreed. The following reorganization items were unanimously approved, with the exception of the Board Attorney. Motioned by Trustee Vegh, seconded by Trustee Mosca:

- The Annual Meeting Schedule, based on the third Wednesday of each month contingent upon school vacations, is as follows:
  - September 16, 2015
  - October 21, 2015
  - November 18, 2015
  - December 16, 2015
  - January 20, 201
  - February 24, 2016 (Tentative Budget)
  - March 23, 2016 (Budget Meeting)
  - April 20, 2016
  - May 18, 2016
  - June 15, 2016
  - The required budget hearing is tentatively scheduled for Wednesday, May 4, 2016.
- The Appointment of the following Board Professionals was unanimously approved:
  - Accountant : Mary Jane Kearns of Shalik, Morris and Company at an annual fee of \$ 4,000
  - Asset Inventory : Industrial Appraisal for an annual fee of \$250
  - Attorney : There is currently an RFP for a Board Attorney
  - Auditor : R.S. Abrams for an annual fee of \$ 9,150
  - GASB 45 Calculator : Milliman Accounting at a bi-annual fee of \$ 2,000
  - Treasurer : Richard Klenkal at an annual fee of \$15,000
- The remaining reorganization items were unanimously approved:
  - Authorization of Signatures – All Trustees shall be designated as signatories for Library Schedules (two trustees and the Treasurer), Wire Transfers (one trustee and the Treasurer), Stop Payments (one trustee), and Checks (one trustee and the Treasurer). If the Treasurer is unavailable, Trustees alone can be the signatories.
  - Designation of the Official Newspaper – South Shore Tribune
  - Bank Designations – Capital One, CitiBank, First National Bank of LI, and HSBC
    - ♦ **OF NOTE: At the request of Trustee Mosca, the Director agreed to investigate what if any bank fees the Library would incur by switching banks.** ♦
  - Petty Case Fund – Policy amendment to reflect the maximum single disbursement be up to \$75

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- Worker's Compensation Administrator – Utica Insurance pursuant to lowest pricing obtained by the Broker.
- Administrator for the IRS Section 125 Plan – Preferred Group Plan, Inc.
- Administrator for the 403B Retirement Plan – Omni
- Authorization of Certain Payments between Board Meetings
- Re-adoption of all policies in effect during the previous fiscal year

Trustee Greenberg opted to address Agenda Item IX : New Business, to accommodate the public. The public offered a 3-page petition showing support for the continuation of the Qi Gong class held at the Point Lookout Branch. After discussion, Trustee Greenberg advised that the Board would look at ways to expand the number and variety of future programs, but for the time being would vote only on the next Qi Gong session slated for mid-September. Trustee Arnone moved to approve, seconded by Trustee Mosca, and unanimously approved. The Board then discussed the furniture for Point Lookout. Trustee Mosca expressed an interest in adding some casual seating for adults. Trustee Greenberg suggested that the matter be tabled until the next meeting, so that the space could be measured to ensure the furniture would fit comfortably and meet all requirements. The Board agreed.

The meeting then returned to the original Agenda.

❖ Agenda Item V : Director's Report

- The purchase of twenty (20) Opt 4 Chairs for the West End at a cost of \$ 3,270, was moved for approval by Trustee Arnone, seconded by Trustee Vegh, and unanimously approved.
  - ♦ **OF NOTE: At the request of Trustee Vegh, the Director agreed to investigate the legal occupancy of the West End Branch, and acquire a sign for such. Also, Trustee Arnone requested an accounting of how the \$20,000 gifted to the West End Branch was spent, for auditing purposes.** ♦
- Regarding the \$25,000 Skelos grant – the Board was not inclined to accept any of the three (3) proposals the Director had suggested (electronic message board, fiber optic cabling for computers, new telephone system). Trustee Mosca moved to accept replacing the telephone system, seconded by Trustee Parr; however, upon further consideration Trustee Parr withdrew her second. With the exception of Trustee Mosca the Board voted against the motion. The Board instead voted for a temporary increase in labor / branch hours for the West End and Point Lookout Branches, applicable to existing personnel, in order to add more programs until such time that the grant money is depleted. Motioned by Trustee Vegh, second by Trustee Arnone. The motion was approved with Trustee Parr voicing the only dissenting vote; Trustee Greenberg requested the Director write the grant.
  - ♦ **OF NOTE: Trustee Greenberg expressed his desire for the Board to come up with ways to increase circulation and get more people into the Library. Trustee Mosca advised that there were many Library features she was previously unaware of, and thought finding a different way to "get the**

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***word out” would be a better use of the grant. She also suggested that the Library place American Flag in all meeting rooms, as well as in the Children’s Library. The Library Attorney Mr. Baram, advised the Board to submit a proposal that will encompass the entire \$25,000, citing the risk of losing any funding that is not committed to entirety of the grant. ♦***

- The Meeting Room request from The Lions Club was previously addressed.
- The carpet cleaning proposal from Long Island Carpet Cleaners was moved for approval by Trustee Arnone, seconded by Trustee Vegh, and unanimously accepted.
- The Board voted unanimously to table the West End Plaque inscription. Moved by Trustee Vegh, seconded by Trustee Greenberg.
- The Strategic Planning Process was tabled; motioned by Trustee Vegh, seconded by Trustee Mosca, and unanimously approved.
  - ♦ ***OF NOTE: Trustee Mosca suggested that The Long Beach High Rise association be added to the list of participants, and offered to get in touch with them. Trustee Greenberg requested this item be near the top of next meeting’s agenda ♦***

❖ Agenda Item VI : Staff Reports : The Assistant Director’s report was included in the packet for review.

❖ Agenda Item VII : Correspondence : There was a card from Neptune Tower’s Book Club, expressing their thanks to Ms. Buss.

❖ Agenda Item VIII : Old Business : The By Laws revision was addressed at the start of the meeting by Trustee Arnone.

❖ Agenda Item IX : New Business : With regard to the RFP for Legal Services, the Director will schedule meetings with selected candidates for August 19, 2015.

- With regard to the West End Branch and by acclamation, it was decided that the Fall hours will be:
  - Monday and Wednesday – 5pm to 9pm
  - Tuesday and Sunday – CLOSED
  - Thursday and Friday – 2pm to 6pm
  - Saturday – 10am to 2pm
- With regard to the West End Branch 2016-17 schedule, the Director advised that the Board needs to think about the number of hours to be scheduled for budgeting purposes.
- The furniture and programming items for Point Lookout were previously addressed.

❖ Agenda Item X : Good and Welfare : There were no Good and Welfare items.

❖ Agenda Item XI : CSEA : There were no CSEA items.

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- ❖ Agenda Item XII : Personnel : The following Personnel items, except where noted\*, were moved for approval by Trustee Vegh, seconded by Trustee Mosca, and unanimously accepted:
- The probationary appointment of Bianca Rivera, effective August 21, 2015, as a full time Librarian I in the Youth Services Department, at the beginning rate.
  - The probationary appointment of George Ramos at the beginning hourly rate as a Library Assistant at the West End Branch
  - The transfer of Nicole Menzzasalma to the Youth Services Department as a 17 hour Library Assistant.
  - The resignation of part time Library Assistant Dorothy Farias, effective July 31, 2015.
  - The hourly increment for four (4) pages of \$ 1.00/hr, effective with the next payroll.
  - The retirement of Library Director George Trepp, effective October 30, 2015, \*was motioned by Trustee Vegh, seconded by Trustee Greenberg, and unanimously approved.
  - The salary increment for Library Director, consistent with contracted raises of 2%, effective July 1, 2015, \*was motioned for approval by Trustee Vegh, seconded by Trustee Greenberg, and unanimously approved.  
♦ *OF NOTE: Trustee Vegh expressed his thanks and good wishes to the Director upon his planned retirement, for all of his work and accomplishments. He noted his belief is that "his (the Director's) will be tough shoes to fill."* Trustee Greenberg agreed. ♦
- ❖ Agenda Item XIII : Date and Time of Next Meeting : Trustee Greenberg moved that the September 16, 2015 meeting begin in Executive Session, seconded by Trustee Arnone, and unanimously approved.
- Wednesday, September 16, 2015 at 6:30 P.M. – Executive Session
- Wednesday, September 16, 2015 at 7:00 P.M. – Public Session
- ❖ Agenda Item XII : Adjournment : Trustee Arnone moved to adjourn at 8:53 P.M., seconded by Trustee Greenberg, and unanimously approved.