



**BOARD OF TRUSTEES  
MINUTES OF MEETING HELD ON JUNE 15, 2016**

PRESENT:

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

Michael Simon, Acting Library Director  
Jill Lessard, Administrative Assistant  
Ralph Madalena, Attorney  
Richard Klenkel, Treasurer

ABSENT WITH NOTICE:

Alan Greenberg, President

➤ Trustee Vegh called the meeting to order at 7:17p.m.

➤ ***The Minutes from May 18, 2016*** were moved for approval by Trustee Mosca, seconded by Trustee Parr, and unanimously approved.

➤ ***The Approval of Bills and Schedules 1024, 1025, and 1026*** were moved for approval by Trustee Parr, seconded by Trustee Mosca, and unanimously approved.

◀ In advance of the Director's Report, Trustee Vegh requested that Acting Director (AD) skip ahead to Item #6, the proposed Latino Civic Association (LCA) Intern Program. AD Simon summarized the program and then let Ms. Helen Alessi of the LCA explain in more detail: LCA will provide a certificate of insurance naming the Library as the Insured; there will be (2) student interns "hired" by LCA for whom the Library will incur no cost; these interns will be assigned to work at the Library (possibly for July and/or August, TBD) with their focus being to encourage more of the Hispanic population in Long Beach sign up for library cards and utilize library services and programs; the interns would also assist the Library in preparing for the upcoming Hispanic Heritage Month. In addition to the Library Internship, the LCA has developed partnerships with other well regarded institutions in Long Beach they consider vital to the community, including the City of Long Beach and the Long Beach Historical Preservation Society, and will have interns there as well. Ms. Alessi said one of the goals of the LCA Internship program is to illustrate how important local, well regarded institutions are to their communities.

➤ ***The Acting Director (AD) presented his report*** – The **Adult Summer Reading Program** is reportedly off to a very promising start and generating some buzz, with people turning in their "rating slips" and new people signing up. The AD advised that Adult Librarian Camille DiPietro has been picking up raffle prizes for the Program, generously donated from multiple local businesses. The Library is about to implement **Flipster**, a digital magazine subscription program. As explained



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by the AD, there will be a link up on our website for (Long Beach) patrons; once they enter their library card number they will have access to (35) magazines ranging from architecture to cooking to kid friendly to sports. *Per the AD, the list of titles will be made available in approximately a week; see attached for list of titles.* The magazines can be read online, or downloaded onto both Apple and Android devices for offline reading through the Flipster app. We will be able to get stats from the company as to which magazines are getting the most use and adjust our subscriptions accordingly. The program may also afford us the opportunity to cut back on some of our print subscriptions, by adding a few tablets in the Library for patrons to access our magazines digitally. In addition to the cost of the magazines themselves, there is an annual platform fee of 5% of our total subscription price. The total cost is being split into two fiscal years (2015-16 and 2016-17). *Trustee Vegh briefly paused the meeting to offer a moment of silence for the victims of the tragedy in Orlando.* **Tutor.com**, a database that provides online tutoring and has proven to be very popular, is being renewed for the 2016-17 fiscal year. The cost will again be shared 50/50 with the Long Beach School District. *\*\*The AD said he would provide the actual cost to the Trustees; the annual total cost is \$2,908.00 of which the Library is responsible for \$1,454.00\*\** The Library's **Database Renewal** of Reference USA was put through for a 3yr subscription to take advantage of a multi-year discount (which affords us a 0% increase guarantee for the 3 years). The Library selects databases based on statistical usage, database roundtables (this year attended by the AD and Adult Librarian Camille DiPietro), and general feedback. With regard to our **Digital Stats & Overdrive Commitment**, the AD advised that on Nassau Digital Doorway (NDD) Long Beach is currently 1<sup>st</sup> out of the 54 Nassau libraries in Audio Book checkouts; our E-Book checkouts were slightly down from the prior month but still very active. Digital checkouts comprise a significant portion of our services – our increase from last year's figures is substantial and Long Beach is currently in the top 10 in Nassau County for total digital checkouts. NDD has committed to spend over \$.5M on digital titles next year, resulting in an increased cost for all member libraries. Our commitment for 2016-17 is \$9,067, an increase of \$2,763. **Hispanic Heritage Month (Latino Civic Association Intern Program)** was previously addressed.

◀ In advance of other Agenda Items, Trustee Vegh moved forward to Item **VII : New Business**. Sam Roca, President of the **Long Beach Friends of the Library (LBFL)**, approached the board with a fund raising proposal to host a Mini Golf event in the Library on September 11. *The LBFL raises funds to support the Library, as the Library is prohibited from raising its own funds.* An outside company with extensive experience (125 events in 25 states) would be supplying all of the equipment, laying out the course inside the Library, etc. Mr. Roca advised of a similar event held at another library in Connecticut in 2006 that proved to be very successful. He also noted that the LBFL was planning to attend a Mini Golf event being held at the Lynbrook Library on June 25<sup>th</sup> and 26<sup>th</sup> to get a firsthand



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look at how it was run and what was involved. In response to a Trustee question about staffing and security, AD Simon noted that he had spoken with the Director of the Lynbrook Library (whose own "Friends" Group had hosted a prior Mini Golf event 6 or so years ago and raised approximately \$8k), and had been told in that instance the staff had volunteered their own time to oversee and assist with the event, and there was also paid custodial staff on hand – which was in effect that library's contribution to helping the fund raising effort. There was additional discussion about how the fees, sponsorship, etc., could be structured. It was then brought up that the proposed date of September 11 was actually the first Sunday the Library would reopen after being closed for the summer. It was agreed that the AD would check into a possible date conflict and get back to the Board. Pending a date change, the Board was unanimous in their support for the idea. *The Library is in fact open on September 11. An alternate date had not been chosen as of the transcription of these minutes.*

◀ Trustee Vegh next addressed Item **VI : Old Business**. The Board had previously approved that the **Skelos Grant** be used to purchase a new **Phone System** and a **Sound System** for the Auditorium, and were eager to get an update as to the status of the projects. The AD advised the Board that the Library had determined both projects could be completed on or close to the \$25k allowed by the Grant, and that we hoped to have finalized bids to be voted on at the next meeting.

◀ Trustee Vegh returned to Item **VII : New Business** - the **Insurance Renewal** (Library Package, Library Public Officials, and Library Umbrella) with increased blanket property coverage (\$4,220,896 to \$4,389,732) and an increased cost of \$1,022 over last year's rate, was moved for approval by Trustee Mosca, seconded by Trustee Arnone, and unanimously approved. *The AD added a New Business Item, the Resolution to Dissolve ALIS.* He gave a brief synopsis of what led up to the proposed dissolution and subsequent takeover of all debts and assets by the Nassau Library System (NLS), and advised the Board that he and other member Libraries were in favor of the proposal (which would add no cost to our current fee schedule with ALIS). The Board then voted unanimously to approve the Resolution, and to approve the Library Director as our NLS representative going forward. Moved by Trustee Arnone, and seconded by Trustee Mosca.

◀ Trustee Vegh moved to Item **X. Personnel**. After a brief turn by the AD summarizing such, the Board temporarily adjourned to Executive Session. Upon their return, the Board voted unanimously to approve all Appointments with exception of #2 – Appointment of Michael Simon, Library Director, effective July 1, 2016. Moved by Trustee Par, seconded by Trustee Mosca, and unanimously approved.



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↳ Trustee Vegh moved to Item **VIII. Good and Welfare** Patron Carolyn Lundgren (sp?) from Pt. Lookout spoke on behalf of renewing the Qi Gong program for another session, as the current session is over the end of June. After some questions regarding attendance, and discussion amongst the Board members, Trustee Vegh moved to renew the Qi Gong program for another (8 week) session, for July / August 2016. Trustee Mosca seconded, and all Trustees voted in favor.....John Bendo from West End Neighbors Civic Association (WENCA), noted that he would like to work on cross-promotion of programs being held in the West End Branch so he could post them on the Association's Facebook page. The Trustees were very interested in hearing more about this year's "Movies On The Beach" program run by WENCA. Mr. Bendo provided some background as to the expected cost (estimated between \$25-\$30K) for the program and how it is funded through grants, sponsorship and donations. It was suggested by Trustee Mosca that the Library possibly contribute to the program, and agreed that the item would be added to the next Agenda. The Board again entered Executive Session.

Upon their return, the Board - Voted on **the appointment of Michael Simon** as Library Director, moved by Trustee Parr, seconded by Trustee Vegh, and unanimously approved; Voted to accept the **Latino Civic Association Intern Program**, with the stipulation that the LCA be responsible for coming up with their own ideas - motioned by Trustee Vegh, seconded by Trustee Mosca, and unanimously approved; Voted to have **Long Beach Friends of the Library move forward with their fundraising effort**, moved by Trustee Mosca, seconded by Trustee Parr, and unanimously approved; Voted to **sponsor the WENCA Movie Night On The Beach** program for \$500, moved by Trustee Mosca, seconded by Trustee Parr, and unanimously approved. Trustee Vegh requested that the Library notify Mr. Bendo of the donation and find out how the Library donation will be represented. *The Administrative Assistant advised Mr. Bendo of the donation and at his request, emailed him the Library logo. Mr. Bendo advised that WENCA would be putting together 11x17 signs to be placed in local business windows, posting information on their Facebook page, and running a short video along with the movies. The Library will be represented on such.*

➤ **Staff Reports** – were included in the Acting Director's report.

➤ **Correspondence items** – Included in each Trustee's packet was an email from a Library patron expressing her appreciation for our Cabaret Festival; a letter from a Library patron commending two Circulation Clerks, Christiana Baggie and Regina Staffa, for the "superior level of customer service" they provided when assisting her with reporting and replacing a stolen library card; and some Thank You cards received from students who enjoyed their time spent "working" at the Library.

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➤ **Old Business items** – Were previously addressed.

➤ **New Business items** – Were previously addressed; voting results as follows:

1. Friends of the Library fund raising proposal was moved for approval by Trustee Mosca, seconded by Trustee Parr, and unanimously approved.
2. Insurance Renewal was moved for approval by Trustee Mosca, seconded by Trustee Arnone, and unanimously approved.
3. **\*\*Resolution to dissolve ALIS** was moved for approval by Trustee Arnone, seconded by Trustee Mosca, and unanimously approved.
4. **\*\*\*Latino Civic Association Intern Program** was moved for approval by Trustee Vegh, seconded by Trustee Mosca, and unanimously approved.
5. **\*\*\*Sponsorship of \$500 for Movies On The Beach**, presented by WENCA, was moved for approval by Trustee Mosca, seconded by Trustee Par, and unanimously approved.

*\*\* Items added after initial Agenda was published*

*\*\*\*Items added after the initial Agenda was published and voted upon when the Board returned from Executive Session*

➤ **Good and Welfare** – Were previously addressed.

➤ **CSEA** – There were no CSEA items.

➤ **Personnel** – The following Personnel items were moved for Approval by Trustee Parr, seconded by Trustee Mosca, and unanimously approved:

1. Appointment of Regina Staffa, F/T Library Clerk, effective May 2, 2016
2. Appointment of Dana Zawol, F/T Bookkeeper, effective June 20, 2016
3. Appointment of Zembrije Koku, P/T Page, effective May 17, 2016
4. Traineeship for Nicole Menzzasalma, effective June 16, 2016

The appointment of Michael Simon, Library Director, effective July 1, 2016, was motioned by Trustee Parr seconded by Trustee Vegh, and unanimously approved.

➤ **Date and Time of Next Meeting** – The next Special Meeting will take place on **Friday, July 1, 2016**. Trustee Vegh asked that the Board be notified at that time if there will be a need for a Board Meeting in



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*August.*

➤ The meeting was ***Adjourned into Executive session*** at 8:59 p.m., so moved by Trustee Mosca, seconded by Trustee Parr, and unanimously approved.