



**BOARD OF TRUSTEES
MINUTES OF BOARD MEETING HELD ON SEPTEMBER 14, 2016**

PRESENT:

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

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

ABSENT WITH NOTICE:

Alan Greenberg, Trustee

➤ Trustee Vegh called the meeting to order at 7:06 p.m. He then announced that Trustee Greenberg had stepped down from his position by reading Trustee Greenberg's letter into the minutes:

"I regret to inform the Board that I have decided to step down from my position as a Library Board Trustee. This is due to personal health issues. I just wanted to express how fortunate I am to have served on the Library Board. I am very proud of the work we have accomplished. I want to wish both the Board and the Library staff the very best. Sincerely, Alan Greenberg"

After the reading of the letter, the Trustees spoke:

Trustee Parr thanked Trustee Greenberg for his service, noting that she thought he did a wonderful job, and that he had the best interests of the Library at heart.

Trustee Mosca said that Trustee Greenberg did a great job as Board President, and expressed her gratitude for getting to know him while serving on the Board.

Trustee Arnone agreed with Trustees Parr and Mosca.

Trustee Vegh told of a chance meeting with Trustee Greenberg and how it led to his (Trustee Greenberg) getting elected to the Board. He told of Trustee Greenberg's desire to make a difference and help the community, and he expressed his belief he had a great impact on the Board during his tenure.

➤ **Item 1 : The Minutes from July 1, 2016** were moved for approval by Trustee Mosca, seconded by Trustee Parr, and unanimously approved.



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➤ **Item II : The Approval of Bills and Schedules 1036 and 1037** were moved for approval by Trustee Mosca, seconded by Trustee Arnone, and unanimously approved with the exception of check# 18695 (see below).

*** July & August Bills and Schedules 1027, 1030, 1031, 1032, 1033, 1034, and 1035 were paid in accordance with the **Summer Bill Payments** Item approved at the July 1, 2016 Board Meeting*

● *Of Note: The Trustees questioned check # 18695, payment to the Red Cross for a Babysitting Training Course. The Administrative Assistant advised that the Library was currently speaking to the Red Cross with regard to the attendees receiving CPR certification, which was promised but thus far has not been confirmed. The Board advised the Library to hold back payment until the matter was resolved. The Board was also interested in the Atomic Training subscription, and were advised by the Director that the program is geared for "in staff" training via tutorials; they requested that the Director make sure the staff is aware of and encouraged to utilize the training as a part of staff development ●*

➤ **Item III : Director's Report** The Director presented his report -

- ❖ The new telephone system, purchased with a portion of the Skelos grant, had been successfully installed and is up and running;
- ❖ The new sound system, purchased with the other portion of the Skelos grant, was in the process of being installed and would be up and running in time for the Jazz Festival;
 - *Of Note: The Director confirmed for the Board that both projects were completed without going above the \$25k allocated by the grant*
- ❖ The Little Free Library (LFL) for the Point Lookout Community had been received and was being prepped, with the installation scheduled sometime next spring at the PL beach entrance. The Board was updated as to what is going on with our currently placed LFLs, and advised of some repeated instances of vandalism involving broken doors, books being destroyed, etc., and one LFL damaged to the point where it had to be removed from the boardwalk as it required fairly extensive repair work. Also noted, was that the Library was finding it difficult to keep up with the demand for LFL books and had run short over the last few weeks of the summer. The Director attributed this in part to the increased number of LFLs (9, up from 4 the previous year) and in part to the lack of adequate staffing to keep them all stocked. The ensuing questions and suggestions produced a number of ideas, including community stewardship, that will be explored.
- ❖ The Long Beach Civil Service Commission announced the exams for Library Director, Assistant Director, and Librarian I. In addition to the announcements, these positions were also advertised on ListSers in Nassau, Suffolk, and Queens counties, as well as in Manhattan (including all boroughs).
- ❖ The Director attended a Community Impact Round Table held at the Library and sponsored by the City of Long Beach Department of Community Development, and noted it was a



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great opportunity for him to meet the leaders from various civic organizations, and he planned on attending more such meetings in the future.

- ❖ The Latino Civic Association (LCA) summer interns, Papia Miah and Erik Melger, are near the end of their tenure at the Library. They have completed their primary objective, to organize, plan, and implement an art exhibit of local artists of Hispanic origin, while gaining work experience and learning new skills along the way. They will be hanging the works on Saturday, October 1, and on Sunday October 2 there will be an artists' reception as well as a performance by Los Playeros. The Director commended both interns for their dedication and hard work.
 - *Of Note: The Trustees are going to present Certificates of Achievement to the interns at 1:30pm on Sunday, October 2. They requested that the Library write up a press release, as well as contact the (Long Beach) Herald for a possible photo op* ●
- ❖ The Library is exploring the purchase of new carpeting for the Youth Services (YS) office, as the current carpet is original to the building and extremely run down. The Director will present quotes at the October meeting.
- ❖ The Library has received a partial payment from FEMA on our mitigation claim, assisted by the efforts of our Attorney Mr. Madalena. The Director and Administrative Assistant have begun the process of recovering additional mitigation monies, as well as remediation monies, due to the Library. One meeting with FEMA thus far had taken place, and a "walk through" meeting is scheduled for Friday, 9/9/16 with FEMA and NYS Office of Emergency Management (NYSOEM) representatives.
- ❖ The Summer Reading program was a success, culminating with an author talk and prizes for participants. The Director commended Adult Librarians Camille DiPietro and Mary Aileen Buss for a job well done.
- ❖ There were a few complaints from staff and one patron, regarding the Library temperature during the recent heat wave. In response, the Director is looking into "air curtain systems" that may be effective going forward. He is awaiting estimates and will then determine if the cost of such a system can be offset by potential energy savings.
- ❖ We received notice from Legislator Ford's office that the \$10,000 promised for the West End Branch is becoming available. The Library is planning to purchase new computers for the West End Branch and deploy the existing computers at the Main Branch.
 - *Of Note: The Trustees suggested that we get a new fax machine, and a dedicated fax line, for the West End Branch, with some of the monies from Legislator Ford.* ●



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➤ **Item IV : Staff Reports** It was noted by the Director that Staff Reports were included for review in the Director's Report.

- *Of Note: In response to Trustee questions, the Director explained how "weeded" books are sorted and what happens to them. Trustee Mosca requested that, going forward, the Library dedicate at least a portion of weeded books to keep the LFLs full. The Director confirmed that request.* ●

➤ **Item V : Correspondence** There was a letter from patron Carol Lundgren, asking for the renewal of the Qi Gong exercise program at the Point Lookout (PL) branch. Trustee Vegh advised the Public that the request had been presented to the Library and that the details were all being worked out. The Director then read a letter into the minutes, in which the patron expressed her gratitude and thanks to Librarian Eileen Pollis for her patience and assistance with a recent project. The Board asked the Director to let Ms. Pollis know that they appreciate her good work.

➤ **Item VI : Old Business**

1. *Skelos Grant – Project Status*

- A. The phone system has been installed and is fully operational
- B. The sound system is in the midst of installation, and will be up and running in time for the Jazz Festival.

2. *Appointment of the Library Attorney.* Trustee Arnone made a motion to accept the re-appointment of Attorney Ralph Madalena, effective September 16, 2016. Seconded by Trustee Parr, and unanimously approved.

3. *FEMA.* The Library has received a partial payment from FEMA on our mitigation claim, and continues to work on the process of recovering additional mitigation, remediation, and other monies.

➤ **Item VII : New Business** The following items were discussed and (if necessary) voted upon—

- 1. *Fall / Winter hours at the branches* After some discussion, it was decided that the hours will remain unchanged from last year. Moved by Trustee Parr, seconded by Trustee Mosca, who with Trustee Vegh voted in favor. Trustee Arnone voted against.
- 2. *Carpet for YS Office* The Director will present quotes at the October meeting.



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3. *Security Camera Policy.* The Director presented the Library's proposed Security Camera Policy for approval. Trustee Mosca moved to accept the policy, seconded by Trustee Arnone, and unanimously approved.

4. *Restricted Access Policy.* The Director presented the proposed Restricted Access Policy, created at the Board's request. The policy is intended to assure staff of a safe and secure environment to perform their jobs; it prohibits anyone other than current - staff, Board members, and delivery and/or service people - to access the third floor without a pre-arranged appointment. The policy will become effective October 1, 2016. Moved for approval by Trustee Mosca, seconded by Trustee Arnone. Trustees Mosca, Arnone, and Vegh voted to approve; Trustee Parr abstained.

● *Of Note: The Trustees requested that the Restricted Access Policy be posted 1) in the stairwell leading to the third floor, and 2) on or near the door to the Business office.*●

➤ **Item VIII : Good and Welfare** – there were no Good and Welfare items.

➤ **Item IX : CSEA** – there were no CSEA items.

➤ **Item X : Personnel** The Board voted unanimously to approve the following Personnel items:

1. The permanent appointment of Camille DiPietro, Librarian I, effective September 1, 2016. Moved by Trustee Parr, seconded by Trustee Arnone.
2. The appointment of Papia Miah, P/T Page, effective August 1, 2016. Moved by Trustee Parr, seconded by Trustee Arnone.
3. The resignation of Joel Weber, P/T Page, effective September 20, 2016. Moved by Trustee Parr, seconded by Trustee Arnone.

➤ **Item XI : Date and Time of Next Meeting** Wednesday October 19, 2016 @ 7:00 p.m. – Public Session; Executive Session @ 6:30 p.m. Motion to accept by Trustee Parr, seconded by Trustee Arnone, and unanimously approved.

● *Of Note: Trustee Mosca advised she will not be able to attend the October meeting.*●

➤ **Item XII : Adjournment** – Motion to adjourn at 8:03 p.m. by Trustee Mosca, seconded by Trustee Parr, and unanimously approved.

● *Of Note: Prior to adjournment, the Attorney asked if the Board had any plans to find a replacement in light of Trustee Greenberg's resignation. Trustee Vegh stated the Board would discuss at another time. Trustee Mosca advised that she had spoken to Eve at First National Bank of Long Island, as was satisfied that the Library's accounts are being well serviced and protected there.*