



**BOARD OF TRUSTEES
MINUTES OF MEETING HELD ON FEBRUARY 24, 2016**

PRESENT:

Alan Greenberg, President
Diane Parr, Secretary
Carol Arnone, Trustee
Barbara Mosca, Trustee

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

ABSENT WITH NOTICE:

Warren Vegh, Vice President

- Trustee Greenberg called the meeting to order at 5:37p.m.
- ***The Minutes from January 20, 2016*** were moved for approval by Trustee Parr, seconded by Trustee Greenberg, and unanimously approved with the exception of Trustee Mosca, who arrived late.
- ***The Approval of Bills and Schedules 1012, 1013, and 1014*** were moved for approval by Trustee Mosca, seconded by Trustee Parr, and unanimously approved.
- ***The Director presented her report***, which began with the 2016-17 proposed budget. She noted the budget was difficult to prepare due to the nearly flat tax cap (0.67%), which is at the lowest point in this last of its five years. The proposed budget is below this tax cap, with an increase of only 0.56%. The Director pointed out that in addition to staying below the tax cap, the surplus taken was the lowest the Library has taken in the past ten years, reduced by \$22,000 from the prior year, all while keeping expenses at the same level. In response to Trustee Mosca's question about the Library's reserve funding, Treasurer Klenkel advised that though the Library currently carries a 25% reserve as compared to the generally recommended 15%, the fact that the funds are designated for specific expenditures (roof repair, HVAC, etc.) is very fiscally prudent and effectively removes said funds from the reserve calculation. In response to Trustee Mosca's comment about the historical surpluses, Treasurer Klenkel referred to the audited numbers from last year and noted that the \$39,000 surplus from the 2015-16 \$3.5M budget actually represented sound budgeting. Additionally, it was explained that the "surpluses" are derived from the Library coming in under budget for the forecasted "Transfer from Surplus" line in the budget; when the Library estimates that it will need to draw x amount from the surplus to meet its goals, and ends up having to draw less than that amount, a "surplus" results. The "Transfer from Surplus" is a necessary budgeting tool to allow the Library to



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continue to provide the Community with the level of services and support they are accustomed to, while staying within the strict tax cap guidelines. With regard to reserve funding, Attorney Madalena advised that he was scheduled to meet with the attorney for the school board on March 4, 2016 to work on the Inter-Municipal Agreement (IMA), which may serve to release the Library from fiscal responsibility for structural items (roof, HVAC, etc.). He further noted that the school board entered into two very restrictive IMA's with the City of Long Beach in 2015, and that he was working to negotiate a better agreement for the Library. In response to Trustee questions regarding FEMA, the Director advised she will provide detail at the next Board Meeting.

♦ OF NOTE: Up to date information regarding the Library's FEMA reimbursements and open issues will be provided for the next Board meeting. ♦

The Director continued with the budget discussion, advising that she had retooled the budget in a way that made better sense by combining some lines and breaking others out, i.e., Overdrive was moved from the Sound Recording Collection to the Book Collection, Films and Film Licensing was broken out from Audio Visual Rental into its own line, Adult and YS Programs were broken out from Other Operation Expenses into their own lines, etc. Trustees Mosca and Parr had questions regarding the Library festivals, and asked the Director to provide greater information for the next Board meeting.

♦ OF NOTE: Festival costs, attendance, and related information will be provided for the next Board meeting. ♦

The budget discussion moved onto equipment. There was some confusion regarding how last year's budget allocation for equipment was spent; the feeling was that some of the money may have been spent on getting the West End branch up and running as the equipment grant promised the Library by Legislator Ford has not yet come through. The Director assured the Board that she will be accountable for any and all funding she requests, and such funding will be fully utilized.

♦ OF NOTE: Trustee Greenberg requested a list showing the age of all current computers be provided at the next Board meeting . ♦

After summarizing the next few lines (Operations Expenses, Other Operational Expenses, Building Maintenance, and Municipal Services), the Director came to Travel and Training expenses. She outlined her plan to provide more training for the staff using a variety of methods (on-site, local seminars, conferences, etc.) to ensure they are well prepared to best serve the community. The Board agreed and expressed enthusiasm for her plans.



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With regard to the Personnel budget, the Director noted that the line decreased slightly (.13%), despite a union increase of 2.25% and an upgrade of one clerk position to a clerk supervisor position.

After the remaining budget Appropriation items were presented, the discussion moved to the Estimated Revenues where Trustee Greenberg questioned the Interest and Earnings line item. It was agreed that the Treasurer would look into our current holdings and investments, and see if there were more fiscally effective ways for the Library to invest.

♦ *OF NOTE: Trustee Mosca asked that the minutes reflect that she thinks the new budget format is excellent. Attorney Madalena asked that the budget lines be sub-totaled. It was also decided that the word "Final" be amended to "Adopted" ♦*

The Director thanked the Treasurer and the Administrative Assistant for their help in the preparation of the budget. She then moved onto the rest of her report, which included –

- ▶ Personnel items (see "Personnel" section of minutes);
- ▶ The repair of the water damaged ceiling by the Reference Desk, and the possibility that we may need to visit the roof situation which may be more serious than originally thought;
- ▶ The Library's new partnership with Life's WORC East Rockaway Day Habilitation Program, which entails a group of developmentally disabled individuals spending two hours per week dusting and washing shelves in the YS Department;
- ▶ The upcoming collaboration with the Long Beach Schools, in which the Library will send the Youth Services Program sheet home to all elementary school children 3x per year, beginning in March 2016. Additionally, sheets will be emailed to all PTA Presidents monthly so they can share it electronically with parents. Another facet of the collaboration is the presentation of elementary, middle, and high school student artwork throughout March, which is Youth Art Month at the Library;
- ▶ AARP Tax Preparation, which will occur each Tuesday between February 2 and April 12. This is a valuable tax service designed to benefit low and moderate income patrons, and it is provided at no charge thanks to the dedicated volunteers who generously donate their time;
- ▶ The kickoff of the YS Winter Reading Club, which has 142 children signed up across all three Branches;



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- ▶ A reminder that the second Strategic Planning Process meeting will be held on Monday Feb 22 at 2:00 p.m.;
 - ▶ Program statistics for January 2016 as compared with January 2015, and noted that the current years' programs are greater in number and better attended.
 - ▶ A thank you to Long Beach Friends of the Library and the Trepp Family for generously funding our new Lectern;
 - ▶ A note that the new West End Plaque, ordered by the previous Administration and dedicated by the Trustees, has been hung at the entrance to the branch with the quote "When You Have a Book, You are Never Alone";
 - ▶ The Director noted the meetings and workshops she attended since the last Board meeting;
 - ▶ Finally, she advised the Board that we needed to schedule a Budget Public Work Session, on March 9, 2016.
- **Meeting Room Requests** – there were no meeting room requests.
- **Staff Reports** were comprised of the Assistant Director's report, which was included in the packet for review.
- There were no **Correspondence** items.
- There were no **Old Business** items.
- There were no **New Business** items.
- There were no **Good and Welfare** items.
- There were no **CSEA** items.
- The following **Personnel** items were voted upon –
- ▶ The **Resignation of Cynthia Nielson**, effective February 19, 2016, was moved for approval by Trustee Parr, seconded by Trustee Mosca, and unanimously approved.



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- ▶The **Appointment of Camille DiPietro** as a F/T reference librarian effective February 22, 2016, was moved for approval by Trustee Mosca, seconded by Trustee Parr, and unanimously approved.
- ▶The **Appointment of Emilio DiFilippo** as a per diem custodian effective February 17, 2016, was moved for approval by Trustee Mosca, seconded by Trustee Parr, and unanimously approved.
- ▶The **Provisonal Promotion of Martha McConnach** to clerk supervisor effective February 17, 2016, was moved for approval by Trustee Mosca, seconded by Trustee Parr, and unanimously approved.
- The ***Date and Time of Next Meeting***, a Public Work Session, is Wednesday, March 9, 2016. Public Session at 7:00 p.m., as moved by Trustee Parr, seconded by Trustee Mosca, and unanimously approved. The Budget Adoption Meeting, scheduled for Wednesday, March 23, 2016 with Executive Session at 6:30 p.m. and Public Session at 7:00 p.m., was motioned by Trustee Parr, seconded by Trustee Mosca, and unanimously approved.
- The meeting was ***Adjourned*** at 7:55 p.m., so moved by Trustee Mosca, seconded by Trustee Arnone, and unanimously approved.