



**BOARD OF TRUSTEES  
MINUTES OF SPECIAL MEETING HELD ON JULY 1, 2016**

PRESENT:

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

Michael Simon, Library Director  
Dana Zawol, Bookkeeper  
Ralph Madalena, Attorney

ABSENT WITH NOTICE:

Jill Lessard, Administrative Assistant

- Trustee Vegh called the meeting to order at 5:33p.m., and advised that prior to the meeting **Trustee Arnone was sworn in for her new term 2016-2021.**
- Item *I : The Minutes from June 15, 2016* were moved for approval by Trustee Parr, seconded by Trustee Mosca, and unanimously approved with the exception of Trustee Greenberg who did not attend that meeting. **\*\*NOTE, the July 1 Agenda incorrectly stated the Minutes date as May 18, 2016. It has been corrected to June 15, 2016.**
- Item *II : The Approval of Bills and Schedules 1028 and 1029* were moved for approval by Trustee Parr, seconded by Trustee Arnone, and unanimously approved.
- ◀ Trustee Vegh next addressed Item *VI : Old Business : Skelos Grant*. Trustee Vegh advised that with regard to the purchase of a new **Phone System** and a **Sound System** for the Auditorium, the Board had approved an additional \$500 to allow for possible cost overruns. Motioned by Trustee Mosca, seconded by Trustee Parr, and unanimously approved.
- ◀ Next addressed was Item *VII : New Business*. Item 1 : **Swearing in of Carol Arnone, Trustee, for 2016-2021 term** was previously addressed. Item 2 : **Qi Gong Update** was tabled as it may resolve itself; the Director advised that the Library's Program Director Edie Kalickstein was actively working to find a mutually agreeable schedule. Item 3 : **Tuition Reimbursement, Tanya Suarez** was moved for approval by Trustee Parr, seconded by Trustee Vegh, and unanimously approved. Item 4 : **Summer Bill Payments** – As the Board will not reconvene until September, it resolved to allow the Library to issue payment for bills over the summer with the caveat that the Library continue to provide the Board with packets detailing such payments. Moved by Trustee Arnone, seconded by Trustee Parr, and unanimously approved.



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MINUTES OF SPECIAL MEETING HELD ON JULY 1, 2016**

➤ Trustee Vegh returned to Item **III : Director’s Report – Reorganization Meeting**. He advised the following:

- **The Election of Board Officers for 2016-2017** – President, Warren Vegh. Vice President – Diane Parr. Secretary – Barbara Mosca. Trustee – Carol Arnone. Trustee – Alan Greenberg. Motioned by Trustee Parr, seconded by Trustee Mosca, and unanimously approved.

*Trustee Arnone asked about the status of the Latino Civic Association (LCA) Intern program and the Long Beach Friends of the Library Golf event. A discussion with the Attorney ensued as to whether the Library should model their Intern program and/or guidelines based on what the City of Long Beach is doing as per their Counsel, and have the LCA Interns sign a confidentiality agreement. The Director advised that the Interns would have no cause to access our records or other sensitive information, and that they would primarily be working with Latino community members to encourage them to utilize all of the programs and/or services the Library has to offer. Trustee Vegh asked that we have the LCA correct their insurance document to reflect the full name of the Library as the Long Beach Public Library, and to have the Interns start as soon as possible and, if necessary, work out a confidentiality agreement as the process went forward.*

- **The Proposed Board of Trustees Meeting Dates 2016-17**, to be held on Wednesdays unless otherwise noted, was moved for approval by Trustee Mosca, seconded by Trustee Parr, and unanimously approved –

September 21, 2016	March 15, 2017 – Budget Meeting
October 19, 2016	April 19, 2017
November 16, 2016	May 10, 2017 – Budget Hearing
December 21, 2016	May 17, 2017
January 18, 2017	June 21, 2017
February 15, 2017	July/August 2017, TBD

- **The Appointment of Board Professionals** – the following Appointments were moved by Trustee Mosca, seconded by Trustee Arnone, and unanimously approved:

1. **Accountant**, Mary Jane Kearns of Shalik, Morris and Company, with the annual fee of \$4,000 unchanged since 2010.
2. **Asset Inventory**, Industrial Appraisal, with the annual fee of \$250, unchanged since 2014.
4. **Independent Auditor**, R.S.Abrams for an annual audit fee not to exceed \$8,700 and a Comptroller’s Report preparation fee not to exceed \$460, and increase of \$200 and \$10 respectively over 2015/16 prices.
5. **GASB 45 Calculator**, overseen by Milliman Accounting, at no fee for the fiscal year



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MINUTES OF SPECIAL MEETING HELD ON JULY 1, 2016**

2016/17.

6. **Treasurer**, Richard Klenkel at an annual fee of \$15,000, unchanged since 2014.

**\*\*3. Attorney**, Note, the current Attorney contract expires in September, 2016 and is currently being revised per Mr. Madalena. The Appointment of the Attorney will be voted upon once the revised contract is reviewed by the Trustees.

The following **Appointments and Designations** were motioned by Trustee Mosca, seconded by Trustee Arnone, and unanimously approved –

- **Appointment of Board Secretary and Records Officer** – The Administrative Assistant is hereby appointed the Board’s Recording Secretary and Records Officer;
- **Appointment of ALIS Voting Representative** – The Board of Trustees appointed the Director to this position at the June 15, 2016 Board meeting;
- **Designation of the Payroll Certifying Officer** – The Director will continue as the designated officer, with the Administrative Assistant as the alternate.
  
- **Designation of the Official Newspaper** – The South Shore Tribune is designated as the official newspaper for legal advertisements. If there is any bidding or other important matters requiring legal advertising, the Long Beach Herald and/or Newsday have been utilized in the past and may be again.
  
- **Appointment of Investment Officer** - The Board voted to table this appointment, moved by Trustee Mosca, seconded by Trustee Arnone, and unanimously approved with the exception of Trustee Greenberg who recused himself from the vote.
  
- **Bank Designation** – Capital One, Citibank, First National Bank of Long Island, and HSBC are designated for the 2016/17 fiscal year, leaving open the Board’s option to choose other financial institutions if desired. Moved by Trustee Mosca, seconded by Trustee Parr, and unanimously approved with the exception of Trustee Greenberg who recused himself from the vote.



**BOARD OF TRUSTEES  
MINUTES OF SPECIAL MEETING HELD ON JULY 1, 2016**

The following **Appointments and Designations** were motioned by Trustee Mosca, seconded by Trustee Arnone, and unanimously approved –

**Petty Cash Fund** – to remain at \$200, with a maximum disbursement of \$75;

**Designation of Worker’s Compensation Administrator** – Utica Insurance Company;

**Designation of the 3rd Party Administrator for the IRS Section 125 Plan** – Preferred Group Plan;

**Designation of the 3rd Party Administrator for the Employees’ 403B Plan** – Omni;

**Authorization of Certain Payments between Board Meetings** – Approval to pay bills such as utilities, lease payments, payroll, tax and benefit expenses. ADDITIONALLY, the Board again confirmed that as there are no Summer Board Meetings scheduled, the Library can pay other bills as long as packets of the bills are issued for Trustee review. Motioned by Trustee Parr, seconded by Trustee Arnone, and unanimously approved with the exception of Trustee Greenberg who recused himself.

- Item **IV : Staff Reports** – there were no Staff Reports.
- Item **V : Correspondence** – there was no Correspondence.
- Item **VI : Old Business** – was previously addressed.
- Item **VII : New Business** – was previously addressed.
- Item **VIII : Good and Welfare** – there were no Good and Welfare items.
- Item **IX : CSEA** – there were no CSEA items.
- Item **X : Personnel** – there were no Personnel items
- Item **XI : Date and Time of Next Meeting** – Wednesday September 21, 2016 @ 7:00 p.m. – Public Session; Executive Session (if needed) @ 6:30 p.m. Motion to accept by Trustee Parr, seconded by Trustee Arnone, and unanimously approved.
- Item **XII : Adjournment** – Motion to adjourn by Trustee Mosca, seconded by Trustee Arnone, and unanimously approved.



Long Beach Public Library

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