

LONG BEACH PUBLIC LIBRARY

BOARD OF TRUSTEES

MINUTES OF MEETING HELD ON DECEMBER 16, 2015

PRESENT:

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

Lisa Caputo, Library Director
Michael Simon, Assistant Director
Ralph Madalena, Attorney

ABSENT WITH NOTICE:

Jill Lessard, Administrative Assistant

- Trustee Greenberg called the meeting to order at 7:13pm.
- The Minutes from November 18, 2015, were moved for approval by Trustee Vegh, seconded by Trustee Mosca, and unanimously approved.
 - ♦ *OF NOTE: With regard to security cameras - Trustee Parr noted that the approval at the 6/17/15 meeting was for the grant application and not for the cameras themselves; thus there needed to be a Board vote to approve the cameras. Trustee Greenberg asked Mr. Simon to confirm and advised that if that were the case, the Board needed to vote as soon as possible so as not to hold up the project.* ♦
- The Approval of Bills and Schedules 1004, 1005, and 1006 was moved for by Trustee Vegh, seconded by Trustee Mosca, and unanimously approved excepting the two insurance payments made to Salerno Brokerage (Check# 17569 and Check # 17579). The Director will provide policy detail for said checks via email and **the Board will vote remotely to approve.**
- The Board next addressed the Meeting Room Requests. After hearing a brief synopsis from each of the applicants -
 - The Board voted unanimously to approve the Eastholme Civic Association request. Moved by Trustee Parr and seconded by Trustee Vegh.
 - The Board voted unanimously to approve the Daisy Troop request, moved by Trustee Mosca and seconded by Trustee Parr.
- ♦ *OF NOTE: Trustee Mosca asked a member of the public whom she knew to be a member of the fire department, about seating capacities / regulations in the Library auditorium. After offering an opinion based on his own experience, he advised Trustee Mosca that such matters fall under the jurisdiction of the Long Beach Building Department.*
- Cynthia Nielsen presented the Library's new Roku Streaming Media borrowing program. The initial parameters i.e. length of the loan, late fees, etc., are based on similar specs set out by other member libraries. AD Simon advised the Board that such parameters can easily be adjusted once the program has been established, and that the Library could purchase additional units should the program prove to be successful. The directions and titles available are posted on the Library website.

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➤ The Board next addressed the Directors Report.

The Director made note of some recent changes to the Library including the addition of shelving to our Book Sale area, making it more streamlined and appealing for our patrons; the new WiFi Hotspot sign now posted near our outside bench; the relocation of the baby changing tables in the public restrooms to the handicap stalls to move them away from beneath the hand dryers; the new metal paper towel dispensers ordered for the public restrooms in response to customer complaints; and the relocation of the donated books staging area from behind the reference desk to the back corner of the Adult Librarian office, which will result in a cleaner, more streamlined reference area.

She commented on her lunch meeting with Superintendent David Weiss, stating they discussed current and future School / Library collaboration. One idea that was sparked is a possible Tech Buddies program. Adult Librarian Ms. Yonish was put in touch with one of the Technology teachers in the district to move this idea along. The Superintendent seemed very receptive to more collaboration with the Library.

The Director spent some time at the Long Beach Civil Service department with Robin Lynch, whom she noted has been extremely helpful and responsive to questions about hiring procedures.

It was reported that the Library passed the Mandated Sprinkler/Standpipe Five Year Functionality Test, conducted on November 20th, 2015.

The Meeting Room requests were previously addressed.

The acceptance of the \$5,000 bequest to the Library by deceased patron Richard Spier was moved for approval by Trustee Vegh, seconded by Trustee Parr, and unanimously approved. Trustee Vegh requested the Library find out if Mr. Spier has any surviving family, so that a letter of thanks can be sent.

The approval to purchase a 16x10 stainless steel sign for the outside bench area was moved by Trustee Vegh, seconded by Trustee Parr, and unanimously approved.

The Director personally thanked the Long Beach Friends of the Library for sponsoring the upcoming "Meet The Director" event scheduled for Thursday 12/17/15, 2-4pm.

➤ Staff Reports : The Assistant Director's report was included in the packet for review.

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➤ Correspondence : There were no Correspondence items.

➤ Old Business :

The Flood Barrier system has been serviced and put away. The Library is awaiting a maintenance quote from the vendor to have the system serviced annually.

♦ *OF NOTE: In response to Trustee Greenberg's concerns, the Director advised she would ensure all of the custodians are versed in the operation of the system, as well as able to train any new personnel.* ♦

The Strategic Planning Process continues to move forward. Two sessions have been scheduled (one afternoon and one evening) for everyone's convenience. The Director advised she will send out an announcement with the scheduled dates (Monday 1/11/16, 2pm and Wednesday 1/13/16, 7pm).

It was determined that the Business Office would handle the Affordable Care Act reporting requirements, without the added expense of additional services from our payroll company. Should reporting requirements change in the future, it may become necessary to engage such additional services.

♦ *OF NOTE: Trustee Vegh asked the Director to convey his thanks and appreciation to the Business Office.* ♦

The West End branch reports that winter hours are working out well. The Librarian Assistant says there is consistent foot traffic, and the Director noted that while circulation is not quite what it is at Point, the other aspects the branch offers are being well utilized. The Point Lookout branch is receiving positive patron feedback and the Director commends the staff there (Ingrid, Carol, and America) for a job well done.

♦ *OF NOTE: John Bendo, President of the WENCA, was in attendance at the request of Trustee Parr. He pledged his support for the West End branch, and agreed to help "get the word out" to the community by including program and other relevant info in the WENCA newsletter and mailing list. He also advised that WENCA has a 100" screen purchased for the purpose of showing movies for the kids at the branch* ♦

➤ New Business : There were no New Business items.

➤ Good and Welfare : There were no Good and Welfare items.

➤ CSEA : There were no CSEA items.

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➤ Personnel : **The Board needs to vote on the following Personnel items**, which were discussed and verbally accepted but not voted upon:

Retirement of Gloria Moskowitz, F/T Clerk, effective 12/30/15.

Retirement of Jennifer Pohl, F/T Youth Services Librarian, effective 12/19/15.

Resignation of Maria Mignano, P/T Librarian, effective 12/19/15.

➤ Date and Time of Next Meeting : **The Board needs to vote on the Date and Time of Next Meeting**, which were discussed and verbally accepted but not voted upon.

Wednesday, January 20, 2015 at 6:00 P.M. – Executive Session

Wednesday, December 16, 2015 at 7:00 P.M. – Public Session

♦ *OF NOTE: Trustee Arnone advised she would not be able to attend the January 20, 2016 meeting* ♦

➤ Adjournment : **The Board needs to vote on the Adjournment of the meeting, which was discussed and verbally accepted but not voted upon.**