



**BOARD OF TRUSTEES
MINUTES OF BOARD MEETING HELD ON FEBRUARY 15, 2017**

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

ABSENT WITH NOTICE:

Richard Klenkel, Treasurer
Kathleen Dwyer, Trustee

- Trustee Vegh called the meeting to order at 6:36 p.m.
- The Board voted to enter Executive Session at 6:40 p.m., motioned by Trustee Vegh, seconded by Trustee Parr, and unanimously approved (**Trustee Mosca had not yet arrived and therefore did not vote to enter Executive Session).
- The Board voted to enter Public Session at 7:15 p.m., so moved by Trustee Vegh, seconded by Trustee Parr, and unanimously approved.
 - *Of Note: The Attorney confirmed no votes were taken during Executive Session* ●
- **Item I : The Minutes from January 18, 2017** after the Trustees had time to review, the minutes were moved for approval by Trustee Parr, seconded by Trustee Mosca, and unanimously approved/
 - *Of Note: The Attorney confirmed that a Trustee who was not present at a Board Meeting, is still able to vote on the approval of the Minutes* ●
- **Item II : The Approval of Bills and Schedules 1051, 1052, and 1053** was moved for approval by Trustee Parr, seconded by Trustee Arnone, and unanimously approved.
- **Item III : Director's Report** The Director began by thanking the Administrative Assistant and the rest of the Staff for their response to the Nor'easter that occurred while he was on vacation, with an added special thanks to the custodial staff for erecting the flood barrier system. It was noted that there was an apparent waterline on the barrier, indicative that the water did rise far enough to have possibly caused damage to the Library. He advised that the Library was open for business as usual, on time, the following day. The Library was also closed on February 9th due to the snow storm.

There was a Customer Service seminar, led by Andrea Snyder, in the Library on Tuesday, February



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14th. The Director noted that most staff enjoyed Ms. Snyder's presentation as she was both informative and entertaining.

- *Of Note: Trustee Mosca suggested that a second session, possibly in the evening, be scheduled for those employees who were unable to make the seminar.* ●

Our annual AARP Tax Preparation sessions are underway and running smoothly. The Director noted that our own Trustee Parr was one of the preparers donating her time to the effort.

The Library has been interviewing to fill the vacant bookkeeper position; the Director advised that of the 4-5 people interviewed, he and the Administrative Assistant had chosen a candidate and were going to make a job offer the following week.

- *Of Note: The Trustees discussed the proposed work schedule for the bookkeeping position and offered suggestions as to such; it was generally agreed to wait and see how things worked out. It was also noted that the position is probationary.* ●

The Long Beach Music Festival was held the weekend of February 10th; though the weather was miserable there were still over 1,000 attendees. In response to Trustee Mosca's inquiry, the Library's portion of the cost for the event is \$2,250.

The Director noted that the only other item he wished to discuss would come up during New Business, and therefore ended his report.

➤ **Item IV : Staff Reports** Staff Reports were included for review in the Director's Report.

➤ **Item V : Correspondence** There was a letter included in the packet, stating that the Library has received a Huntington Arts Council Grant for a little over \$2,400, thanks to the successful grant proposal submitted by our Programmer Edith Kalickstein. This money is typically used to supplement payment for more expensive acts, ensuring that the Library continues to offer quality programming. Trustee Vegh offered kudos to the Programmer for all of her hard work.

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

1. Sam Roca, from The Friends of the Long Beach Library, advised that the Friends had secured a commitment for a title sponsorship for the Mini Golf event, which will cover approximately 99% of the total costs. He further advised that any monies raised going forward would be profit. It was revealed that our former Trustee, Alan Greenberg, had made the generous title sponsorship donation. Mr. Roca distributed the Friends' donation request letter, in the event one of the Trustees run across someone wishing to help sponsor the event. He thanked the Trustees for their time and attention.



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- *Of Note: Trustee Vegh advised that he would be sponsoring a hole for \$300, as well as participating in the event. The Attorney noted that he will also support the event by sponsoring the 1st tee for \$150. Trustee Mosca noted that she had spoken to Linda Alper (of the Friends) and suggested that Bethpage Savings may want to donate; she asked to be updated after the donation request had been made. She also mentioned that Apple Bank had a weekly full page ad in the Herald, and suggested that they could perhaps be persuaded that sponsoring an event that will allow them to meet the people in the community, would do more good than paying the price for the Herald ads. Finally, Trustee Mosca noted that the new group in the Chamber of Commerce was very active in the community and therefore might be interested in sponsorship; she provided Mr. Roca with contact information (516-889-4623, Kelly Sullivan) and advised he should use her name when making the call. ●*
- 2. The Meeting Room Policy review – Trustee Dwyer had asked for a review of this policy a few meetings ago; it has continued to be tabled. In the interim, the Director advised that he and Trustee Mosca had discussed one of the sticking points in the policy - as currently worded, the policy prohibits speakers from distributing their business cards and/or flyers, etc., within the Library. The Director agrees that this policy negatively impacts both the speaker and the public. At the suggestion of Trustee Mosca, and after consulting with other libraries for input as to their policies, the Director proposed that speakers could send items they would like to display, 48 hours in advance of their presentation or performance; said items could then be vetted and approved for display and/or distribution. He noted that there could still be no outright solicitation or sales pitches; the amendment to the policy would simply allow both presenter and public to have access to pertinent information without having to leave the Library premises, which is within the spirit of the original policy. Trustee Vegh made a motion to verbally accept the amendment to the policy effective immediately, as outlined above, with the caveat that it be rewritten (by the Director) to reflect the same. Trustee Parr seconded, and the motion was unanimously approved.
 - *Of Note: The Board requested that the Programmer be informed of this amendment as soon as possible, so she in turn could inform presenters ●*

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



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1. Contract negotiations – The Director advised that as per the parameters discussed, he would be sending a letter to the union representatives. The Library is ready to open contract discussions / negotiations at the end of March / beginning of April.
 - *Of Note: The Attorney stated that he was satisfied with the parameters laid out to be discussed with the union; he thought there may be one or two follow up meetings before actual negotiations begin. He was hopeful that a new contract could be agreed upon before the old one runs out, but pointed out that depends on the counter-parties.* ●
2. Customer Service Training – was previously discussed;
3. Civil Service canvassing – canvas letters were sent to the top five (5) candidates for both the Librarian I and Assistant Director positions. It was noted that though the Board had voted to approve the Assistant Director’s test, they had not yet voted to approve the hiring of an Assistant Director. It was also confirmed that there is money allocated in the budget to do so. Also, it was advised that the Board wants to be involved in the interview(s) for the Assistant Director. There was some discussion surrounding the necessary qualifications to hold the Assistant Director position; Trustee Vegh moved to go into Executive Session, seconded by Trustee Parr, and unanimously approved.
 - ◀ The Board entered into Executive Session.
 - ◀ The Board voted to re-enter into Public Session.
 - *Of Note: The Attorney confirmed that if no suitable candidates came off of the current Assistant Director’s list, the Library was not required to hire one.* ●
4. Library Advocacy – the Director attended a meeting at Nassau Library System (NLS), at which it was revealed that Governor Cuomo’s budget proposal will cut the general state aid available to libraries by \$4M dollars, and also cut construction aid for libraries by \$5M. This will translate to cuts of \$500k and \$300k, respectively, for Nassau County member libraries. In response, NLS has created an Advocacy Letter opposing these cuts and has asked member libraries to distribute to their patrons; once filled out NLS will submit them to our legislators. Additionally, the Library is sending two staff members up to Albany on March 1st to attend Advocacy Day.
 - *Of Note: In response to Trustee Vegh’s suggestion re: contacting Senator Kaminsky to discuss advocating for future grants, the Director advised that a meeting is scheduled for March 23rd. Additionally, there is a meeting scheduled with our new Assemblywoman Melissa Miller on March 22nd.* ●

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



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- **Item IX : CSEA** – there were no CSEA items.
- **Item X : Personnel** – though there were no Personnel items on the Agenda, Trustee Parr opened for discussion a pay raise for the Administrative Assistant. She stated her belief that employees should be paid based on their value to the Library and their performance, and felt the Administrative Assistant had consistently gone above and beyond her stated duties, for the benefit of the Library. Trustee Mosca was in agreement that the Administrative Assistant is doing a good job; however, she was opposed as there was a raise given less than a year ago which is outside the standard timeframe for salary increases (usually given annually in July). She would have preferred if the raise was reduced and given at the same time as the Union raises. For that reason she felt she could not vote yes. Trustee Vegh made a motion to give the Administrative Assistant an increase of \$6,000 annually commencing March 1, 2017; Trustee Parr seconded the motion and all voted in favor except Trustee Mosca. Trustee Vegh, before casting his vote, commended the Administrative Assistant for her work and her work ethic.
- **Item XI : Date and Time of Next Meeting**, a Budget Workshop, is Wednesday, March 22, 2017 - changed from March 15th and contingent upon Trustee Mosca's availability (who will confirm with the Administrative Assistant) @ 6:30 p.m. – Public Session; Executive Session will be called and voted upon if deemed necessary. Motioned by Trustee Vegh, seconded by Trustee Parr, and unanimously approved.
- **Item XII : Adjournment** – Motion to adjourn at 8:20 p.m. by Trustee Mosca, seconded by Trustee Arnone, and unanimously approved.