

**MASSAPEQUA PUBLIC LIBRARY
MINUTES
REGULAR MONTHLY MEETING
OCTOBER 14, 2009**

The regular monthly meeting of the Library Board of Trustees was held on Wednesday, October 14, 2009, at 7:45 p.m., in the Bar Harbour building.

Present: Rosemary Gensler, Chairman
 Anthony J. Demasco, Treasurer
 Gail K. Kubit, Secretary
 John H. Laibach, Trustee
 Patricia Page, Director
 Maris Job, Assistant Director
 Jody Brower, Secretary to the Director
 Linda Masella, Principal Account Clerk

Absent: Catherine R. Reilly, Vice Chairman (with notice)

Also Present: Janice McDonald, College Student
 Anthony Szekalski, Architect

Mrs. Gensler called the meeting to order at 7:45 p.m., and opened it with the Pledge of Allegiance to the Flag.

The Board introduced themselves to the guests. Ms. McDonald advised that she was currently a Library Science student at Queens College and that one of her assignments was to attend Board Meetings at several different libraries.

Mr. Szekalski was asked to address the Board.

Mr. Szekalski reviewed the plans he had drawn up for the proposed Bar Harbour parking lot entrance.

There was some discussion among the Board Members about various matters concerning the proposed entrance. Mrs. Kubit would like a desk by the new door for security reasons. The desk is to be manned at all times by a Clerk to make sure that people exiting the building have checked out their items. Mr. Laibach explained that the Library would lose 4 spots in the parking lot; the current sidewalk in the area would be doubled and planters would be added as an extra barrier.

Mr. Szekalski explained that once the Board had decided on a plan, he would provide further developed drawings that could be used to obtain estimates for the construction costs.

Mr. Szekalski provided half scale copies of the plans that will be copied and distributed to the Board members after the meeting.

Mr. Szekalski left the meeting at 8:10 p.m.

After consideration, on motion by Mr. Laibach, seconded by Mr. Demasco, and carried, Board Meeting Minutes dated August 10, 2009, were approved.

After consideration, on motion by Mr. Demasco, seconded by Mr. Laibach, and carried, Board Meeting Minutes dated September 14, 2009, was approved.

After consideration, on motion by Mrs. Gensler, seconded by Mrs. Kubit and carried, Monthly Treasurer's Report, dated September 30, 2009, balance \$440,208.65, was approved.

After consideration, on motion by Mrs. Gensler, seconded by Mrs. Kubit, and carried, Monthly Financial Report dated September 30, 2009, was approved.

After consideration, on motion by Mrs. Kubit, seconded by Mr. Laibach, and carried, Supplement No. 1 to Voucher No. 2094, dated September 10, 2009, \$18,990.16 (check nos. 23218-23269), signed by Ms. Reilly, was approved.

After consideration, on motion by Mrs. Gensler, seconded by Mrs. Kubit, and carried, Supplement No. 1 to Voucher No. 2095, dated September 11, 2009, \$4,627.50 (check no. 23270), signed by Ms. Reilly, was approved.

After consideration, on motion by Mrs. Gensler, seconded by Mrs. Kubit, and carried, Supplement No. 2 to Voucher No. 2094, dated September 17, 2009, \$71,006.28 (check nos. 23271-23299), signed by Mr. Laibach, was approved.

After consideration, on motion by Mrs. Gensler, seconded by Mrs. Kubit, and carried, Supplement No. 3 to Voucher No. 2094, dated September 24, 2009, \$24,299.63 (check nos. 23300-23334), signed by Mr. Laibach, was approved.

After consideration, on motion by Mrs. Kubit, seconded by Mr. Demasco, and carried, Supplement No. 1 to Voucher No. 2096, dated September 25, 2009, \$6,638.42 (check nos. 23335-23337), signed by Mr. Laibach, was approved.

After consideration, on motion by Mrs. Gensler, seconded by Mr. Laibach, and carried, Voucher No. 2097, dated September 30, 2009, \$24,497.54 (check nos. 23338-23360), signed by Mr. Demasco, was approved.

Payroll Voucher No. 2095, dated September 15, 2009, \$109,873.54, wire transfer, signed by Ms. Reilly, was reviewed.

Payroll Voucher No. 2096, dated September 30, 2009, \$113,048.70, wire transfer, signed by Mr. Laibach, was reviewed.

Director's Report

The Director's Report covering Communications, Personnel, Buildings and Grounds, Materials and Services, Public Relations, New Business, Circulation Report dated August, 2009 and September, 2009, Staff Report dated September, 2009, were reviewed. Copies are attached to these minutes.

I. Communications

A) After a copy of the letter sent to Gail Sinatra at Paychex that was addressed to Mr. Johnson was returned, we were advised by Paychex that Mr. Johnson no longer works for them.

B) The Board tabled a decision regarding the Bar Harbour parking lot entrance until copies of the plans could be provided to each Board member and the Board had a chance to review the memo to the Board members from the Reference Department. The Board requested that this item be added to the November Agenda under New Business.

Mr. Demasco asked Ms. McDonald how she felt about the proposed parking lot entrance. Ms. McDonald said she felt it was a good idea, it would help the elderly and mothers with little kids.

Mr. Demasco said patrons would still have to walk the same amount. Ms. McDonald said "But it would be inside".

C) If the stock market goes up, our pension contribution figure may decrease. The Library, not the employees, pay the commuter tax. Linda Masella will create a separate line in the Financial Report for this expense in the 800 section.

II. Personnel

A) The Board would like a regular cell phone plan for the Custodians. Linda Masella should price a plan with Verizon for fewer minutes. If it's at least \$30 less a month, the Library should go with Verizon. Mrs. Kubit would like the Custodians to have the phones within the week.

III. Buildings and Grounds

A) We received a bid for the Trailer via fax from Alec Baldwin. Since it was the only bid submitted, the bid was accepted by the Board. Maris Job should call Mr. Baldwin

and advise him that his bid was accepted and make arrangements for Mr. Baldwin to pick the Trailer up.

IV. Materials and Services

A) Mrs. Kubit wants a video game day for Seniors only. The Library should try a Senior video game day on a week day and on a weekend.

V. Public Relations

A) After consideration, on motion by Mrs. Kubit, seconded by Mrs. Gensler, and carried, the Board approved purchasing 5,000 “Green” bags domestically at a cost of \$1.03 per bag.

B) The matter of having a “Meet Our Trustees” column in the expanded Newsletter was tabled for the November meeting in an effort to give the Trustees time to think it over.

C) Carol Santillo is awaiting a call from Ms. Reilly regarding the Suggestion Box to be placed on the website.

VI. New Business

A) Mrs. Page advised that at an NLS meeting she found out that by law, Meeting Minutes must be made available within 2 weeks of the meeting date. Ms. McDonald stated that is correct, but the Library could put “Unapproved” or “Draft” on them.

The Board directed that the unapproved Minutes should be printed with “Draft” on them and made available within 2 weeks of the meeting.

B) Mrs. Page advised that she had received a request from a couple who would like to take their wedding photos in the Library on January 2, 2010 at around 10 a.m. The Board approved this request. Mrs. Page will ask the couple if we could take a photo for use in the Newsletter.

C) In the past two months, the amount of e-mail addresses received from patrons has increased by 461.

D) Mrs. Page advised that staff members had asked if the Library would increase the maximum allowable amount into flex pay to \$2,500. The Board approved this request.

E) After consideration, on motion by Mr. Laibach, seconded by Mr. Demasco, and carried, the Board approved having CNS fix the lip between the door and the top step of the Central Avenue patio entrance at a cost of \$500.

F) The Board asked that Carol Santillo remove the Trailer line from the Circulation Report.

G) Mrs. Kubit questioned which employees got paid for doing Library programs (Sue Bazzicalupo and Nancy McCormack). Mrs. Kubit would like to know the minimum amount of patrons that need to sign up for a program in order for the program not to be cancelled and what kind of programs are staff doing.

H) Mrs. Kubit will be attending “Positioning Your Library as an Essential Service” at NLS on November 5th and would like the Director and Assistant Director to accompany her.

On motion by Mrs. Gensler, seconded by Mrs. Kubit, and carried, the meeting was adjourned at 9 p.m.

The next Board of Trustees Regular Monthly Meeting Meeting will be held on Monday, November 9, 2009 at 7:45 p.m. at the Bar Harbour Library.

Rosemary Gensler, Chairman

Gail K. Kubit, Secretary