

**MASSAPEQUA PUBLIC LIBRARY
MINUTES
REGULAR MONTHLY MEETING
MAY 11, 2009**

The regular monthly meeting of the Library Board of Trustees was held on Monday, May 11, 2009, at 7:45 p.m., in the Bar Harbour building.

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

Also Present: Marie Festa (patron)

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

Mrs. Gensler introduced herself to Ms. Festa and asked if she had any questions. Ms. Festa complimented the staff. She said they are very accommodating. As a community member, she feels we are very fortunate to have the staff we have here.

Ms. Festa suggested we have a program to provide books for shut-ins. The Board advised her that we have a Home Bound Patron program where we drop off books and provide addressed envelopes for the patron to mail the books back. All a patron need do is call Reference to register.

Ms. Festa pointed to the security tags that the Farmingdale Library uses. The Board explained that security tags are very expensive and they are looking at a system where the tags would also be used to check out materials and would allow self-check out. We are hoping that Nassau Library System may purchase the system as a consortium which would lower the price.

Ms. Festa left the meeting at 7:50 p.m.

On motion by Mrs. Gensler, seconded by Mrs. Kubit, and carried, the Board adjourned into Executive Session at 7:50 p.m.

The public meeting was reconvened at 7:55 p.m.

The Board discussed the possibility of making an entrance to the Bar Harbour building from the parking lot through the patio off of the Reference Department. John Laibach will call Larry Rubinson and ask him to recommend an architect and get a ballpark figure.

After consideration, on motion by Mr. Demasco, seconded by Ms. Reilly, and carried, Board Meeting Minutes dated April 13, 2009, were approved as amended.

After consideration, on motion by Mrs. Gensler, seconded by Mr. Demasco, and carried, Monthly Treasurer's Report, dated April 30, 2009, balance \$518,723.71, was approved.

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

After consideration, on motion by Mrs. Kubit, seconded by Mr. Laibach, and carried, Voucher No. 2074, dated April 6, 2009, \$34,033.75 (check no. 22586), signed by Mrs. Gensler, was approved.

After consideration, on motion by Ms. Reilly, seconded by Mrs. Gensler, and carried, Supplement No. 1 to Voucher No. 2074, dated April 10, 2009 \$58,309.15 (check nos. 22587-22621), signed by Mrs. Kubit, was approved.

After consideration, on motion by Mr. Demasco, seconded by Mr. Laibach, and carried, Supplement No. 1 to Voucher No. 2075, dated April 13, 2009, \$4,627.50 (check no. 22622), signed by Mrs. Kubit, was approved.

After consideration, on motion by Mrs. Gensler, seconded by Mrs. Kubit, and carried, Supplement No. 2 to Voucher No. 2074, dated April 16, 2009, \$33,087.61 (check nos. 22623-22648), signed by Mr. Laibach, was approved.

After consideration, on motion by Mrs. Kubit, seconded by Mr. Laibach, and carried, Supplement No. 3 to Voucher No. 2074, dated April 23, 2009, \$13,567.00 (check nos. 22649-22670), signed by Ms. Reilly, was approved.

After consideration, on motion by Mrs. Gensler, seconded by Ms. Reilly, and carried, Supplement No. 1 to Voucher No. 2076, dated April 24, 2009, \$4,627.50 (check no. 22671), signed by Mr. Laibach, was approved.

After consideration, on motion by Mrs. Kubit, seconded by Mr. Demasco, and carried, Voucher No. 2077, dated April 30, 2009, \$31,804.99 (check nos. 22672-22702), signed by Mr. Laibach, was approved.

Payroll Voucher No.2075, dated April 15, 2009, \$117,566.61, wire transfer, signed by Mrs. Kubit, was reviewed.

Payroll Voucher No.2076, dated April 30, 2009, \$112,430.30, wire transfer, signed by Ms. Reilly, was reviewed.

Director's Report

The Director's Report covering Communications, Personnel, Materials and Services, Building and Grounds, and Public Relations, and Staff Report dated April, 2009 and Circulation Report dated March, 2009, were reviewed. Copies are attached to these minutes.

I. Communications

A) Regarding the gathering of patron e-mail addresses, the Board directed that we put a link on the Library website allowing the patrons to enter their own e-mail address; there should be a spot for it on any flyer used for program registration;

B) After consideration, on motion by Mrs. Gensler , seconded by Mr. Demasco, and carried, the Board approved the purchase of a Certificate of Deposit from First National Bank of Long Island.

C) The amended W-2 forms for 2007 and 2006 should be distributed to the staff with a memo from the Director. Ms. Reilly will try to find out if Paychex will be responsible for any interest and penalties incurred by the staff due to Paychex' error. We may have to have the Library attorney contact Paychex. Mrs. Page should determine if we have any insurance that would cover this situation. Mr. Demasco advised that he will prepare amended returns for the staff members involved for free.

D) Mrs. Page can send a letter to a former employee verifying her employment.

E) After consideration, on motion by Mrs. Gensler, seconded by Ms. Reilly, and carried, the Board approved using the on-line Milliman calculator recommended by NLS for our GASB 45 requirement.

II. Personnel

A) The Board would not consider a one-time incentive payment for anyone retiring.

B) The Board would like pricing from Nextel for cell phones for the Custodians.

C) Ms. Reilly requested a change in wording to the Staff Association Agreement

before it could be executed.

D) The Board agreed that an additional Custodian should be called to work for two hours only on Sundays when musical programs occur to help with crowd control and other duties.

III. Materials and Services

A) The Board directed that the computer lease agreement to be entered into in June, 2009, should be for 5 years. The lease coming up in August that includes printers should be for 4 years

B) The Board agreed that the change in Sunday hours should begin in September, 2009. We will put the change of hours in our Summer Newsletter.

C) A notice needs to be put out advising patrons that the Trailer will be taken off the road as of August 1st. Mrs. Gensler, Ms. Reilly and Mrs. Page will speak to the Trailer staff about this. Trailer patrons should be told about our home-bound patron delivery service.

D) Mrs. Page advised that the cost per year for downloadable books would be \$769.23. The Board had some questions as to what type of device downloadable books can be put on. They would like to see a copy of both contracts and a list of books. Mrs. Page advised that the list is too extensive to be printed, but that Merrick Library has the service and a list of available books are on their website. Mrs. Gensler said she would take a look at it.

E) The Board was very impressed with the new Museum Pass Brochure created by Mary McGrath.

IV. Building and Grounds

A) Andy Ernst put a runner down on the Central Avenue roof for repairmen to walk on to help prevent any damage they may cause when they service equipment.

V. Public Relations

A) The opening of the newly renovated Central Avenue patio will be held on Saturday, June 6th at 10 a.m.

VI. New Business

A) The Board would like us to have the “green” tote bags for the Central Avenue patio opening.

B) The Board members would like the last 6 months of minutes e-mailed to them.

C) The Board would like us to assign someone to investigate our eligibility for stimulus monies under ARRA.

On motion by Mrs. Kubit, seconded by Ms Reilly, and carried, the meeting was adjourned to Executive Session at 9:40 p.m.

The public meeting was reconvened at 9:50 p.m. There being no further action to take, on motion by Ms Reilly, seconded by Mrs Kubit, and carried, the meeting was adjourned at 9:50 pm.

The next Board of Trustees Regular Monthly Meeting and Budget Hearing will be held on Monday, June 8, 2009 at 7:45 p.m. at the Bar Harbour Library.

Rosemary Gensler, Chairman

Gail K. Kubit, Secretary