

**MASSAPEQUA PUBLIC LIBRARY
MINUTES
REGULAR MONTHLY MEETING
JUNE 16, 2010**

The regular monthly meeting of the Library Board of Trustees was held on Monday, June 16, 2010, 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: John Iovino, Bender Insurance

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

After consideration, on motion by Mr. Laibach, seconded by Mr. Demasco, and carried, Board Meeting Minutes dated May 10, 2010, were approved with changes.

After consideration, on motion by Mrs. Gensler, seconded by Mr. Demasco, and carried, Monthly Treasurer's Report, dated May 31, 2010, balance \$877,299.97, was approved.

After consideration, on motion by Mrs. Gensler, seconded by Mr. Laibach, and carried, Monthly Financial Report dated May 31, 2010, was approved.

After consideration, on motion by Mrs. Gensler, seconded by Ms. Reilly, and carried, Voucher No. 2126, dated May 5, 2010, \$20,831.68 (check nos. 24232-24267), signed by Mr. Laibach, was approved.

After consideration, on motion by Mrs. Gensler, seconded by Mrs. Kubit, and carried, Supplement No. 1 to Voucher No. 2127, dated May 7, 2010, \$4,852.50 (check no. 24268), signed by Mr. Laibach, was approved.

After consideration, on motion by Ms. Reilly, seconded by Mr. Laibach, and carried, Supplement No. 1 to Voucher No. 2126, dated May 12, 2010, \$39,843.08 (check nos. 24269-24288), signed by Mrs. Kubit, was approved.

After consideration, on motion by Ms. Reilly, seconded by Mrs. Gensler, and carried, Supplement No. 2 to Voucher No. 2126, dated May 21, 2010, \$63,663.18 (check nos. 24289-24320), signed by Mr. Laibach, was approved.

After consideration, on motion by Mr. Demasco, seconded by Mrs. Gensler, and carried, Supplement No. 1 to Voucher No. 2128, dated May 24, 2010, \$4,852.50 (check no. 24321), signed by Mr. Laibach, was approved.

After consideration, on motion by Mrs. Gensler, seconded by Mr. Laibach, and carried, Voucher No. 2129, dated May 28, 2010, \$21,529.72 (check no. 24322-24354), signed by Mrs. Kubit, was approved.

After consideration, on motion by Mrs. Gensler, seconded by Mr. Laibach, and carried, Voucher No. 2130, dated June 7, 2010, \$51,448.64 (check nos. 24355-24413), signed by Ms. Reilly, was approved.

After consideration, on motion by Mr. Laibach, seconded by Mrs. Kubit, and carried, Supplement No. 1 to Voucher No. 2131, dated June 8, 2010, \$4,852.50 (check no. 24414), signed by Ms. Reilly, was approved.

Payroll Voucher No.2127, dated May 15, 2010, \$115,691.54, wire transfer, signed by Mr. Laibach, was reviewed.

Payroll Voucher No.2128, dated May 31, 2010, \$112,440.90, wire transfer, signed by Mr. Laibach, was reviewed.

Director's Report

The Director's Report covering Communications, Personnel, and Building and Grounds, Materials and Services and Public Relations, Staff Report and Circulation Report dated May, 2010, were reviewed. Copies are attached to these minutes.

I. Communications

A) The Board agreed that the video about the Library on the display screens should be updated. Teen and Children's programs should be included on the video.

The Board asked Mrs. Page to reach out to local Boy Scouts who may want to do the video for their Eagle Scout project. They also suggested she reach out to the high school.

The Board would like to see video of actual programs incorporated into the video.

The Board directed that a photo release form be put on the program registration forms. Release should state that photos will be limited to Library use only and displayed on video screens in both buildings. Mrs. Page should have the Library attorneys provide a form.

The Board would like to see the video display used to announce important information, not just for Library programs.

B) Mrs. Page distributed information about the State's early retirement incentive.

After reviewing the information, the Board asked Mrs. Page to try and ascertain how many eligible employees would be interested in taking the incentive if the Board adopted it. The Board would like the information within the next few weeks.

C) The Board was provided with copies of the Library budget vote results.

D) The Board reviewed the information regarding the NLS Board and the upcoming election.

E) Mrs. Page gave the Board information about Amendments to the Open Meetings Law.

F) The number of e-mail addresses on file increased to 5,260 in May.

Mr. Demasco would like to know how many Library cards have been issued. Ms. Reilly would like to know how many Library cards have been used in the last 6 months.

G) After consideration, on motion by Mrs. Gensler, seconded by Mrs. Kubit, and carried, the Board adopted the Exhibits Policy.

H) John Iovino, the Library's insurance broker, addressed the Board at the beginning of the meeting regarding the Library's commercial insurance. He explained the various insurance proposals submitted to him.

Mr. Iovino shopped the policy and found that:

- Utica, the Library's current carrier for everything except Workers Compensation, has a dividend program where you get 15% back - the Library received \$6,000 this year. Utica has always said we undervalue our buildings, so John told them to increase the value, but to reduce the rate, and they did.
- Chubb has a sexual abuse and molestation exclusion in their policy.
- Travellers had the Library complete a supplemental application, which Mrs. Page filled out, and they said they could not compete with Utica.

The Board concluded that the Library would renew with Utica.

The Board asked Mr. Iovino to e-mail the insurance figures to them.

Mr. Iovino left the meeting at 7:57 p.m.

II. Personnel

A) Freddie Squiccarinni has declined to apply for disability. Mrs. Page has asked her to sign a letter stating this.

III. Building and Grounds

A) Chris Drury is working on getting new signs for the parking lot.

B) The State construction grants are in limbo, as we wait for a budget from the State. When that happens, perhaps we can get some money for our parking lot.

C) Mrs. Page contacted the attorney regarding the recent bequest to the Library of \$25,000.00 for the Children's Department. He said that when the Letters Testamentary are issued, the Library can contact the family and thank them.

The Board agreed that Mrs. Smith should purchase blinds for the story hour room and some audio visual equipment.

The Board would like Mrs. Booth to submit another idea for the use of the funds at Central Avenue.

D) There was a discussion regarding a potential new gas provider. The Board has decided to remain with National Grid..

IV. Materials and Services

A) ALIS will be activating E-commerce this Fall—possibly September. This will enable patrons to pay their fines online, from home or from a computer in the Library. There will be no staff interaction, and no cost to the Library

The Board asked Mrs. Page to find out how the funds will be transmitted to the Library and how often the funds will be transmitted to the Library. They also wanted to know if ALIS charges any fees for the service.

V. Public Relations

A) This year's Library information for the school calendar was re-written by Mrs.

Page and sent to the school. Copies were provided to the Board members.

- B) The Board advised that they like the email “blasts”.

VI. New Business

A) The Board feels that it is inappropriate for the Library to distribute the library card covers with the Apple Bank logo, and that use of the card covers should be discontinued immediately. Any remaining card covers should be recycled.

B) Mrs. Kubit requested that the Program Statistics reflect whether the instructor is a staff member.

C) Mrs. Gensler requested that the Library look into presenting some Zumba classes.

D) Mrs. Kubit would like to receive a list of the 2010 Anniversary Breakfast honorees via e-mail.

E) Mrs. Page asked for a merit raise for Connie Pattwell who works in Central Avenue Reference Department. Connie goes above and beyond what is required for her job.

The Board asked Mrs. Page to think about it and see if there is anyone else that may also be deserving of a merit raise.

On motion by Ms. Reilly, seconded by Mrs. Gensler, and carried, the meeting was adjourned to Executive Session at 9:05 p.m.

The public meeting was reconvened at 9:30 p.m., where after consideration, on motion by Mrs. Gensler, seconded by Mrs. Kubit, and carried, the Board approved raises for the exempt employees as follows:

Name	New Salary	Effective Date
Jody Brower	\$78,412.50	July 1, 2010
Margaret Egan	\$59,070.75	July 1, 2010
Maris Job	\$102,093.08	July 1, 2010
Name	New Salary	Effective Date
Linda Masella	\$70,000.00	July 1, 2010

Patricia Page	\$120,755.25	July 1, 2010
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Further, after consideration, on motion by Mrs. Gensler, seconded by Ms. Reilly, and carried, the Board approved a one time bonus for Connie Pattwell in the amount of \$500.00 to be made in a check dated July 15, 2010.

There being no further action to take, on motion by Ms. Reilly, seconded by Mrs Kubit, and carried, the meeting was adjourned at 9:30 pm.

The next Board of Trustees Regular Monthly Meeting and Annual Reorganization Meeting will be held on Monday, August 16, 2010 at 7:45 p.m. at the BH Library.

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Rosemary Gensler, Chairman

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Gail Kubit, Secretary