



**BOARD OF TRUSTEES MEETING**  
**MINUTES OF SPECIAL BOARD MEETING HELD ON NOVEMBER 7<sup>TH</sup>, 2019**

PRESENT:

Sam Pinto, Vice President  
Gemma Tansey, Secretary  
Mary Ellen Guarini, Trustee  
Barbara Mosca, Trustee

Ralph Madalena, Library Attorney  
Tara Lannen-Stanton, Director  
Jill Lessard, Administrative Assistant

ABSENT WITH NOTICE:

Carol Arnone, President **\*\*phoned in, not voting\*\***

A. PUBLIC SESSION 12:00 P.M.

B. Call to Order by Sam Pinto @ 12:11p.m.

I. *Pledge of Allegiance*

II. *Approval of Minutes, October 28<sup>th</sup>, 2019 – was tabled until the 11/18/19 meeting.*

III. *Approval of Bills and Schedules – was tabled until the 11/18/19 meeting.*

IV. *Director's Report – was included in the packet for the Board's review.* Trustee Mosca expressed her appreciation for the amount of work that went into the packet. Trustee Pinto questioned the Festival Budget items; Trustee Mosca asked about the Cabaret Festival, noting that the attendance was typically low due to the table configuration. Trustee Mosca also made note of an organization called "Asbury Arts" that she felt might be a good substitute for one of the cancelled music festivals; the Director advised that she would look into it. She also advised that she was reviewing the various Festival producers and related expenses, and would provide greater detail at an upcoming meeting. In response to Trustee Guarini, the Director advised she would get the total number of homebound deliveries from AS Librarian Joan Yonish. Trustee Tansey asked if the "door counts" were for all branches, the Director advised that the counts included were for main only. Trustee Tansey also asked if there was a quarterly report for the various Library programs; the Director advised that such a report was in the works and confirmed that the data from this report would be used for future budgeting, taking into consideration attendance, cost, etc. Also with regard to programs Trustee Tansey asked that a flyer be created that showed evening programs only, suggesting that it would be helpful for people who work; the Director agreed.

V. *Staff Reports – were included in the Packet for the Board's review.* Trustee Pinto inquired about the Long Island Museum pass in Librarian Mary Aileen Buss's report; it was explained that the price had increased significantly and therefore the Library was only able to purchase (1) pass for 2020. Trustee Tansey complimented Librarian Buss, for the great job she was doing getting the books together for the West End Book Group discussions; she asked the Director to let her know it was much appreciated.

VI. *Correspondence – there were no Correspondence items.*

VII. *Old Business –*

1. *Trustee Handbook Discussion --*

- *"Orientation of the New Trustees" (19-21) – the Director noted that it was "best practice" to provide every Trustee with a Library email account, to comply with the Freedom of Information*



Law (FOIL). It was noted that any Library related items would be sent to said email accounts. The Trustees agreed; the Director will advise when the accounts have been set up

- “Library Board Organization” (22-26).- there were no comments or questions.
- “The Role of Public Library Treasurer” (95-100) – the Director noted that she and the Treasurer were working to revise current reports.

2. *Ongoing Policy Review and Updates*

- *Patron Code of Conduct* – **was tabled until 11/18/19 meeting.**
- *Computer and Internet Use* – **was motioned by Trustee Mosca, seconded by Trustee Guarini, and unanimously approved.**
- *Safety of Minors* – **was motioned by Trustee Mosca, seconded by Trustee Guarini, and unanimously approved.**

VIII. *New Business*

1. *Review eligibility to use Computer Capital Funding* – **was tabled until the 11/18/19 meeting.**

2. *Use of Diane Parr Memorial Donations* – The Director stated that to date, a little over \$800 had been raised in Diane’s memory. Trustee Mosca stated that she and Trustee Arnone thought a plaque in the West End would be nice. The Director noted that she, the Administrative Assistant, and the Technology Librarian thought it might be nice to use some of the money towards a technology purchase, noting that Diane was always excited by new technology. Trustee Pinto asked that something be posted on the website, as he felt there were some additional organizations that may want to donate. He also suggested that we review our Donation Policy to ensure we were in compliance.

3. *Proposed restructuring and new positions* – The Director had included a new org chart, illustrating her vision for proposed restructuring as well as some new positions. She noted that she had taken a “pretty deep dive” over the past three months to come up with this new org chart; one of the points she brought forth was that the Library’s starting salary points are very low, to the point where we are in danger of losing valuable staff members. She additionally noted that the 20% staff contribution to medical expenses was higher than other libraries. There was much discussion amongst the Board, the Director, and the Attorney surrounding the proposed org chart, new positions, etc., especially regarding the budgetary impact. The Director confirmed that all of her proposals fell within our current budget. The Attorney noted, that according to the current Collective Bargaining Agreement (CBA), in the absence of the Director the senior Librarian is in charge (Article X). In the end, the Board gave the Director their permission to continue to move forward with the creation of the new positions; they did request more information from Civil Service before formally approving anything further.

4. *Coordination of event scheduling with City of Long Beach* – **was tabled until the 11/18/19 meeting.**

IX. *Good and Welfare* – there were no Good and Welfare items.

X. *CSEA* – there were no CSEA items.

XI. *Personnel*

1. Appointment of Stephanie Fucile as 2<sup>nd</sup> F/T Payroll Clerk – **motioned by Trustee Mosca, seconded by Trustee Tansey, and unanimously approved.**

XII. *Executive Session* – the Board voted to enter Executive Session at 1:00p.m. **Motioned by Trustee Pinto, seconded by Trustee Mosca, and unanimously approved.** The Board voted to re-enter Public Session at 1:50p.m.



**Motioned by Trustee Pinto, seconded by Trustee Mosca, and unanimously approved.**

XIII. *Date and Time of Next Meeting is Monday, November 18<sup>th</sup>, 2019 @ 6:30pm Public Session; will adjourn into Executive Session if needed* –**Motioned by Trustee Guarini, seconded by Trustee Tansey, and unanimously approved.**

XIV. *Adjournment* – the meeting adjourned at 1:50 p.m. **Motioned by Trustee Pinto, seconded by Trustee Mosca, and unanimously approved.**