



**BOARD OF TRUSTEES MEETING**  
**MINUTES OF BOARD MEETING HELD ON AUGUST 5<sup>TH</sup>, 2019**

PRESENT:

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

Tara Lannen-Stanton, Director  
Ralph Madalena, Attorney  
George Trepp, Library Consultant  
Jennifer Firth, Former Acting Director

ABSENT WITH NOTICE:

Jill Lessard, Administrative Assistant

A. PUBLIC SESSION 6:30 P.M.

B. Call to Order by Barbara Mosca @ 6:30p.m.

I. *Approval of Minutes, June 17<sup>th</sup>, 2019* – **Motioned by Trustee Tansey, Pinto, seconded by Trustee Arnone, and unanimously approved.**

II. *Approval of Bills and Schedules 1142, 1143, and 1144* – **the Bills and Schedules were unanimously approved. Motioned by Trustee Guarini, seconded by Trustee Arnone.**

III. *Reorganization* – Before beginning the Reorganization portion of the meeting, outgoing President Barbara Mosca welcomed incoming Trustee Mary Ellen Guarini and incoming Director Tara Lannen Stanton.

1. *Organizational* –

a) *Election of Board Officers* – **the Board voted unanimously, motioned by Trustee Guarini and seconded by Trustee Arnone, to approve Trustees for 2019/20 Positions:**

- (1) President: Carol Arnone
- (2) Vice President: Sam Pinto
- (3) Secretary: Gemma Tansey
- (4) Trustee: Mary Ellen Guarini
- (5) Trustee: Barbara Mosca

*\*\*Of Note: these positions reflect a return to the Board's former "rotation of officers" format\*\**

**The Board voted unanimously, motioned by Trustee Pinto and seconded by Trustee Guarini, to accept the remaining Reorganization Items as follows:**

b) *Annual Meeting Schedule* –

- (1) Sept 16<sup>th</sup>, 2019, 6:30 pm
- (2) October 28<sup>th</sup>, 2019 6:30 pm
- (3) November 18<sup>th</sup>, 2019, 6:30 pm
- (4) *No December meeting*
- (5) January 13<sup>th</sup>, 2020, 2:00 pm
- (6) February 10<sup>th</sup>, 2020, 6:30 pm **\*\*Preliminary Draft Budget Meeting**
- (7) March 16<sup>th</sup>, 2020, 6:30 pm **\*\*Budget Meeting Vote (Board)**
- (8) April 20<sup>th</sup>, 2020, 6:30 pm



- (9) May 11<sup>th</sup>, 2020, 6:30 pm\*\*Required Budget Hearing
  - (10) May 18<sup>th</sup>, 2020, 6:30 pm
  - (11) June 15<sup>th</sup>, 2020, 6:30 pm
- c) *Board Professionals –*
- (1) *Accountant:* Kathy Connolly of Shalik, Morris & Co. for \$5,100
  - (2) *Asset Inventory:* Industrial Appraisal for \$250, no price increase
  - (3) *Attorney:* Ralph Madalena, under contract thru 06/30/22 for \$51,600, exclusive of labor negotiations.
  - (4) *Independent Auditor:* R.S. Abrams for approximately \$9,600\*\**Of note-Trustee Tansey had requested late last year, for the Library to get competing bids for this service. Though a formal RFP has not yet been done, the Administrative Assistant did in fact request pricing from the (3) auditors (besides RS Abrams) most frequently used by other NLS libraries. The cost was found to be very close to what we are paying for RS Abrams. This information was reported in the 2-11-19 Action Item List.\*\**
  - (5) *GASB 75 Calculator:* Milliman Accounting, \$1,850 , no price increase, thru 2019/20.
  - (6) *Treasurer:* Eugene Falciano, \$6,000, no price increase.
- d) *Appointments and Designations –*
- (1) *Board Secretary and Records Officer:* Administrative Assistant
  - (2) *Investment Officer:* The Director is typically appointed to this position; as the Director has just begun her tenure she asked that this appointment not be designated until she had a chance to discuss with the Treasurer.
  - (3) *ALIS Voting Representative:* As ALIS was incorporated into the Nassau Library System (NLS), this position no longer exists. Therefore, there is no appointment necessary.
  - (4) *Payroll Certifying Officer:* Director\*\**Of note, the Attorney will investigate Civil Service law on this certification re: designating an alternate. He will advise his findings at the next meeting\*\**
  - (5) *Authorization of Signatures:* All Trustees shall be designated as signatories for Library Schedules, Wire Transfers, Stop Payments, and Checks. For Library Schedules, there shall be (2) Trustee signatories and the Treasurer. For Checks there shall be (2) signatories, (1) Trustee and the Treasurer. In the event of an emergency or Treasurer incapacity, Trustees alone can be the signatories.
  - (6) *Official Newspaper:* Herald, with the stipulation that if there is any bidding or other important matter(s) requiring legal advertising, the South Shore Tribune and Newsday can / will also be utilized.
  - (7) *Bank Designations:* Capital One, Chase, First National Bank of Long Island, and HSBC, with the stipulation that Bank of America, J.P. Morgan Chase Bank, and TD Bank can / should be utilized for investment should the rates turn upward and become competitive.
  - (8) *Petty Cash Fund:* \$200 for the Main Branch, with a maximum single disbursement of \$75; \$20 for the Branches, with a maximum single disbursement of \$10.
  - (9) *Worker's Compensation Administrator:* Utica Insurance Company
  - (10) *Third Party Administrator for the IRS Section 125 Plan:* Preferred Group Plan, Inc. of Albany, New York, at a cost of \$360 per year.
  - (11) *Third Party Administrator for the 403B Retirement Plan:* Omni, at a cost of



\$1,608 per year.

(12) *Authorization of Certain Payments between Board Meetings:* Approved, with the stipulation suggested by Trustee Pinto that the Director reach out to both the Long Beach School District (LBSD) and Nassau Library System (NLS) to determine if our current health insurance plan, provided by New York State Health Insurance Plan (NYSHIP) offers any alternative, comparable coverage options at a lower cost. It should be noted that the Library is contracted by law to use NYSHIP.

(13) *Re-adoption of all policies in effect during the previous fiscal year:* Approved, with the stipulation put forth by Trustee Mosca that this motion apply only to policies not currently being worked on, as well as the understanding that the Board can amend existing policies.

This concluded the Reorganization portion of the Meeting.

IV. *Director's Report\** – There were no questions or comments from the Board on the Director's report.

V. *Staff Reports* – Trustee Mosca commented that some of the Staff Reports noted that the Library was short staffed in some instances, and received assurance from the Director that she would be evaluating such.

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

VII. *Old Business*

1. *New Library Smoking Ban (NYS Law eff. 6/19/19) – update from Atty* – The Attorney advised that there was a section of the law that referenced tenants; as the Library is a tenant in both the Pt Lookout and West End branches he was of the opinion that it may be the landlord's responsibility to assign a designee as stipulated in the law. He further advised that while the Main branch is not "technically" a tenant of the Long Beach School District (LBSD), for all intents and purposes it is. Therefore he thought it wise to reach out to Michael DeVito of the LBSD to see what if any steps the schools have taken with respect to contacting the (Nassau County) Board of Health (as a "landlord" of the Library). He asked for the Board's permission to reach out to the (Nassau County) Board of Health to see how the Library should handle the designations as a tenant. **The Board granted him permission.** The Attorney then noted for the Board, that the current NYS Law does not apply to vaping so the Library is unable to enforce a "no vaping" rule at present. When the Board asked if the Library could write their own policy with regard to "no vaping", the Attorney advised that NYS Law would supersede a Library policy. Note, that this applies to outside the Library; inside a "no vaping" rule can be enforced. The Director then stated, that Head of Youth Services Jennifer Firth had reminded her that the New York Library Association (NYLA) has issued a "no vaping" statement, which is why it was included in the Library policy. The Attorney stated he would visit the (Nassau County) Health Department to try and speak with someone, and keep the Board informed.

2. *NYS Election Law change eff. 4/1/19 – update from Atty* – The Attorney advised he visited the Board of Elections, and composed a letter to such for the Board's review. **The Board approved the letter to be sent**

3. *Open House for new Director* – The Director advised that she and the Head of Youth Services Jennifer Firth had chosen Thursday, September 12<sup>th</sup> at 6:30 p.m. There was discussion amongst the Board as to who would be invited, and if the event should take place in the evening or the afternoon. It was suggested, and decided, that two events be scheduled, one in the evening and one in the afternoon. The evening event will serve cookies and coffee, which the Library will be responsible for. A date will be chosen for the afternoon event after the calendar is reviewed.



4. *Privacy Screens for the Public Computers* – the Director advised that she would speak to our Technical Librarian, Philip Boccia, regarding this topic. Head of Youth Services Jennifer Firth advised that the privacy screens were specifically for the 2020 Census, which is entirely online, and for which the Library is designated as an official “site”.
5. *Amended Sexual Harassment Training & Policy* – the Attorney advised that he and the Head of Youth Services Jennifer Firth had reviewed the policy, and that he had made some minor changes. The amended policy was included in the packet for review. **The Board voted unanimously to approve the policy; motioned by Trustee Pinto and seconded by Trustee Arnone.**
6. *Contract for Library Atty – proposal* – The Attorney’s proposal was included for review. **With the exception of Trustee Mosca, who abstained, the remainder of the Board voted unanimously to approve the contract, subject to the Trustees’ review of the original contract which is referenced in the new. Moved by Trustee Pinto, seconded by Trustee Guarini.**
7. *Pharos install update / vote* – Technical Services Librarian Philip Boccia was called upon to explain what the additional equipment / cost was for. He also explained the premise of Pharos for the benefit of (Incoming) Trustee Guarini, who had not been at any of the previous meetings where it was discussed. In response to questions from the Trustees, he further explained that one has to be physically present in the Library to utilize the wireless printing capability. When asked why this equipment was not included in the original purchase, Mr. Boccia explained that there had been a miscommunication. He advised that he would recommend purchasing (2) of the units, one for the main floor and one for the 2<sup>nd</sup> floor. Trustee Tansey inquired to the Director as to whether there was sufficient money in the budget, noting that it may be necessary to cut costs someplace else if not; the Director stated that as of yet she had no opportunity to review the budget. Trustee Tansey stated that she wanted to make sure that the Library was always fiscally responsible, in that Library purchases should not be made just because something is “good to have” – if the item is not accounted for in the budget than another item should be sacrificed. Trustee Guarini suggested that perhaps purchasing only (1) for upstairs was a viable solution. Trustee Pinto asked if the vendor would be willing to come down in price; Mr. Boccia advised they had reduced the price by \$100.00. Trustee Mosca then inquired about the additional equipment Mr. Boccia was hoping to purchase, also for the wireless printing system; as he had previously mentioned that the East Meadow Library had such equipment and that it was “bringing in” over \$300 per week; the Director suggested that the Library monitor our patron print usage over the next six months before committing to this additional purchase. The Director then advised that a cursory review of the equipment budget supported the purchase of this equipment. **With the stipulation that the purchase was within budget, Trustee Tansey motioned for approval of the purchase, seconded by Trustee Pinto, and unanimously approved.**

#### VIII. *New Business*

1. *Crystal Quinn, PhD Student* – **The Board voted unanimously** to allow Ms. Quinn to utilize the Tutorial Room, 1x per week from 11am to 3pm, to conduct interviews for her thesis research, with the stipulation that both the Attorney and the Director are satisfied that the documentation she has been asked to provide (the application form for the research, a “hold harmless” indemnity agreement, and a call from the person in charge of the study) conforms with the Library standards and policies. **Motioned by Trustee Pinto, seconded by Trustee Arnone.**
2. *Petty Cash Policy Amendment* – was included in the packet for review. **Motioned for approval by Trustee Arnone, seconded by Trustee Tansey, and unanimously approved.**
3. *Bullet Aid rec’d from Senator Kaminsky* – The Director advised that we received \$7,500 in Bullet Aid this year. Trustee Mosca advised that she had reviewed the included “grant list” to see how Long Beach fared



compared to the rest of the NLS libraries (we were fine). She further suggested that the Library should reach out to Assemblywoman Melissa Miller, as we did not receive any grants from her this year; the Director advised that she would. Trustee Pinto suggested that the Board President (currently Trustee Mosca) should write a “thank you” letter to Senator Kaminsky. Trustee Mosca stated that she thought it would be more appropriate for the Library Director to do so. It was decided that they would co-sign a letter. There was then some discussion on how the money should be spent; the Director advised that she and Head of Youth Services had some thoughts on items the Library needed, such as external signage, book drops, chairs for YS, etc. Trustee Mosca and Trustee Tansey both noted that the Library had been discussing downstairs renovations for quite some as well, including upgrading some basic furnishings; they asked the Director to follow up on that. Trustee Pinto asked the Director to also follow up on possibly obtaining a construction grant for more substantial renovations; former Director George Trepp provided some historical information as to how that process has worked in the past. The Director advised that she was aware of the “cycle” that the grant application followed. **Trustee Pinto then moved to accept the Bullet Aid from Senator Kaminsky; Trustee Tansey seconded and it was unanimously approved.**

Trustee Pinto made a motion to enter Executive Session at 8:22 p.m. Seconded by Trustee Tansey, and unanimously approved.

The Board returned to Public Session at 8:37 p.m. Motioned by Trustee Pinto, seconded by Trustee Tansey, and unanimously approved. No votes were taken during Executive Session.

4. *NYS State Report – Board Approval* – The report was originally submitted by former Director Simon in April, 2019. However, it was mistakenly never “formally” approved by the Board. Trustee Guarini had two questions - Section 1 “General Library Info” Q1.51, which asked if there were “any unusual circumstances that affected reported statistics”, and specified that if so, add a note – the Library answered “Y” to this question but there was not note. There was speculation that perhaps the Y answer was a “remnant” of Hurricane Sandy and overlooked. The Director will follow up. The second question was as to how the Library knew how many patrons visited over the course of the year – the Director advised that there was a “counter” installed at the interior set of automatic entry doors. **The Board then unanimously approved the report; motioned by Trustee Pinto and seconded by Trustee Guarini.**

5. *New Banking Documents – need Board signatures* - As the Administrative Assistant was absent from the meeting, **this item was tabled.**

IX. *Good and Welfare* – Trustee Mosca opened the floor to the public. Mr. Peter Nelson, reintroduced himself as a member of the Long Beach Friends of the Library (FOTL), and advised he was in attendance to observe the workings of the Board and to meet the new Director. Mr. Bob Morris, a longtime “seasonal” Long Beach resident, expressed his deep gratitude for the Library being a “tremendous resource” for him since his retirement. He cited numerous programs (music, festivals, talks, sports, etc.) that he especially enjoyed, and stated his sincere hope that our budget would continue to allow the Library to put forth the more of the same. The Board thanked Mr. Morris for letting them know. Finally, a Mr. Pat Socchi (sp?), told the Board (tongue in cheek) that he was in attendance simply to see if “there really could be a meeting without people cursing at each other and throwing things”. Everyone recognized the humorous tone with which the comment was made, and all had a good laugh. Mr. Socchi (sp?) then revealed that he was the husband of our newest Board Member Trustee Guarini, and was there to support her. Trustee Pinto took an opportunity to thank former Acting Director (and current Head of Youth Services) Jennifer Firth for acting as Director in the interim between Michael Simon’s retirement, and Tara Lannen-Stanton’s starting the job. The rest of the Board agreed.

X. *CSEA* – there were no CSEA items.



XI. *Personnel*

1. *Administrative increase* – the Board decided that this item should be left up to the Director; Trustee Pinto expressed his opinion that non-Union staff should be evaluated on an annual basis to determine merit for salary increases.

2. *Extension of Medical Leave for West End Library Asst George Ramos* – **was unanimously approved. Motioned by Trustee Arnone, seconded by Trustee Pinto.**

The Board voted concurrently on the next (3) Personnel items. **Motioned by Trustee Arnone, seconded by Trustee Guarini, and unanimously approved:**

3. *Promotion of P/T Page to P/T Clerk, Amber Werner* –

4. *Promotion of P/T Page to P/T Clerk, Papia Miah* –

5. *Resignation of P/T West End Page, Nicholas Needham* –

XII. *Miscellaneous* – Trustee Guarini asked what was being done to find an Assistant Director, and how it was determined who was eligible for the position. There was discussion amongst the Board Members and the Director regarding that and other vacant positions, regarding moving forward to fill said vacancies.

XIII. *Date and Time of Next Meeting (Reorganization) is Monday, September 16<sup>th</sup>, 2019 @ 6:30 pm Public Session; will adjourn into Executive Session if needed* – **was unanimously approved. Motioned by Trustee Arnone, seconded by Trustee Pinto.**

XIV. *Adjournment* – the meeting adjourned at 8:50 p.m. **Motioned by Trustee Arnone, seconded by Trustee Pinto, and unanimously approved.**