

Monday June 27, 2022
BOARD OF TRUSTEES SPECIAL MEETING, 3:30 PM

Board Packet v. 2 (6/25/2022)

This meeting will be held in-person and via videoconferencing. The public is welcome to attend in-person or via Zoom.

Join from your computer, tablet, or smartphone:

<https://us02web.zoom.us/j/82818408771?pwd=KzlXU29VcDU4QmQ4Q1Z6d0ZYVkpZz09>

You can also call in using any phone:

(646) 558-8656

Meeting ID: 828 1840 8771

Passcode: 331904

- | | | |
|-------|---|-----------------------------|
| I. | Call to Order by President Gemma Tansey | |
| II. | Roll Call | |
| III. | Pledge of Allegiance | |
| IV. | Approval of Minutes from 5/23/2022 | (Vote Needed) P. 2-3 |
| V. | Approval of Bills and Schedules | (Tabled) |
| VI. | Donor Recognition | (N/A) |
| VII. | Public Comment on agenda items (limited to two minutes per person) | |
| VIII. | Monthly Reports – May and June 2022 | (Tabled) |
| | <i>All reports and updates for May and June 2022 will be in the July 11th Board packet</i> | |
| IX. | Executive Session | (Vote Needed) |
| | 1. Library Attorney Selection Process | P. 4-15 |
| | • Interview w/Andrew Martingale
Hamburger, Maxson, Yaffe & Martingale | |
| X. | New Business | |
| | 1. 30-day ban – Svetlana Mushkambaryan | (Vote Needed) P. 16 |
| XI. | Old Business | |
| | 1. Presentation on LBHS Clothing Distribution Project –
By Dr. Jennifer Gallagher | (Tabled at LBSD request) |
| | 2. Formal Ratification of FY 2023 thru 2025
Collective Bargaining Agreement w/CSEA | (Vote Needed) P. 17 |
| XII. | Public Comment – all other items (limited to three minutes per person) | |
| XIII. | CSEA | |
| XIV. | Personnel | |
| | 1. Appointment of Madison Gusler (PT Clerk, Adult Programs) | (Vote Needed) |
| XV. | Proposed Dates and Times of Next Meetings | |
| | 1. Special Board Meeting – Thursday June 30 th at 7:00 PM | (Vote Needed) |
| | 2. FY 2023 Reorganization – Monday July 11 th at 7:00 PM | (Approved at 6/13 meeting) |
| XVI. | Adjournment | (Vote Needed) |

BOARD OF TRUSTEES MEETING
MINUTES FROM MEETING MAY 23RD, 2022

Gemma Tansey, President
Mary Ellen Guarini, Vice President
Robin Donovan, Secretary
Anita LaSpina, Trustee
Sam Pinto, Trustee

Tara Lannen-Stanton, Director
Jill Brennan Lessard, Admin Asst (remote)
Ralph Madalena, Attorney (remote)
ABSENT WITH NOTICE:

- I. *Call to Order by President Gemma Tansey @ 7:00 p.m.*
- II. *The Pledge of Allegiance was recited by all present.*
- III. *Approval of Minutes from 04/18/22 was motioned by Trustee Guarini, seconded by Trustee LaSpina, and unanimously approved.*
- IV. *Approval of Bills and Schedules 1251, 1252, 1253 – was motioned by Trustee LaSpina, seconded by Trustee Pinto, and unanimously approved.*
- V. *Public Comment (limited to three minutes per person) – please refer to the meeting audio to be posted on the Library’s website for Public Comment.*
- VI. *Monthly Reports – April 2022 – the following reports were included in the Board Packet for review.*
 1. *Director’s Report*
 2. *Monthly Stats*
 3. *Updates on Current Projects*
 4. *Patron Services Department Reports*
 5. *Youth Services Department Reports*
 6. *Adult Services Librarians’ Reports*
- VII. *Old Business*
 1. *FY 2022 Budget Revisions – was motioned for approval by Trustee Pinto, seconded by Trustee LaSpina, and unanimously approved.*
 2. *Strategic Planning Update – was included in the packet for review and discussed.*
- VIII. *New Business*
 1. *Approval of FY 2018 independent Audit – was unanimously approved. Moved by Trustee LaSpina, seconded by Trustee Guarini.*
 2. *Approval of 2021 NYS Library Report – this item was by motioned by Trustee Pinto (?), seconded by Trustee Guarini, and unanimously approved.*
 3. *WiFi Upgrade – was unanimously approved. Motioned by Trustee Pinto, seconded by Trustee Guarini.*
 4. *Board Videoconferencing – this item was unanimously approved. Motioned by Trustee Pinto, seconded by Trustee Guarini.*
 5. *“The Library is open” Campaign – information was included in the packet for review.*
- IX. *Public Comment – all other items (limited to three minutes per person) – please refer to the meeting audio to be posted on the Library’s website for Public Comment.*
- X. *CSEA – there were no CSEA items*
- XI. *Personnel – there were no Personnel items.*

BOARD OF TRUSTEES MEETING
MINUTES FROM MEETING MAY 23RD, 2022

XII. *Executive Session*

1. *CSEA Negotiations Update* – The Board **voted unanimously to enter Executive Session at 8:04 p.m. Motioned by Trustee LaSpina, seconded by Trustee Guarini.** The Board **voted unanimously to re-enter Public Session at 8:40 p.m. Motioned by Trustee Guarini, seconded by Trustee LaSpina.** Trustee Tansey advised that no votes were taken during Executive Session. ****Note, Trustee Pinto departed the meeting at the end of the Executive Session.**

XIII. *Date and Time of Next Meeting is tentatively scheduled for Monday, June 13th, 2022 at 7:00 p.m., and the Reorganization Meeting is tentatively scheduled for Monday, July 11th, 2022 (pending availability of the Board)* – **was motioned by Trustee Donovan, seconded by Trustee LaSpina, and unanimously approved. **Note, Trustee Pinto was not present for this vote.**

XIV. *Adjournment* – the meeting was adjourned at 8:52 p.m. **Motioned by Trustee Guarini, seconded by Trustee LaSpina, and unanimously approved. **Note, Trustee Pinto was not present for this vote.**

PLEASE NOTE: Audio of this meeting will be posted to the Library's website. Transcription will be made available at a later date.

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Notice of Suspension

6/20/2022

Svetlana Mushkambaryan
415 National Boulevard, Apt. 2C
Long Beach NY 11561

Svetlana,

You are hereby advised that the Long Beach Public Library Board of Trustees and the Library Administration has determined that you have engaged in behavior that is in clear violation of the Patron Rules of Conduct including using obscene language, verbally harassing staff, making unreasonable noise, and disrupting library operations. Upon receipt of this letter, your privilege to enter or remain on Library premises is suspended for at least thirty (30) days.

You have the right to appear before the Library Board of Trustees at its next meeting at 3:30 PM on June 27, 2022 or any subsequent meeting to have this suspension reviewed. If you choose not to attend, the Board of Trustees will review the suspension in your absence and notify you, if we have up-to-date contact information, of any modification including extension of the suspension beyond thirty (30) days.

If you enter or remain upon library premises during the period of your suspension, you will be subject to arrest and criminal prosecution for trespass.

Long Beach Public Library

By: Tara Lannen-Stanton
Library Director

FROM: Tara Lannen-Stanton, Library Director

TO: Board of Trustees

DATE: June 27, 2022

SUBJECT: Ratification of FY 2023 thru 2025 Collective Bargaining Agreement w/CSEA

On Thursday June 23rd, 27 Long Beach Public Library CSEA members voted unanimously to approve the FY 2023 thru 2025 Collective Bargaining Agreement (CBA). With 33 members in total, there was 82% turnout for the vote.

Based on the Board's approval of the Memorandum of Agreement (containing all agreed-upon changes) at the June 13, 2022 Board meeting and the fact that there have been no changes since that time, it's requested that the Board of Trustees vote to formally ratify the new CBA.



Profit and Loss Statement

May 31, 2022

		2021/22 Approved Budget Amounts		RECEIPTS / EXPENDITURES: CURRENT	PERCENTAGE OF COMPLETION	BUDGETARY BALANCE	BUDGET LINE DETAIL RUNNING TOTAL	BUDGET LINE CATEGORY RUNNING TOTAL
ESTIMATED REVENUES				\$ 3,651,152				2,293,327.89
3100	Appropriation from Surplus	\$ -		0.00	#DIV/0!	0.00		
	Appropriation of Board Approved Transfer from Cap Fund Computers to Virtual Services	\$ 20,053		20,053.00	100.0%	0.00		
4050.00	Real Property Taxes	\$ 3,580,649		2,214,243.00	61.8%	1,366,406.00		
4022.00	Payment in Lieu of Taxes	\$ 4,950		4,786.95	96.7%	163.05		
4014.00	Fines and Rentals	\$ 12,000		12,114.76	101.0%	-114.76		
4030.00	Interest and Earnings	\$ 2,000		1,899.11	95.0%	100.89		
4040.00	Miscellaneous Revenues	\$ 24,000		12,895.78	53.7%	11,104.22		
4020.00	LLSA and Library System Grants, Gifts & Endowments	\$ 7,500		27,348.60	364.6%	-19,848.60		
4005.00	Discrepancies +/-	\$ -		-13.31	0.0%	13.31		
Total Estimated Revenue		\$ 3,651,152		2,293,327.89	62.8%	1,357,824.11		2,293,327.89
ESTIMATED EXPENDITURES				\$ 3,651,152				
6400 - Library Materials				\$ 258,275				
6420.00	Books (all formats) \$185,000	6420.BP Books and Audiobooks - Physical \$ 100,000		77,338.89	77.3%	22,661.11	146,339.04	
		6420.BD eBooks and eAudiobooks, Digital \$ 85,000		69,000.15	81.2%	15,999.85		
6450.00	Films (all formats) \$25,000	6450.FD DVDs \$ 17,500		17,277.43	98.7%	222.57	27,437.85	
		6450.FS Streaming Films / Film Licensing (2k+4k) \$ 7,500		10,160.42	135.5%	-2,660.42		
6455.00	Music (all formats) \$6,275	6455.CD Physical CDs \$ 6,000		4,893.63	81.6%	1,106.37	5,157.63	215,281.21
		6455.ST Streaming Music / Services / Licenses \$ 275		264.00	96.0%	11.00		
6457.00	Magazines & Newspapers, Research / Learning \$42,000	6457.MD Magazines & Newspapers : Digital \$ 5,000		3,862.64				
		6457.MP Magazines & Newspapers : Print \$ 5,000		4,142.39	80.1%	1,137.36	36,346.69	
		6457.DI Research, Learning, and Databases : Digital \$ 30,000		28,341.66				
		6457.PR Research, Learning, and Databases : Print \$ 2,000		0.00	88.6%	1,658.34		
6280 - Library Programs				\$ 81,500				
6280.A-AS	Adult Programs & Supplies \$34,000.00	6280.AA Adult Programs \$ 30,000		26,273.50	87.6%	3,726.50	26,273.50	
		6280.AS Adult Program Supplies \$ 4,000		2,607.46	65.2%	1,392.54	2,607.46	
6280.J-JS	Youth Programs & Supplies \$39,000.00	6280.IJ Youth Programs \$ 24,000		18,105.00	75.4%	5,895.00	18,105.00	
		6280.JS Youth Program Supplies \$ 15,000		6,967.07	46.4%	8,032.93	6,967.07	58,228.03
6280.F	Program Innovation Fund \$2,000.00	6280.F Program Innovation Fund \$ 2,000		0.00	0.0%	2,000.00	0.00	
6280.MU	Museum Passes \$6,500.00	6280.MU Museum Passes \$ 6,500		4,275.00	65.8%	2,225.00	4,275.00	
6440 - Technology				\$ 97,500				
		6440.HT Hardware Technology \$ 30,000		27,950.04	93.2%	2,049.96	27,950.04	
		6440.SW Software and Online Services \$ 25,000		14,545.65	58.2%	10,454.35	14,545.65	73,184.43
		6440.LT Leased Technology \$ 17,500		13,742.37	78.5%	3,757.63	13,742.37	
		6440.PT Peripheral Technology \$ 25,000		16,946.37	67.8%	8,053.63	16,946.37	
6460 - Library Operational Expense				\$ 81,694				
		6460.SU Library Supplies \$ 16,000		11,424.63	71.4%	4,575.37	11,424.63	
		6460.PO Postage \$ 5,500		1,807.59	32.9%	3,692.41	1,807.59	69,430.95
		6460.CM Communications and Marketing \$ 11,000		3,965.50	36.1%	7,034.50	3,965.50	
		6460.IN Insurance \$ 49,194		52,233.23	106.2%	-3,039.23	52,233.23	
6610 - Other Operational Expenses				\$ 179,000				
		6610.NS NLS Services- ILS and NLS General Support (previously included in Municipal Services) \$ 90,000		78,833.68	87.6%	11,166.32	78,833.68	151,212.84
		6610.GU Security \$ 57,000		44,677.72	78.4%	12,322.28	44,677.72	
		6610.AC AccuData \$ 12,000		9,257.15	77.1%	2,742.85	9,257.15	
		6610.MI Misc. (book drop, collection agcy, water cooler etc.) \$ 20,000		18,444.29	92.2%	1,555.71	18,444.29	
6640 - Facilities				\$ 266,500				
		6640.BR Branch Rentals \$ 83,000		71,129.32	85.7%	11,870.68	71,129.32	
		6640.UT Utilities \$ 68,000		52,479.04	77.2%	15,520.96	52,479.04	218,409.02
		6640.TE Telephone \$ 25,000		20,451.34	81.8%	4,548.66	20,451.34	
		6640.CM Cleaning & Maintenance Supplies \$ 8,500		7,811.69	91.9%	688.31	7,811.69	
		6640.BM Repairs / Maintenance to Bldg/Equip \$ 60,000		55,440.17	92.4%	4,559.83	55,440.17	
		6640.FU Replacement Furniture \$ 10,000		3,332.09	33.3%	6,667.91	3,332.09	
		6640.MI Facilities / Miscellaneous Building Maintenance Expenses \$ 12,000		7,765.37	64.7%	4,234.63	7,765.37	
6615 - Municipal Services				\$ 20,000				
		6615.00 Civil Service, Water, Sanitation \$ 20,000		16,966.21	84.8%	3,033.79	16,966.21	16,966.21
Reserves				\$ -				
		Operational Reserves \$ -		0.00	0.0%	0.00	0.00	0.00
		Technology Reserves \$ -		0.00	0.0%	0.00	0.00	0.00
6270 - Professional Fees				\$ 68,500				
		6270.PF Professional Services \$ 60,000		30,960.00	51.6%	29,040.00	30,960.00	31,673.36
		6270.TR Travel and Training \$ 6,500		713.36	11.0%	5,786.64	713.36	
		6270.DM Dues and Memberships \$ 2,000		0.00	0.0%	2,000.00	0.00	
6500 - Personnel				\$ 2,598,183				
5000.00	Salaries \$1,863,379.00	6500.SA Salaries \$ 1,863,379		1,627,999.03	87.4%	235,379.97	1,627,999.03	
6500.EB	Employee Benefits (Medical, Retirement, etc.) \$734,804.00	6500.HI Hospital and Medical Insurance \$ 347,810		309,631.92	89.0%	38,178.08	309,631.92	2,292,793.72
		6500.O2 NYS Retirement \$ 219,502		219,502.00	100.0%	0.00	219,502.00	
		6500.O3 Social Security/ Medicare \$ 142,083		117,729.85	82.9%	24,353.15	117,729.85	
		6500.O5 Unemployment \$ -		0.00	#DIV/0!	0.00	0.00	
		6500.MB Miscellaneous Employee Expenses \$ 25,409		17,930.92	70.6%	7,478.08	17,930.92	
Total Estimated Expenditures		\$ 3,651,152		3,127,179.77	85.6%	521,114.62	3,127,179.77	3,127,179.77
6690.00	Reconciliation Discrepancies	6690.00 Reconciliation Discrepancies		0.00				
				Total: \$ 3,127,179.77				
6800	Donation Expenditures	6800.00 Donation Expenditures		0.00				
				Net Income / Loss: \$ (853,904.88)				
				Adj Net Income / Loss: \$ (833,851.88)				

**Includes Appropriation from Surplus, Unused Tax Levy, and VS Allocation