

REGULAR MEETING OF THE BOARD OF TRUSTEES
HELD ON: MONDAY, FEBRUARY 12, 2018

CALL MEETING TO ORDER

Gerard O'Grady called the meeting to order at 7:35 p.m. Members Present: Michele Vaccarelli, Robert Murray, Gerard O'Grady, and Henry Burney. Absent with prior notice: Mary Ellen Rahilly and Frank Murdock.

CORRESPONDENCE/COMMENTS FROM THE PUBLIC

There was no correspondence from the public. There were no members of the public present.

APPROVAL OF MINUTES

Robert Murray made a MOTION to approve the minutes of the January 22, 2018 meeting. Henry Burney seconded the motion. The vote was unanimous of the members present.

TREASURER'S REPORT

- a) **Balance Sheet**
- b) **General Fund Cumulative Revenue & Expenditure Report (Profit & Loss)**
- c) **General Fund Warrants** – Dated 1/18/2018 through 2/4/2018 in the amount of \$16,225.51. Henry Burney made a MOTION to approve the General Fund Warrants A through D. Maria Grady seconded the motion. The vote was unanimous of the members present.
- d) **Collateral Report**
- e) **Acceptance and Approval of Treasurer's Reports**
- f) **Approval of Warrants for Payment**

The Board reviewed the Treasurer's Report. A discussion followed. Henry Burney made a MOTION to approve items a-d and e-f. Maria Grady seconded the motion. The vote was unanimous of the members present.

DIRECTOR'S REPORT

BUDGET - The 2018-2019 Preliminary Budget was given to the Board of Trustees for review. Gerard O'Grady made a MOTION to accept the proposed budget as presented. Henry Burney seconded the motion.

COMMITTED FUNDS –Michele Vaccarelli has been in contact with Al Coster in regards to revising the library's committed funds.

DIRECTOR'S REPORT cont'd.

COUNSEL – William Cullen, the library's attorney, has submitted a retirement letter as of June 30th. Gerard O'Grady made a **MOTION** to accept the resignation of Mr. Cullen. Maria Grady seconded the motion.

ISSUES & CONCERNS – It has been brought to Michele Vaccarelli's attention that tutors have been loud at times. They are also monopolizing a lot of seating throughout the library. She suggested to have all tutoring take place in the lower study area. Hence, patrons who need a quiet space could use the Reference Room. The Board has agreed to having tutors in the lower study area.

POLICIES – Circulation Policy – Michele Vaccarelli reviewed the policy with the Board of Trustees. A discussion followed.

Social Media Statistics –

Facebook –

475 likes as of February 7, 2018 (up 8 more since January 12, 2018)

449 followers as of February 9, 2018 (up 14 more since January 12, 2018)

Twitter –

235 followers as of February 7, 2018 (up 1 more since January 12, 2018)

41 following the OBEN as of February 9, 2018 (No change since January 12, 2018)

Instagram –

62 posts, (up 5 since January 12, 2018)

113 followers as of February 7, 2018 (up 2 since January 12, 2018)

38 following as of February 7, 2018 (up 3 more since January 12, 2018)

Pinterest

269 average monthly viewers as of January 12, 2018

(up 150 average monthly views since November 13, 2017)

Situational Awareness and Security Survey – A letter was mailed to the Nassau County Police Department in attention to, Commissioner Patrick J. Ryder, requesting training and a security survey for our library.

DIRECTOR'S REPORT cont'd.

State Annual Report – Trustee email accounts have been created with the assistance from James McHugh. A copy of the State Annual Report was given to the Board to review and approve. The report is due to NLS by February 23rd. Gerard O'Grady made a MOTION to accept the State Annual Report as presented. Henry Burney seconded the motion.

Survey Results – Once the survey results and suggestions are prepared for each department then they will be shared with department heads for discussion. After the discussions, the long range plan will be drafted.

Telephones – The phones were installed on January 31st. We have created a “night” button at the circulation desk. The night button is a voice recording for when the library is closed. This is accessible remotely for us to change in the event of a closing, delayed opening etc.

OLD BUSINESS

1. **Transom** – The glass has been cut and sent out to be tempered. Installation was supposed to be on Friday, February 9th, but will be sometime the following week.
2. **Plymouth Rocket – Eventkeeper/Tixkeeper** – Michele Vaccarelli had a department head meeting to show how the program works. All agreed to start with the Eventkeeper. She will work with the staff to help set up the program.
3. **Sprinkler Heads** – Michele Vaccarelli called a few companies and in order for them to give a quote they would need to inspect the sprinkler heads themselves and then give us a quote for the deficiencies. The Board has asked Michele to look into it further.

NEW BUSINESS

1. **Personnel** - An appointment was made for the Clerk Typist F/T position in Technical Services. Jennifer Berman will start on Monday, February 12, 2018 at an annual salary of \$30,000.

NEW BUSINESS cont'd.

2. **National Library Week** - National Library Week is from April 8-14, 2018 with the theme, "Libraries Lead". Michele Vaccarelli asked for suggestions from the departments heads to come up with some new ideas. As a result we will be holding free raffles to win prize baskets.

DATE OF THE NEXT MEETING – The next Regular Meeting and Budget Work Session will be held on Monday, March 26 at 7:30 p.m.

ADJOURNED TO EXECUTIVE SESSION – Gerard O’Grady made a **MOTION** to adjourn to Executive Session at 8:40 p.m. for the purpose of personnel matters. Robert Murray seconded the motion. All in favor. Unanimous.

OBEN BOARD OF TRUSTEES RETURN TO REGULAR SESSION – The Board returned from Executive Session at 8:50 p.m.

RESOLVED: The Board of Trustees hereby rescinds the appointment of Brian Cleary as Library Treasurer, effective February 13, 2018.

RESOLVED: The Board of Trustees hereby appoints Accountant Michelle DeLillo CPA as Library Treasurer, effective February 13, 2018, pursuant to Retainer Agreement dated February 13, 2018.

ADJOURNMENT: Gerard O’Grady made a **MOTION** to adjourn. Robert Murray seconded the motion. All in favor. Unanimous. Meeting adjourned at 8:56 p.m.

Respectfully submitted,

Carol DeBlasio
Secretary to the Director

