SYOSSET PUBLIC LIBRARY
BOARD OF TRUSTEES

MINUTES
MEETING OF TUESDAY, NOVEMBER 11, 2014

Time:  The regular meeting was called to order at 6:30 PM by Ms. Evans.

Attendance:  Present - Jane Evans, President; Robert Glick, Vice-President; Alene Shorin, Lorraine Trachtman and Reid Goldsmith, trustees.  Karen Liebman, Director; Lisa Caputo, Assistant Director; Angela Khilnani, Secretary; Lawrence Israeloff, Treasurer/Accountant were also present.  Lawrence Israeloff, Treasurer/Accountant departed at 6:35 PM.

Public:  None

Pledge of Allegiance:

Minutes:  The minutes of the regular meeting of October 14, 2014 were unanimously approved.
   Glick - Shorin  Aye:  Goldsmith, Trachtman, Shorin, Evans, Glick

Treasurer’s/Accountant’s Reports:  The Treasurer’s and Accountant’s reports for October 2014 were accepted for filing.
   Glick – Trachtman
   Aye:  Evans, Shorin, Trachtman, Glick, Goldsmith

Executive Session:  The Board entered into executive session at 6:37 PM to discuss a legal issue and reconvened the regular meeting at 7:20 PM.

Bill Schedules:  Unanimously accepted:  No. 12 for $181,638.82, No. 13 for $163,067.34, and No. 14 for $86,313.84
   Glick - Shorin  Aye:  Goldsmith, Trachtman, Glick, Evans, Shorin

Correspondence:  None

Director’s Report:  As submitted.  Mrs. Liebman reported that on October 28, 2014 she met with Jonathan Kalvoda of The Hartford who conducted a loss control survey of the library.  After participating in the Property Tax Cap and Tax Freeze Legislation Details webinar which was presented by the Office of the State Comptroller, Mrs. Liebman recommended that the Board pass a resolution rescinding the tax cap override for the 2014-2015 budget.  Mrs. Liebman recommended that the library’s Procurement Guidelines Policy be revised to state that purchase of goods or services over $10,000 require approval of the Board of Trustees.  Mrs. Liebman recommended that a Board member review and sign every invoice prior to the Board meeting.
Westech Investigations was hired to be the new security guard company for Syosset Public Library. Mrs. Liebman presented a proposal from Schindler Elevator for new door detection system. Mrs. Liebman reported that because loss of data can result in significant business disruption, the library has begun the process of updating our backup and replication processes. A Network Attached Storage (NAS) device which will give us several days of backup files has been installed. An additional NAS will be purchased to be kept in OSI’s office as an offsite backup solution. FERASCO delivered the chiller to CIS on Wednesday, November 5. A technician photographically documented the unit throughout the transfer. In May 2014, the Internal Revenue Service conducted a compliance check. We received notice that an employment tax examination will not be conducted at this time. In addition, Mrs. Liebman reported that new wood bookcases were installed on the second floor.

Assistant Director’s Report: As submitted. Ms. Caputo reported that the Friends of the Library held their annual book sale. They raised $2,076. The Overdrive Media Station located near the Media Desk is a great new tool that showcases the library’s digital collection. Ed Goldberg and Alisa Fogel have established a new Business & Careers collection consisting of books, databases and recommended websites. Jessikah Chautin was asked to be on two panels at this year’s New York Comic Con held at the Javits Center on October 9-12, 2014:
- Saving Indecent Comics
- Why Should I Let My Child Read Comics?
Department Heads’ reports and statistics were accepted for filing.

Personnel Activity Report: The report of one (1) resignation, one (1) new hire and two (2) internal moves was accepted by the Board for filing.
Glick – Shorin
Aye: Goldsmith, Shorin, Evans, Trachtman, Glick

Committee Reports: None

Response from the Public: None

Old Business: None
New Business:

1) Resolved, The Board unanimously approved to rescind the Tax Cap Override for the 2014 – 2015 budget.
   Goldsmith - Trachtman
   Aye: Glick, Goldsmith, Shorin, Evans, Trachtman

2) 1st reading of revised the Procurement Guidelines Policy.
   Glick – Trachtman
   Aye: Evans, Trachtman, Shorin, Glick, Goldsmith

3) Resolved, The Board unanimously approved to hire Westech Investigations, Inc. as the library’s security guard company.
   Glick – Trachtman
   Aye: Shorin, Trachtman, Glick, Goldsmith, Evans

4) Resolution to accept Schindler Elevator Corporation Upgrade Order Agreement was tabled.

5) The Board unanimously approved to purchase Nassau Library System (NLS) Core Collection.
   Glick – Goldsmith
   Aye: Evans, Shorin, Trachtman, Goldsmith, Glick

6) Resolution to extend FMLA (Family Medical Leave Act) for a staff member through January 2015 was tabled.

7) The Board unanimously approved to purchase Nassau Library System (NLS) Database renewals.
   Glick - Trachtman

Adjournment: The meeting was adjourned at 7:45 PM.
   Glick - Trachtman Aye: All

Respectfully submitted,

Angela Khilnani

Secretary to the Board