SYOSSET PUBLIC LIBRARY  
BOARD OF TRUSTEES  

APPROVED MINUTES  
MEETING OF TUESDAY, JANUARY 12, 2016

Time: The meeting was called to order at 6:32 PM by Ms. Jane Evans, President.

Attendance: Present – Jane Evans, President; Robert Glick, Vice-President; Lorraine Trachtman, Reid Goldsmith and Alene Shorin, Trustees. Karen Liebman, Director; Pamela Martin, Assistant Director; Angela Khilnani, Secretary and Lawrence Israeloff, Treasurer/Accountant.  

Lawrence Israeloff, Treasurer/Accountant left at 6:45 PM. 

Public Attendance: None

Minutes: The minutes of the regular meeting of December 8, 2015 were unanimously approved.  
Glick – Shorin  
Aye: Evans, Trachtman, Goldsmith, Shorin, Glick

Treasurer’s / Accountant’s Reports: The Treasurer’s and Accountant’s Reports for December 2015 were accepted for filing.  
Glick – Trachtman  
Aye: Goldsmith, Evans, Glick, Shorin, Trachtman

Bill Schedules: Unanimously approved: No. 18 for $177,914.77, No. 19 for $131,626.51 and No. 20 for $77,796.49.  
Glick – Teachtman  Aye: Trachtman, Evans, Shorin, Goldsmith, Glick

Correspondence: Letter from James E. Davis, Acting County Assessor was accepted for filing. 

Director’s Report: As submitted.  Mrs. Liebman reported that two counter height tables with power-up modules and four stools were added to the café area. Electrical poke-thrus could not be installed because the area is built on a concrete slab. Mrs. Liebman proposed an idea for the interior wall of the front entry which the Board discussed.  Mrs. Liebman presented the Proposed Revision of the NLS Resource Sharing Code stating that most of the Code has been in place for over a decade.  The revised Code should make transactions and problem-solving simpler for patrons when they visit other libraries.  Mrs. Liebman reported that three copy machine vendors were interviewed since the current contract is ending in February 2015.  Three of the existing copiers were leased to purchase. The contract of the leased copier in the business office is expiring. In addition, Mrs. Liebman reported that the inflation factor for fiscal budgets running from June 1 through May 31 is 0.12%.
Assistant Director’s Report: As submitted. Ms. Martin reported that she met with concrete contractors and it was determined that the 3rd handicapped ramp is not needed for ADA compliance and should be made into a regular curb. Ms. Martin worked with Department Managers to update the Procedures Manual and will work with Babu Kareem to write a Procedures Manual for the Custodial Department. Ms. Martin formulated a plan to reorganize the lower level storage room. Ms. Martin reported that the Jewish Museum was added to the museum pass program. Ms. Martin is working with the vending machine company to get new snack vending machines as the current machines are frequently out of order. On December 14 there was a report of a gas smell. National Grid locked down the gas lines after the pressure dropped to the building after 30 minutes. Four leaks were found by CIS after doing extensive pressure tests. Ms. Martin stated that the Intergenerational Paint Afternoon on December 29 was a great success. The Board accepted the reports and statistics for filing.

Glick – Trachtman
Aye: Trachtman, Goldsmith, Shorin, Evans, Glick

Personnel Activity Report: The report of 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) The Board of Trustees unanimously approved the date for the Annual Public Budget Hearing and Know Your Candidate Night - Tuesday, May 10, 2016 at 6:30 PM in Meeting Room A.

Glick – Trachtman
Aye: Shorin, Trachtman, Evans, Glick, Goldsmith

2) Resolved, The Board unanimously approved to un-commit the fund balance in the general fund for HVAC Improvement in the amount of $200,000, Parking Lot in the amount of $750,000 and Capital Improvement in the amount of $400,000.

Glick – Trachtman
Aye: Evans, Trachtman, Shorin, Glick, Goldsmith

3) Resolved, The Board unanimously approved to transfer $1,350,000 cash from the General Fund to the Capital Fund.

Glick – Trachtman  Aye: Trachtman, Evans, Shorin, Glick, Goldsmith
4) Resolved, The Board unanimously approved to commit the fund balance in the Capital Fund for HVAC Improvement in the amount of $200,000, Parking Lot in the amount of $750,000 and Capital Improvement in the amount of $400,000.
   Glick – Trachtman   Aye: Evans, Glick, Shorin, Trachtman, Goldsmith

5) The Board unanimously approved to have the Library Director sign the copier machine contract that was awarded to Advanced Imaging Systems.   Glick – Trachtman
   Aye: Shorin, Evans, Glick, Goldsmith, Trachtman

6) The Board approved staff attendance at LILC (Long Island Library Conference) on Thursday, May 5, 2016.
   Glick – Shorin
   Aye: Evans, Trachtman, Shorin, Glick, Goldsmith

Adjournment:   The meeting was adjourned at 7:15 PM
   Glick – Goldsmith   Aye: All

Respectfully submitted,

Angela Khilnani

Secretary of the Board