SYOSSET PUBLIC LIBRARY
BOARD OF TRUSTEES

APPROVED MINUTES
MEETING OF TUESDAY, JULY 12, 2016

Time:  The meeting was called to order at 6:30 PM by Ms. 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 were all present.

A) Oath of Office:  Reid Goldsmith was sworn in for a five-year term.

B) Election of Officers: The Board voted to elect the following officers for the 2016 -2017 term:
   Jane Evans as President.  Glick - Goldsmith
   Aye: Glick, Trachtman, Shorin, Goldsmith
   Robert Glick as Vice President.  Trachtman - Shorin
   Aye: Trachtman, Evans, Goldsmith, Shorin

C) Appointment of Treasurer/Accountant, Legal Counsel, and Secretary:
   Approved for 2016 - 2017:
   Mr. Lawrence Israeloff as Treasurer/Accountant.
   Mr. Benjamin J. Truncale, Jr. of Spellman Rice Schure Gibbons
   McDonough Polizzi & Truncale LLP as Legal Counsel.
   Ms. Angela Khilnani as Board Secretary.
   Trachtman – Goldsmith
   Aye:  Trachtman, Goldsmith, Evans, Glick, Shorin

D) Close-out Fiscal Year 2015- 2016:  The Board approved the Accountant’s close-out report for the fiscal year ending 6/30/16.
   Glick - Goldsmith  Aye:  Evans, Shorin, Goldsmith, Trachtman, Glick

E) The Board approved the designation of official banks and deposit limitations as
   First National Bank of Long Island and HSBC Bank
   Trachtman – Glick  Aye:  Goldsmith, Trachtman, Evans, Shorin, Glick

F) The Board approved the Reaffirmation of the Library By-Laws and the Board’s Policy
   Statement.  Glick – Trachtman  Aye:  Glick, Evans, Trachtman, Goldsmith, Shorin

G) The Board approved the Library Bill of Rights and its Interpretations and the Freedom to Read
   Statements.
   Glick – Trachtman  Aye:  Evans, Trachtman, Shorin, Glick, Goldsmith
H) The Board approved the designation in the amount of $750.00 for the petty cash fund.  
Glick - Trachtman  Aye:  Shorin, Evans, Goldsmith, Glick, Trachtman

I) The Board approved the designation in the amount of $5,000.00 for the Administrative Discretionary Fund.  
Trachtman – Glick   Aye:  Glick, Goldsmith, Trachtman, Evans, Shorin

J) The Board approved the official newspapers for library notices as *Syosset Advance* and the *Syosset/Jericho Tribune*.  
Glick – Trachtman   Aye:  Glick, Evans, Shorin, Goldsmith, Trachtman

K) The Board approved the designation of the Board meeting dates and times as the second Tuesday of each month at 6:30 PM with the Board’s option to change these if necessary.  
Trachtman – Shorin   Aye:  Shorin, Evans, Trachtman, Glick, Goldsmith

Minutes: The minutes of the regular meeting of June 14, 2016 were approved.  
Glick – Trachtman   Aye:  Glick, Trachtman, Goldsmith, Evans, Shorin

Treasurer’s Report: The Board accepted the Treasurer’s and Accountant’s reports for June 2016 for filing.  
Glick – Shorin   Aye:  Glick, Evans, Trachtman, Shorin, Goldsmith

Bill Schedules: The Board accepted: No. 37 for $173,932.87, No. 38 for $73,083.82, No.39 for $136,823.78 and No. 1 for $155,836.50.  
Glick - Shorin   Aye:  Goldsmith, Trachtman, Evans, Glick, Shorin

Capital Improvement: No. 1 for 16,554.72  
Glick - Shorin   Aye:  Goldsmith, Trachtman, Evans, Glick, Shorin

Correspondence: Letter from Lawrence Israeloff was accepted for filing.
Director’s Report: As submitted. Mrs. Liebman reported that the Tax Cap Compliance form was submitted on June 15, 2016. Mrs. Liebman reported that the damaged spandrel glass window on the north side of the building will be installed on Wednesday, July 13. The library will open at noon so that the dangerous part of the installation can be done before the public arrives. The time will be used for staff meetings. Mrs. Liebman reported that she received a letter from the Dormitory Authority State of New York stating that the State has awarded Syosset Public Library a State and Municipal Facilities Program grant of $50,000 for the first floor lighting project. At Benjamin Truncale’s recommendation, Mrs. Liebman met with Dominick Calgi of Calgi Construction Management and Michael L. Smith of Smith & Pucillo Architects. They can start working on the lighting project within 14 days of notification and make their submissions to the State Education Department by the middle of August. Mrs. Liebman reported that fifteen Playaway Launchpads have been purchased and will be shelved next to the books on the same subjects. In addition, Mrs. Liebman presented an alternative layout for the entryway sign.

Assistant Director’s Report: As submitted. Ms. Martin reported that the Five Year Functionality Test inspection was completed and submitted to the Nassau County Fire Marshall. The small garden on the north side of the building was renovated. A major patching job of the potholes and cracks in the entire parking lot was completed. The annual backflow testing and repairs and renovations to the sprinkler lines were done. Ms. Martin reported that the website was updated on June 6, 2016 due to hacking of the website earlier this year. The Friends of Syosset Library held their annual meeting on June 6, 2016. The 3rd annual Local Author Showcase was held on June 7, 2016 and was also the kick off program for the Adult Summer Reading Club. Ms. Martin reported that the library will again be participating in the Long Island Coalition for the Homeless, Supply Our Students, donation drive to supply homeless students on Long Island with school supplies. The Board accepted the Department Heads’ reports and statistics for filing.

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

Response from the Public: None

Committee Reports: None
Old Business: None

New Business:

1) The Board approved the 2016 – 2017 Salary Scale for submission to the Nassau County Civil Service Commission.
   Glick – Shorin   Aye: Goldsmith, Evans, Trachtman, Glick, Shorin

2) The Board approved the library closing dates for 2017.
   Glick – Trachtman   Aye: Evans, Glick, Trachtman, Shorin, Goldsmith

3) Resolved, The Board of Trustees unanimously approved the Treasurer’s/Accountant’s annual fee for 2016 – 2017.
   Glick – Trachtman   Aye: Glick, Evans, Goldsmith, Trachtman, Shorin

4) Resolved, The Board of Trustees unanimously approved Authorization of Certain Payments Between Board Meetings.
   Glick – Trachtman   Aye: Shorin, Evans, Trachtman, Glick, Goldsmith

5) The Board approved reimbursement for two (2) staff members and one (1) trustee who attended the ALA (American Library Association) Annual Conference in Orlando, FL.
   Glick – Shorin   Aye: Shorin, Evans, Goldsmith, Trachtman, Glick

6) Resolved, The Board of Trustees unanimously approved to terminate architectural/engineering firm for the lighting project previously approved at the May 10, 2016 Board meeting.
   Glick – Trachtman   Aye: Goldsmith, Trachtman, Shorin, Glick, Evans

7) Resolved, The Board of Trustees unanimously approved the hiring of a construction management company for the lighting project.
   Glick – Shorin   Aye: Glick, Shorin, Evans, Trachtman, Goldsmith

8) Resolved, The Board of Trustees unanimously approved the hiring of an architectural firm for the lighting project.
   Glick – Shorin   Aye: Glick, Shorin, Evans, Trachtman, Goldsmith

Adjournment: The meeting was adjourned at 7:01 PM.
   Glick - Shorin   Aye: Trachtman, Evans, Glick, Shorin

Respectfully submitted,

Angela Khilnani

Secretary to the Board