SYOSSET PUBLIC LIBRARY
BOARD OF TRUSTEES
APPROVED MINUTES
MEETING OF TUESDAY, DECEMBER 13, 2016

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

Attendance: Present - Jane Evans, President; Reid Goldsmith, Lorraine Trachtman, Alene Shorin, Trustees. Karen Liebman, Director; Pamela Martin, Assistant Director and Angela Khilnani, Secretary.

Absent: Robert Glick, Trustee, was absent with prior notice. Lawrence Israeloff, Treasurer/Accountant, was absent with prior notice.

Public: None

Pledge of Allegiance:

Minutes: The minutes of the regular meeting of November 08, 2016 were approved. Trachtman - Shorin Aye: Goldsmith, Shorin, Evans, Trachtman

Treasurer’s/Accountant’s Reports: The Treasurer’s and Accountant’s reports for November 2016 were tabled.

Bill Schedules: Unanimously accepted: No. 14 for $625,021.82, No. 15 for $129,378.26 and No.16 for $99,287.19

Capital Improvement: No. 2 for $9,378.00 Shorin - Trachtman Aye: Trachtman, Evans, Shorin, Goldsmith

Correspondence: None
Director’s Report: As submitted. Mrs. Liebman reported that magnetic hold opens, exit devices, door closers and lever locksets were installed in the theater and lower level as per Facilities Study recommendations. Water damage noted on the wall in the lower level stairwell was repaired by Mr. Kareem. Mrs. Liebman reported that the library was evacuated on Saturday, November 19 due to a strong smell throughout the building which the Fire Department determined was not coming from inside the building. Mrs. Liebman reported that the Great Neck Library may discontinue paying member library support to Nassau Library System (NLS). Mrs. Liebman discussed the services that can be withheld if a library does not pay member library support. She explained that even if a library does not pay NLS member library support, it remains a member of NLS unless it chooses to withdraw. Staff has been informed that they must continue to respond to Great Neck cardholder and staff requests for materials and services. NLS is requesting approval for member library support for 2017 and 2018. NLS used the same four-factor formula (population, materials expenditure, number of cardholders, and net circulation) as was used for 2013-2016 to calculate individual member library shares for 2017-2018. In addition, Mrs. Liebman reported that NLS is working on their strategic plan. As part of the process, Trustees will be given the opportunity to give their input either as part of a roundtable discussion or via an online survey. Mrs. Liebman requested that the Board approve a motion to transfer $35,000 from the budget line for Custodial Salaries into the budget line for Library Equipment and Furniture. Mrs. Liebman reported that there may be an opportunity for a group dental insurance purchase through a Long Island Library Dental Consortium. Staff will have to purchase the insurance at their own expense. Mrs. Liebman stated that the library received $9,039 as an offset of costs associated with payment of the MTA Payroll Tax.

Assistant Director’s Report: As submitted. Ms. Martin reported that the chiller was drained; a shade was installed in the front lobby; flashings on the roof over the Children’s Room were repaired; and a National Grid Test of the dual-fuel equipment was performed satisfactorily. Ms. Martin reported that Plaza Production, Inc. presented a specially designed adaption of Alice in Wonderland for children with autism and autism-spectrum disorders and their families. Ms. Martin reported that amnesty week was well received by the community. Ms. Martin reported that during the summer, she attended a meeting at the Suffolk Cooperative Library System given by the Administrator of Outreach Services, Valerie Lewis. She talked about a program for people living with Alzheimer’s and other dementias called Music and Memory: A Customized Music Therapy Program. The program is in place at many nursing homes. Ms. Lewis and her staff have adapted it for public libraries and numerous Suffolk County libraries are offering this service to their patrons. Ms. Martin stated that she wanted to bring the program to the Syosset community and is working with Ralph Guiteau, head of media, and Sunita Kelkar to make it happen. Music and Memory will be fully operational and announced in the Spring Newsletter. Syosset Library is one of two libraries in Nassau County that will provide this service. Department Heads’ reports and statistics were accepted for filing.
Personnel Activity Report: The report of one (1) internal move was accepted by the Board for filing.
Trachtman – Shorin  Aye: Trachtman, Shorin, Goldsmith, Evans

Committee Reports: None

Response from the Public: None

Old Business: None

New Business: 1) Mr. Albert Coster of Baldessari & Coster LLP presented the audit report for the fiscal year ending June 30, 2016. The Board unanimously accepted the auditor’s report as submitted for filing.
Trachtman – Shorin  Aye: Trachtman, Goldsmith, Evans, Shorin

2) The Board of Trustees unanimously approved Nassau Library System (NLS) Member Library Support for 2017 and 2018.
Trachtman – Shorin  Aye: Evans, Shorin, Trachtman, Goldsmith

3) Resolved, The Board of Trustees unanimously approved transfer of $35,000. from the 2016-2017 budget line for Custodial Salaries (5144-00) to the 2016-2017 budget line for Library Equipment and Furniture (5200-01).
Trachtman – Goldsmith  Aye: Shorin, Evans, Goldsmith, Trachtman

4) Resolved, The Board of Trustees unanimously approved participation in the Long Island Library Dental Consortium.
Trachtman – Goldsmith  Aye: Trachtman, Evans, Shorin, Goldsmith

5) The Board of Trustees unanimously approved four (4) staff members and one (1) trustee’s attendance at the American Library Association (ALA) Conference in Chicago, IL on June 22, 2017-June 27, 2017.
Trachtman – Shorin  Aye: Evans, Shorin, Goldsmith, Trachtman

6) The Board of Trustees unanimously approved one (1) staff member’s attendance at the Innovative Users Group (IUG) Conference in National Harbor, MD on April 2-April 5, 2017.
Trachtman – Shorin  Aye: Goldsmith, Trachtman, Shorin, Evans
7) The Board of Trustees unanimously approved reimbursement for two (2) staff members who attended New York Library Association (NYLA) Conference in Saratoga Springs, NY.  
Goldsmith – Trachtman    Aye: Trachtman, Evans, Shorin, Goldsmith

8) Resolved, The Board of Trustees unanimously approved to commit $100,000.00 to the New York State Retirement fund.

Adjournment: The meeting was adjourned at 7:05 PM.  Goldsmith - Trachtman
Aye: All

Respectfully submitted,

Angela Khilnani
Secretary to the Board