SYOSSET PUBLIC LIBRARY
BOARD OF TRUSTEES

APPROVED MINUTES
MEETING OF TUESDAY, NOVEMBER 14, 2017

Time: The meeting was called to order at 6:35 PM by Ms. Evans, President.

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

Lawrence Israeloff, Treasurer/Accountant, departed at 6:43 PM.

Public: None

Pledge of Allegiance:

Minutes: The minutes of the regular meeting of October 10, 2017 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 2017 were accepted for filing.

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

Mr. Israeloff reviewed and approved the bank reconciliation for October 2017 for all bank accounts.

Bill Schedules: Unanimously accepted: No. 11 for $199,062.08, No. 12 for $152,130.01 and No. 13 for $84,141.03.

Capital Improvement: No. 3 for $3,840.00

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

Correspondence: None
Director’s Report:  As submitted.  Mrs. Liebman reported that the work on the lighting project started October 23, 2017 with contractors working from 12 AM to 8 AM to insure that library operations continue without disruptions.  New task chairs with durable vinyl seats have been added to the computer area and the study carrels on the third floor and adjacent to the media desk on the main level.  Mrs. Liebman reported that early on Sunday morning, October 29, 2017 the carbon monoxide detectors in the boiler room activated the fire alarms due to a loose link on the gas train of one of the boilers.  The response from the Syosset Fire Department was outstanding.  It took several hours for the carbon monoxide levels to be reduced enough so the firefighters no longer needed to wear masks.  CIS was called to repair the boiler.  The library remained closed for the day.  Mrs. Liebman reported that the Library had upgraded the carbon monoxide system in 2016.  As a result of this event, it was discovered that one of the monitoring systems in the boiler room had never been serviced and two sensors need to be replaced.  The fire department suggested that there should be an independent ventilation system in the boiler room but they did not issue a violation.  Currently, there is a ventilation system but its only goes on when the boiler goes on.  Mrs. Liebman met with David Chen from Calgi Construction Management and architect Michael Smith to determine next steps.  Michael Smith responded that they did not find any requirement for this in the code and without a specific code requirement, or a violation from the local fire marshal, they would not suggest adding a smoke removal system.  Mrs. Liebman reported that on October 23, 2017 the Governor signed into law a bill that was passed by both house of the State Legislature that requires the Empire State Development Corporation and the State Education Department to conduct a study on the economic impact of public libraries and public library systems in New York State.  This study shall be conducted at least once every five years beginning January 1, 2019.

Assistant Director’s Report:  As submitted.  Ms. Martin reported that the quarterly CAMP inspection was completed on October 24, 2017; the library’s annual Fire Drill was held on Friday, October 16, 2017; and the fire sprinkler inspection was completed on October 26, 2017.  Ms. Martin reported that the Friends book sale was held on October 20 through October 22 and it was a great success again this year.  Ms. Martin reported that an Autism friendly performance of Rapunzel was performed and adapted for the Syosset Library by Plaza Theatrical Productions.  The audience came from all over Long Island and Manhattan.  This show is the only one of its kind on Long Island.  In addition, Ms. Martin spoke about a new feature that has been added to the Museum Pass Program.  Patrons will now be able to print museum passes (Print on Demand) for 14 of the 26 participating museums.  Patrons no longer need to come into the library to pick up and return these passes.  The Board accepted the department heads’ reports and statistics for filing.
Personnel Activity Report: None

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, 2017. The Board unanimously accepted the auditor’s report as submitted for filing.

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

2) The Board of Trustees unanimously approved 4 (four) staff members attendance at Public Library Association (PLA) in Philadelphia, PA on March 20 – March 24, 2018.

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

Executive Session: The Board entered into executive session at 7:01 PM to discuss a personnel issue and reconvened the regular meeting at 7:49 PM.

Adjournment: The meeting was adjourned at 7:51 PM

   Glick – Shorin   Aye: All

Respectfully submitted,

Angela Khilnani

Secretary to the Board