Time: The regular meeting was called to order at 6:31 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 6:37 PM.

Public: None

Pledge of Allegiance:

Minutes: The minutes of the regular meeting of November 14, 2017 and Special Meeting of November 21, 2017 were unanimously approved.

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

Treasurer’s/Accountant’s Reports: The Treasurer’s and Accountant’s reports for November 2017 were accepted for filing.

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

Bill Schedules: Unanimously accepted: No. 14 for $204,510.07, No. 15 for $588,650.83 and No.16 for $96,624.51

Capital Improvement: No. 4 for $47,941.75 and No. 5 for $93,961.25

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

Correspondence: None
Director’s Report:  As submitted.  Mrs. Liebman reported that the lighting project is 99% complete.  The punch list items should be completed before the end of December.  Mrs. Liebman recommended that the Board of Trustees and the new director consider changing the existing lighting fixtures to LED lights.  Many of the existing lights have cracked lenses which can no longer be replaced and LED lights would be energy efficient.  Mrs. Liebman reported that the Syosset Fire Department is considering the use of a rapid access system which would allow them immediate access into secure buildings during an emergency.  In an emergency, if a custodian is unable to get to the library first, the Fire Department would need to shatter a door or window to gain access.  She explained that until such a system is purchased by the Fire Department, it may be beneficial for them to have a key to the building.  Mrs. Liebman reported that the library has begun a project with MARCIVE, Inc. to update and authenticate bibliographic records so that we have a cohesive and comprehensive catalog for librarians and patrons.  In addition, Mrs. Liebman reported that public employers are not required to participate in the New York Paid Family Leave Act.  Benjamin Truncale, Legal Counsel, informed Mrs. Liebman that if the library is not opting in, we must inform the Workers’ Compensation Board and the disability insurance carrier of this decision.  In addition, the union was notified that the library will not be participating at this time and the issue can be addressed in collective bargaining at a later date.

Assistant Director’s Report:  As submitted.  Ms. Martin reported that a National Grid test of the dual-fuel equipment was performed satisfactorily; CIS drained and prepared the chiller for the winter; and the sprinkler system was winterized.  A leak was detected coming from the ceiling in the lower lobby on Saturday, December 2, 2017.  Babu turned off the source of the water and CIS came on Monday, December 4, 2017 to repair and cap the valve from the HVAC system.  Ms. Martin reported that the library will be pictured and listed on the new Chamber of Commerce map of Syosset and Woodbury.  These maps will be available in 2018 and distributed to all Chamber companies in the Syosset/Woodbury area.  Ms. Martin reported that the Friends of the Library will again gift three (3) passes to the Long Island Children’s Museum.  Department Heads’ reports and statistics were accepted for filing.
Personnel Activity Report: The report of one (1) new hire was accepted by the Board for filing.
Glick – Shorin  Aye: Trachtman, Shorin, Goldsmith, Evans, Glick

Committee Reports: None

Response from the Public: None

Old Business: None

New Business: 1) The Board of Trustees unanimously approved the attendance for one (1) staff member at the Innovative Users Group (IUG) Conference in Orlando, FL, April 24 – April 26, 2018
Glick – Shorin  Aye: Trachtman, Goldsmith, Shorin, Evans, Glick

2) The Board of Trustees unanimously approved the reimbursement for two (2) staff members who attended New York Library Association (NYLA) Conference in Saratoga Springs, NY.
Glick – Trachtman  Aye: Glick, Evans, Trachtman, Shorin, Goldsmith

3) Resolved, The Board of Trustees unanimously approved to commit $500,000.00 to Post Employment Benefits Obligation.
Glick – Trachtman  Aye: Trachtman, Evans, Shorin, Goldsmith, Glick

4) The Board of Trustees unanimously approved personnel resolution.
Glick – Trachtman  Aye: Evans, Glick, Goldsmith, Shorin, Trachtman

Adjournment: The meeting was adjourned at 6:54 PM.  Glick - Trachtman  Aye: All

Respectfully submitted,

Angela Khilnani
Secretary to the Board