SYOSSET PUBLIC LIBRARY
BOARD OF TRUSTEES

MINUTES
MEETING OF TUESDAY, JULY 9, 2013

Time: The meeting was called to order at 6:31 PM by Ms. Evans, President. The Board entered into Executive Session at 6:32 PM and reconvened the regular meeting at 7:03 PM.

Attendance: Present - Jane Evans, President; Robert Glick, Vice President; Lorraine Trachtman, Reid Goldsmith and Alene Shorin, Trustees. Karen Liebman, Director; Lisa Caputo, Assistant Director; Angela Khilnani, Secretary and Arthur Venezia, Treasurer/Accountant were all present.

Public: Renee Ritz of 16 Evon Dr., Syosset

Pledge of Allegiance:

A) Oath of Office: Lorraine Trachtman was sworn in for a five-year term. Alene Shorin was sworn in for a one-year term.

B) Election of Officers: The Board voted to elect the following officers for the 2013 -2014 term:

Jane Evans as President. Trachtman - Glick
Aye: Glick, Trachtman, Goldsmith, Shorin

Robert Glick as Vice President. Trachtman - Evans
Aye: Trachtman, Evans, Shorin, Goldsmith

C) Appointment of Treasurer/Accountant, Legal Counsel, and Secretary:

Was approved for 2013 - 2014:

Mr. Arthur Venezia 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.
Glick – Evans Aye: Trachtman, Evans, Glick, Goldsmith, Shorin

D) Close-out Fiscal Year 2012- 2013: The Board approved the Accountant’s close-out report for the fiscal year ending 6/30/13.
Glick - Shorin Aye: Evans, Goldsmith, Shorin, Trachtman, Glick

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

H) The Board approved the designation in the amount of $750.00 for the petty cash fund.  
Glick – Trachtman  Aye:  Shorin, Evans, Glick, Trachtman, Goldsmith

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

K) The Board approved designation of the Board meeting dates and times as the second Tuesday of each month at 7:00 PM with the Board’s option to change if necessary.  
Glick – Trachtman  Aye:  Shorin, Evans, Trachtman, Glick, Goldsmith

Minutes: The minutes of the regular meeting of June 11, 2013 were approved.  
Glick – Trachtman  Aye:  Glick, Trachtman, Evans, Goldsmith, Shorin

Treasurer’s Report: The Board accepted the Treasurer’s and Accountant’s reports for June 2013 for filing.  
Glick – Goldsmith  Aye:  Glick, Evans, Trachtman, Goldsmith, Shorin

Bill Schedules: The Board accepted: No. 37 for $310,584.86, No. 38 for $31,208.79, No.1 for $188,992.52 and No. 2 for $64,580.31.  
Glick - Shorin  Aye:  Trachtman, Evans, Goldsmith, Glick, Shorin

Correspondence: Letter from Arthur Venezia was accepted for filing.

Director’s Report: As submitted. Mrs. Liebman reported that the library was closed on June 27 for the removal of the old chiller and the installation of the new chiller. The old chiller was removed and shipped to the Forensic Evidence Recovery and Storage Company in New Jersey where all parties will meet for the final inspection of the unit. CIS worked through the weekend and air conditioning was working on Sunday, June 30. The spandrel glass replacement project began on June 24 and was completed on Monday, July 1, 2013. In addition, Mrs. Liebman stated that the library received a reimbursement check for MTA Payroll Tax from New York State.
Assistant Director’s Report: As submitted. Ms. Caputo reported that the Summer Reading Clubs have gotten off to a very strong start. Reference staff is marketing “On the Spot Computer Assistance.” From Monday to Friday 9am to 4pm patrons can come into the library with technology questions and Reference librarians will assist them with an impromptu class on the spot. The Board accepted the Department Heads’ reports and statistics for filing.

Personnel Activity Report: The report of one (1) retirement was accepted by the Board for filing. Glick – Goldsmith
Aye: Shorin, Trachtman, Evans, Goldsmith, Glick

Response from the Public: Ms. Renee Ritz asked about tutors on the first floor. Mrs. Liebman, Director answered her question. Also, Ms. Ritz complimented the budget brochure.

Committee Reports: None

Old Business: None

Aye: Evans, Goldsmith, Trachtman, Glick, Shorin

2) The Board approved the library closing dates for 2014.
Glick – Trachtman Aye: Evans, Glick, Trachtman, Shorin, Goldsmith

3) The Board approved attendance for three (3) staff members at the Fall Literature Conference at Adelphi University in Garden City, NY on October 18, 2013.
Glick – Shorin Aye: Glick, Goldsmith, Shorin, Evans, Trachtman

4) Resolved. The Board of Trustees unanimously approved Non-Union staff salaries for 2013 – 2014.
Glick – Trachtman Aye: Trachtman, Evans, Shorin, Glick, Goldsmith

5) Resolved. The Board of Trustees unanimously approved Administration salaries for 2013 – 2014.
Glick – Trachtman Aye: Goldsmith, Glick, Evans, Trachtman, Shorin
5) Resolved, The Board of Trustees unanimously approved the Treasurer’s/Accountant’s annual fee for 2013 – 2014.
Glick – Trachtman   Aye:   Glick, Evans, Trachtman, Shorin, Goldsmith

6) The Board approved reimbursement for one (1) staff member who attended ALA in Chicago, IL.
Glick – Trachtman   Aye:   Shorin, Evans, Trachtman, Glick, Goldsmith

Adjournment:   The meeting was adjourned at 7:30 PM.
Glick - Shorin
Aye:   Trachtman, Evans, Glick, Goldsmith, Shorin

Respectfully submitted,

Angela Khilnani

Secretary to the Board