



**BOARD OF TRUSTEES MEETING  
MINUTES OF SPECIAL BOARD MEETING HELD ON JANUARY 13, 2020**

**PRESENT:**

Carol Arnone, President  
Sam Pinto, Vice President  
Gemma Tansey, Secretary  
Mary Ellen Guarini, Trustee  
Barbara Mosca, Trustee

Ralph Madalena, Library Attorney  
Tara Lannen-Stanton, Director  
Jill Lessard, Administrative Assistant

- A. PUBLIC SESSION 2:00 P.M.
- B. Call to Order by Carol Arnone @ 2:08 p.m.

The Board moved to enter Executive Session at 2:10 p.m. **Motioned by Trustee Tansey, seconded by Trustee Mosca, and unanimously approved.**

The Board moved to enter Public Session at 2:44 p.m. **Motioned by Trustee Pinto, seconded by Trustee Tansey, and unanimously approved.**

- I. *Approval of Minutes, November 18<sup>th</sup>, 2019 (no Dec meeting)* – **unanimously approved with the exception of Trustee Arnone who abstained, having missed the November meeting. Motioned by Trustee Guarini, seconded by Trustee Pinto.**
- II. *Approval of Bills and Schedules 1157, 1158, 1159, 1160, 1161, & 1162* – **were unanimously approved as amended with voided and reissued check(s). Motioned by Trustee Pinto, seconded by Trustee Guarini.**
- III. *Library Trustees Handbook Discussion* – **was tabled until the February meeting.**
- IV. *Executive Session* – **was addressed previously.**
- V. *Director's Report* – **the December Director's report was included in the packet for review.** Trustee Pinto commented that he liked the new layout of the area behind Adult Reference (p.36 of the packet).
- VI. *Staff Reports* – **the November / December Staff Reports were included in the packet for review.** Trustee Mosca inquired about having TedTalks at the Library (p.49 of the packet). The Director advised that Librarian Trainee Jeannine Dillon was working on this project.
- VII. *Correspondence* – **there were no Correspondence items.**
- VIII. *Old Business* –
  - 1. *Patron Code of Conduct* – The Director heard from the Board prior to the vote. Trustee Mosca inquired about cell phone use in the Library after seeing the Security Guard tell a patron she was not allowed to use her cell phone in the Art Gallery. The Director noted while there is no official policy, patrons are encouraged to take cell phone conversations into one of the stairwells. She further noted that quiet cell phone use is typically permitted in the Art Gallery as long as no events are occurring. The Director will inform the Security Guard. In reply to Trustee Guarini's inquiry, the Director advised that there is no protocol for contacting the police department; the accepted procedure is only the Director, a Department Head, or the Librarian in Charge should be contacting the police other than in a true emergency. Trustee Tansey asked if the policy as written would cover patrons with regard to sexual harassment; the answer is no. By law there has to be a separate policy. **The policy was unanimously approved. Motioned by Trustee Pinto, seconded by Trustee Mosca.**
  - 2. *Safety and Security Upgrades and Training – Cameras* - the company that supplied our existing



system went out of business. The Director advised that she had our Technology Librarian looking into options to integrate new cameras and/or replace the system if integration was not possible. *Elevator Security* - The Library is working with our new Otis Elevator rep to get an updated quote to upgrade the panel. **This item was tabled.**

3. *Use of Diane Parr Memorial funds, updated total* – to date the Library has received approximately \$1,500 in donations. The Director advised that in addition to the items already approved, the plaque would be enlarged and include a photo depicting former Trustee Parr and other Board members at the opening of the West End branch. Trustee Guarini asked that something be finalized soon, and felt an official dedication of the plaque would be a nice thing to do in memory of Trustee Parr. The other Board members agreed; it was decided that something be scheduled for May or June of 2020.
4. *Credit Card Update / Banking Documents* – no votes were needed for this item.

#### IX. *New Business*

1. ~~*Election space request from Long Beach School District Clerk*~~ – this item was stricken from the agenda after the request was withdrawn by the Long Beach School District.
2. *Election space requests from Nassau Board of Elections* – **the Board voted unanimously not to execute the Early Voting Polling Place Agreement, due to space limitations. Motioned by Trustee Pinto, seconded by Trustee Mosca.**
3. *Updated meeting schedule* –as per the Director, the proposed updated meeting schedule ties into the election and budget vote schedule (page 60 of packet). The Director advised that a draft of the Library's 22020/2021 budget will be available for Board review at the February 10, 2020 Board Meeting. She noted that once the Board had reviewed said draft, she felt it important to have at least (3) public budget sessions, as well as visit community based organizations / groups, to gather community feedback; following those sessions the Director would revise the draft budget based on said feedback and/or any new information regarding the tax cap. The Board can then re-review at the March 16<sup>th</sup> or the April 20<sup>th</sup> meeting. The approved budget must be sent to the Long Beach School District (LBSD) by April 30<sup>th</sup>, 2020; the Library's legal requirement for a public hearing is to attend the LBSD budget meeting on Tuesday May 12<sup>th</sup>, 2020 and give a 5-minute presentation. *Note, the Library Director will give this presentation. The Board voted unanimously to accept the revised meeting schedule. Motioned by Trustee Pinto, seconded by Trustee Mosca, and unanimously approved.*
4. *Updated FY (2019 / ) 2020 Budget* – the Director answered various questions from the Board, **who then unanimously approved. Motioned by Trustee Pinto, seconded by Trustee Mosca.**
5. *Hurricane flood barrier repair quote* – Trustee Pinto expressed his opinion that the cost of the repair was very high; as the Library's current flood gates are a proprietary item there are no other vendors who can perform this repair. It was generally agreed that the current system is not an optimal solution, as it is very difficult to move the gates and put into place. Trustee Pinto and the Director agreed to look into alternate floodgate solutions, and the Board agreed to table this item until the February meeting. **Moved by Trustee Guarini, seconded by Trustee Tansey, and unanimously approved.**
6. *Funding for Director for PLA (Public Library Assn). Conference* – at a cost of \$1,200. **The Board voted unanimously to approve. Motioned by Trustee Mosca, seconded by Trustee Guarini.**
7. *Community Safety Summit* - this item was **moved for approval by Trustee Mosca, seconded by Trustee Guarini, and unanimously approved.**

- X. *Miscellaneous Items* – • Trustee Mosca had some questions about the financial statements (page 70-71 of the packet). The Director clarified. • Trustee Pinto asked that for the next budget year (7/1/20 – 6/30/21) the financial statements include a “spend” calendar for line items whose spend is not evenly distributed throughout the fiscal year. • Trustee Arnone expressed her opinion that the Library should not be open until 9:00 p.m., especially in the wintertime. She cited her concerns that the Library is a target at night as there are fewer patrons coming in. The



Director confirmed that Library usage drops significantly after 7pm. Trustee Arnone suggested having either a proper (armed) security guard, a police car outside when staff leave, or an earlier closing time. There was discussion among the Board and Staff but no resolution was reached.

XI. *Good and Welfare* – a member of the Public, Robin Donovan, a former NYC school teacher, presented her idea that the Library run a sort of Model Congress for local students. The Director advised that she would have the Head of Youth Services look into it. She further advised that in the interim, the Library could implement some database training to show interested youth all of our available databases and where they could do research in preparation for a Model Congress.

XII. *CSEA* – there were no CSEA items.

XIII. *Personnel* – all of the following Personnel items were **moved for approval by Trustee Mosca, seconded by Trustee Guarini, and unanimously approved:**

1. Appointment of Ron Carroll as P/T AS Page, eff. 11/13/20
2. Resignation of Camille DiPietro, eff. 1/3/20
3. Retirement of Ascensio (Ace) Castellon, eff. 1/31/20
4. Appointment of Don Smalls: P/T Per Diem Cleaner, eff. 12/23/19, promotion to P/T cleaner eff. 2/1/20
5. Promotion of Emilio DeFilippo to F/T Cleaner eff. 2/1/20
6. Promotion of Jeannine Dillon to F/T Librarian Trainee, eff. 1/10/20.

XIV. *Date and Time of Next Meeting is Monday, February 10<sup>th</sup>, 2020 at 6:30pm Public Session; will adjourn into Executive Session if needed* –**Motioned by Trustee Mosca, seconded by Trustee Arnone, and unanimously approved.**

XV. *Adjournment* – the meeting adjourned at 3:55 p.m. **Motioned by Trustee Arnone, seconded by Trustee Pinto, and unanimously approved.** \*\*Trustee Mosca was not present for this vote, having left the meeting a few minutes prior.