

**PLAINVIEW-OLD BETHPAGE PUBLIC LIBRARY
999 OLD COUNTRY ROAD
PLAINVIEW, NY 11803**

MINUTES OF BOARD OF TRUSTEES MEETING JANUARY 18, 2012

CALL TO ORDER: Chairperson Joseph Eisner called the meeting to order at 7:15 PM in Meeting Rooms C and D of the Library. Present were Trustees Marilyn Leibowitz, and Stefanie Nelkens, Library Director Gretchen Browne, Recording Secretary Ruth Guarnera, and staff member Marilyn Stolove. Mrs. Orenstein attended the meeting via Skype videoconferencing from her home in Florida. Mr. Polansky was absent with prior notice.

**PUBLIC
PARTICIPATION:** None

MINUTES: The Minutes of 11/16/11, and 11/20/11 were accepted as written in a motion by Mrs. Orenstein, seconded by Mrs. Nelkens. The Minutes of 12/21/11 were corrected to reflect that Mrs. Leibowitz did not attend the meeting. The amended Minutes were approved in a motion made by Mrs. Orenstein, seconded by Mrs. Nelkens.

**REVENUE &
DISBURSEMENTS:** Mrs. Browne discussed the external audit adjustments reflected in this month's report.

**BUSINESS OFFICE
QUARTERLY:** Received and filed.

**BILLS FOR
PAYMENT:** The schedules of bills dated 12/31/11 and 1/11/12, were approved in a motion made by Mrs. Orenstein, seconded by Mrs. Leibowitz.

**DIRECTOR'S
REPORT:** Mrs. Browne discussed the following:

- Ms. Elisabeth Martin's initial planning study for redesigning space for the future needs of the library was detailed.
- Mrs. Karlic' and Mrs. Browne have been working on a Disaster Preparedness/Recovery Manual.
- The Business Office is in transition, working with both Mr. Hertzan, our accountant and Mr. Coster, our external auditor. The bank statements are now being reconciled in the office.

- We are working on the 2012-2013 budget, keeping the 2% tax cap in mind. An online webinar of the tax cap's effect on public libraries will be viewed on January 24th. Mrs. Browne spoke with Ryan Ruf at the school district regarding the tax base growth factor figure.
- Security for the iPads will be monitored through software called Mobile Me. A parent or guardian will approve permission for children to use the iPads.
- The Ereader Day was a success. Maria Pontillo and Renee Zeichner developed instructions for the readers and trained Sandi Silkes, Marilyn Stolove, Sue Victor, Janice Weinman, Chris Tooker and Elaine Zimmer who were able to help the patrons.
- Thanks to Tim Gavin, an intern with the Library Trustees Association, our policies have been digitized.
- The Jamaica High School was most grateful for the donation of reference books.

The following reports were received and filed:

Library Statistical
Family Center Statistical
Circulation Control
Community Service
Community Service Program
Information & Referral Service
Family Center
Family Center Program
Media Center
Reference

NEW BUSINESS: Personnel & Salary Changes – None
Inventory Removal – Mrs. Nelkens made a motion to approve removal from the inventory. Mrs. Leibowitz seconded the motion, which was approved by all Trustees.

OTHER BUSINESS: In accordance with the Public Officers Open Meeting Law, effective February 2, 2012 we must comply by making all practicable information on the agenda available prior to the meeting on our website and in print. The Trustees want this item added to the agenda of the February meeting.

PUBLIC PARTICIPATION: None

EXECUTIVE SESSION: At 8:30 PM, Mrs. Leibowitz made a motion to convene in Executive Session to discuss the performance of a particular individual and labor negotiations.

No formal action was taken. Upon motion by Mrs. Orenstein, seconded by Mrs. Leibowitz, the public portion of the meeting resumed at 8:55 PM.

ADJOURNMENT: There being no further business, Mrs. Leibowitz moved the meeting be adjourned. Mrs. Nelkens seconded and upon unanimous vote, the meeting ended at 9:00 PM.

Respectfully submitted,

Ruth Guarnera, Recording Secretary

