

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

MINUTES OF BOARD OF TRUSTEES MEETING SEPTEMBER 21, 2011

CALL TO ORDER: Chairperson Joseph Eisner called the meeting to order at 6:45 PM in Meeting Rooms C and D of the Library. Present were Trustees Marilyn Leibowitz, Stefanie Nelkens, Michael Polansky and Rhoda Orenstein, Library Director Gretchen Browne, Recording Secretary Ruth Guarnera, and staff members Mary Licata, Pat Pollack and Sandi Silkes.

PUBLIC  
PARTICIPATION: None

MINUTES: The Minutes of August 17, 2011 were accepted as written in a motion by Mrs. Leibowitz, seconded by Mr. Polansky.

REVENUE &  
DISBURSEMENTS: Received and filed.

BILLS FOR  
PAYMENT: The schedules of bills dated 8/31/11 and 9/15/11 were approved in a motion made by Mrs. Leibowitz, seconded by Mrs. Orenstein.

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

- Two vendors have examined the lower level of the Family Center and suggested options for stopping the flow of water into the area. A third vendor will also review the problem. Mrs. Leibowitz made a motion, seconded by Mrs. Nelkens authorizing the Director to spend up to \$3000 to correct and repair the drainage on the west side of the building. Upon vote, the motion carried, all Trustees voting aye.
- Positive feedback has been received regarding the renovation in the Family Center. Eventually toys and furniture will be ordered for the area.
- In order to determine the appropriate procedure for delinquent patrons, Mr. Eisner went to Small Claims Court. Prior to issuing a summons, a demand letter must be sent to the patron.
- Many library cards have been issued. The applications are being scanned and saved online, eliminating paper.
- The NLS Board will meet with trustees from the 54 county libraries to discuss financial aid for the System on September 26<sup>th</sup>. The suggested formula for aid is based on each library's best budget year, or an average of years 2008, 2009 and 2010.

- The party for the Novel Destination adult summer reading club was well attended and enjoyed by all.
- After discussion, Mrs. Orenstein made a motion allowing Hadassah to sell raffles at their October 20, 2011 meeting. Mr. Polansky seconded the motion, which was approved by all Trustees.
- We are permitted to request grant funds for half of the cost (\$27,900) of reconstructing the handicapped sidewalk ramps, installing steel bollards and re-grading the parking lot.
- In accordance with the proposed 2% tax cap for 2012-2013, school district public libraries will be treated as separate government entities. Further guidance will be forthcoming.
- The new teachers' visit went well. We have been asked to provide materials for school district book groups and are happy to comply.
- A report on the vision of the future of our Library will be presented at the October meeting.

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  
Reference Annual  
Business Office Annual  
Circulation Annual  
Technical Service Annual

Mrs. Orenstein commended the monthly reports and specifically commented on the annual reports saying they are well written, detailed and informative. The Board agreed and expressed their appreciation for the reports.

UNFINISHED  
 BUSINESS: None

NEW BUSINESS: Personnel & Salary Changes – On a motion by Mr. Polansky, seconded by Mrs. Orenstein, the personnel & salary changes were approved.  
Records Retention Policy – Mrs. Leibowitz made a motion to accept the Records Retention and Disposition Policy and have it forwarded to the State Education Department. Mrs. Nelkens seconded and upon vote, the motion passed.

PUBLIC

PARTICIPATION: None

COMMUNITY CORRESPONDENCE: Mrs. Silkes mentioned a letter from a patron commending Ms. Tooker for her help after an accident.

EXECUTIVE SESSION: At 8:10 PM Mrs. Leibowitz made a motion, seconded by Mrs. Nelkens to enter into Executive Session to discuss the performance of a particular person. There was no action taken during the session. On a motion by Mr. Polansky, seconded by Mrs. Orenstein, the public portion of the meeting resumed at 8:20 PM.

ADJOURNMENT: There being no further business, Mrs. Nelkens moved the meeting be adjourned. Mrs. Leibowitz seconded and upon vote, the meeting ended at 8:25 PM.

Respectfully submitted,

Ruth Guarnera, Recording Secretary

