

MEETING OF THE BOARD OF TRUSTEES
EAST ROCKAWAY PUBLIC LIBRARY
April 17, 2012

The regular meeting of the Board of Trustees was called to order by President Barbara Humes at 6:30 p.m. Those present were; Thea Sieban, Mary Godio, Craig Mollo, Mary Thorpe, Anne Greco, Richard Gogarty and Director Betty Charvat. Theresa Gaffney was absent with prior notice.

The minutes of the March 2012 meeting were read. Trustee Sieban motioned to approve the minutes, Trustee Humes seconded the motion.

Abstract #11 was reviewed. Trustee Godio motioned to approve the abstract. Trustee Sieban seconded, all were in favor. The Trust & Agency account and the budget were reviewed.

Director Charvat reported the following items to the board:

- The book sale will be held on Saturday, April 21.
- Director Charvat attended a “Coalition for Youth in East Rockaway” meeting.
- Heather Meagher participated in Rhame Avenue School’s Great American Read Aloud program.

Director Charvat presented the final budget to be approved by the Village. There has been no increase in personnel services under the revised budget. President Humes noted that this would not allow the Library to address the current staffing shortage. Due to staff uncertainties and not having any leeway in this area, it is uncertain at this point if the current operating hours of the Library can be maintained. President Humes advised to closely monitor the situation.

Trustee Sieban expressed concerns over the Village’s amortization of the Library’s portion of the retirement expense. Richard Gogarty assured the Board that the Village was solely responsible for the payment of the loan. He was requested to inquire and provide details such as interest rate and other terms of the loan to the Library Board.

At last month’s meeting, Director Charvat requested a transfer of \$2,500 from Health Ins. to personnel services to cover the final pro-rated vacation benefits. To fully explain the need for the transfer, Ann Greco presented the Board with a salary projection for the remainder of the fiscal year. Trustee Mollo requested additional calculations to analyze the salary lines in the Line Budget. It was agreed that he would outline his request at a later date. Trustee Mollo asked for an explanation of the “27th” payroll. Ms. Greco explained in detail to the Board how the payroll is calculated and the purpose of a “27th” payroll.

Director Charvat has revised the existing Meeting Room policy to bring it up to date. A copy of the old policy will be e-mailed to each Board member for review.

The Board passed the following resolutions (see attached):

Resolution # 600 - Authorizing 2 printers declared as surplus

Resolution #610 - Authorizing the transfer of funds, \$2,500 from Health Ins. to Personnel Services.

Resolution # 615 – Authorizing the Library to open on six Saturdays from June 23 through July 28 from 10am to 2pm.

Resolution # 625 – Authorizing final pro-rated vacation payment to the PT employees in May for the year June 1, 2011 through May 31, 2012.

Resolution # 630 – Authorizing the hiring of a page.

The Library is pleased to announce 10 accomplishments it has achieved for 2011-2012.

1. The Library is lending e-readers to our patrons and offers classes to support e-reader questions.
2. One third of the Library's public access computers have been updated.
3. SAM (Smart Access Management), a computer management system has been implemented.
4. A class for résumé writing and on-line job application assistance has been implemented.
5. The usage of key cards has been introduced.
6. Services to the home bound have been increased.
7. By changing the format of our book club, it has evolved into a more successful group. We are now 50 members strong.
8. A fax machine has been installed for the convenience of our patrons.
9. Our blogs for Children and Adults have grown substantially in popularity.
10. The installation of new carpet through out the Library.

The next regular meeting of the Library Board will be held Tuesday, May 8, 2012 at 6:30 p.m. Motion to adjourn was made by Trustee Godio, seconded by Trustee Sieban. All were in favor; the meeting was adjourned at 8:15 pm.

Respectfully submitted,

Mary Godio