

Gold Coast Public Library District
Board of Trustees
Reorganizational and Regular Meeting
Wednesday, January 18, 2012
7:00 pm
Library Annex

Present: Trustees Benchimol, Glassman, Henneberger, Kempton, Kupferman, Palermo, Ryba, Sibell, Valente-Visintainer; Library Director Morea

I. Reorganizational Meeting

- a. President Pro-tem Sibell called the meeting to order at 7:05 pm.
- b. Oath of Office was administered to new Trustees Kupferman, Palermo, and Valente-Visintainer
- e. Election of Officers for 2012
President: Trustee Benchimol
Vice President: Trustee Ryba
Secretary: Trustee Kempton
Treasurer: Trustee Palermo
Approved by acclimation
- c. Establish Calendar of meetings for 2012 – see attached
- d. Establish Library Holidays/Closings – see attached
- f. Adopt existing by-laws and library policies
- g. Adopt existing personnel policies
- h. Adopt salary ranges
- I. Approve bonding of the Treasurer
- k. Designation of media outlet for legal notices – Newsday
- l. Designation of library counsel on a non-retainer basis – Jaspán & Schlesinger
- m. Designation of auditor – Baldessari & Koster
- n. Designation of banks – First National of LI, TD Bank, Federal Reserve
- o. Designation of insurance agency – Montana
- p. Appoint signatories of checks – all Board Officers

- q. Approve payment of rent, utilities, health insurance, credit card, Amazon.com
- r. Appoint certifier of payroll for Civil Service – President Benchimol
- s. Appoint Records Access Officer – Margaret Dayre
- t. Appoint Purchasing Agent – Merrily Glaviano
- u. Establish amount to be held in petty cash - \$ 300.
- v. Adopt IRS standard mileage rate - \$.555 per mile

Motion to approve items c,e,f,g,h,I,k,l,m,n,o,p,q,r,s,t,u,v: Trustee Sibell
Second: Trustee Henneberger
Unanimous vote to approve

II. Adjournment of Reorganizational Meeting

Motion to adjourn at 7:25 pm: Trustee Sibell
Second: Trustee Palermo
Unanimous vote to adjourn

III. Regular Meeting – Call to Order

Board President Benchimol called the meeting to order at 7:26 pm.

IV. Approval of Minutes – December 14, 2011

Motion to approve minutes: Trustee Glassman
Second: Trustee Palermo
Unanimous vote to approve by all Trustees present at that meeting
(Benchimol, Glassman, Henneberger, Palermo, Ryba, Sibell)

V. Treasurer's Report

Approval of warrant:
Checks # 5625 - # 5687 dated 1/18/12 in the amount of \$ 55,417.72

Approval of payroll:
#11-26 in the amount of \$ 22,921.13
#12-01A in the amount of \$ 15,149.77
#12-01B in the amount of \$ 7,625.22

Motion to approve warrant and payroll: Trustee Sibell
Second: Trustee Glass
Unanimous vote to approve

Approval of financial reports
Motion to approve: Trustee Sibell
Second: Trustee Palermo
Unanimous vote to approve

President's Report – none at this meeting

VII. Director's Report – see attached

VIII. Committee Reports: Committees chosen for 2012

IX. Public Comment – none

X. Old Business

A. Director recommendation regarding Art Exhibit Policy
Motion to approve "Display and Exhibit" Policy: Trustee Kupferman
Second: Trustee Valente-Visintainer
Unanimous vote to approve

B. Status of Drainage Project – Director Morea will contact Triton

XI. New Business

A. Discussion of Library Policy regarding Use of the Annex by Outside Groups
Director Morea will contact counsel and check terms of lease

B. Discussion of replacement of flooring in the Circulation Area of the Library
Director Morea will explore possibilities and present findings at next meeting

C. Discussion of RFID conversion – consensus to pursue

E. Personnel appointment (Clare Trollo)
Resolution: to permanently appoint Clare Trollo as program coordinator and district clerk retroactive to Jan. 9, 2012
Motion: Trustee Sibell
Second: Trustee Palermo
Unanimous vote to approve

D. Motion to enter into Executive Session to discuss a matter of personnel at 9:05pm
Motion: Trustee Sibell
Second: Trustee Ryba
Unanimous vote to enter executive session

Motion to leave Executive Session at 9:25 pm
Motion: Trustee Palermo
Second: Trustee Glassman

Unanimous vote to leave Executive Session

Motion to adjust the salaries of Typist- Clerks Christina McIntosh, Judy Pellingier, Karen Whalen and Nancy Byrnes to \$ 15.45 per hour

Motion: Trustee Palermo

Second: Trustee Valente-Visintainer

Unanimous vote to approve

Motion to authorize Director Morea to approach civil service to pursue an additional full-time Librarian 1 position and a part-time Librarian Trainee position

Motion: Trustee Kupferman

Second: Trustee Glassman

Unanimous vote to approve

XII. Adjournment

The meeting was adjourned at 9:30 pm

Respectfully submitted,

Amy Kempton, secretary