

Gold Coast Public Library District  
Board of Trustees Meeting  
Wednesday, January 16, 2013  
7:00 PM  
Library Annex

Reorganizational and Regular Meeting

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

I. Reorganizational Meeting

Board President Benchimol called the meeting to order at 7:07 PM.

- a. Oath of Office – Trustee elects Nancy Benchimol and Miles Sibell
- b. Establish Calendar of meetings for 2013 – see attached
- c. Establish Library Holidays/Closings for 2013 – see attached
- d. Election of Officers for 2013

President: Nancy Benchimol  
Vice President: Rosemarie Ryba  
Secretary: Amy Kempton  
Treasurer: Barbara Palermo

Motion by Trustee Valente-Visintainer: to elect slate of officers  
Second: Trustee Ryba  
Unanimous vote to elect

- e. Adopt existing by-laws and library policies
- f. Adopt existing personnel policies
- h. Approve bonding of Treasurer
- j. Designation of media outlets for legal notices – Newsday
- k. Designation of library counsel on a non-retainer basis – Jaspan Schlesinger
- l. Designator of auditor – Baldessari & Coster
- m. Designation of banks -First National of LI; TD Bank

- n. Designation of Insurance Agency – Montana
- o. Appoint Signatories of Checks (Benchimol, Ryba, Kempton, Palermo)
- p. Approve payment of rent, utilities, health insurance, BA Credit Card, Amazon.com
- q. Appoint certifier of payroll for Civil Service (Benchimol)
- r. Appoint Records Access Officer – Margaret Dayre
- s. Appoint Purchasing Agent – Merrily Glaviano
- t. Establish Amount to be hold in petty cash - \$ 300.00
- u. Adopt IRS standard mileage rate - \$ 0.565 per mile

Motion to approve b,c,e,f,h,j,k,l,m,n,o,p,q,r,s,t,u: Trustee Sibell  
Second: Trustee Ryba  
Unanimous vote to approve

- g. Adopt budget and salary ranges  
Motion to approve: Trustee Palermo  
Second: Trustee Kupferman  
Unanimous vote to approve

#### I. Appoint 2013 Committees

**Finance:** Kevin Glassman, Tobi Kupferman, Barbara Palermo  
**Long-Range Plan:** Rosemarie Ryba, Tobi Kupferman, Amy Kempton  
**Unservd Area:** Rosemarie Ryba, Kevin Glassman, Amy Kempton  
**Election:** Vanessa Valente-Visintainer, Miles Sibell  
**Personnel Committee:** Barbara Palermo, Miles Sibell, Vanessa Visintainer  
**Disaster Preparedness:** Miles Sibell, Barbara Palermo

#### II. Reorganizational Meeting adjourned at 7:25 PM

III. Regular Meeting – Board President Nancy Benchimol called the Regular Meeting to order at 7:26 PM

#### IV. Approval of Minutes

Minutes of July 18, 2012 were tabled until February meeting

Minutes of December 19, 2012 were approved  
Motion to approve: Trustee Glassman

Second: Trustee Palermo  
Unanimous vote to approve

#### V. Treasurer's Report

Approval of warrants:

Motion to approve payment of checks # 6395-6450 dated 1/16/13 in the amount  
Of \$ 43,131.39 and payroll warrants P/R# 12-26 in the amount of 4 26,289.73;  
P/R # 13-01 in the amount of \$ 19,782.86 and P/R #13-02 in the amount of  
\$ 6,752.69

Motion: Trustee Valente-Visintainer

Second: Trustee Kupferman

Unanimous vote to approve

Approval of financial reports

Motion to approve: Trustee Glassman

Second: Trustee Ryba

Unanimous vote to approve

#### VI. President's Report

#### VII. Director's Report – see attached

State audit has started

On line registration for programs is coming

Discussion of generator for library

June 15: Summer Reading Program Kick-Off

Motion To remove the following computer equipment from inventory:

HP Laserjet 2420dn – Product # Q5959A Serial # CNGJB85576

Motion: Trustee Valaente-Visintainer

Second: Trustee Glassman

Unanimous vote to approve

#### VIII. Committee Reports

Long Range Plan: moved to New Business

Unserved Area: Vote in fall exact date TBA; petitions can be mailed to registered  
voters in unserved areas

Disaster Preparedness: meetings with local organizations underway

#### IX. Public Comment – none

#### X. Old Business – none

#### XI. New Business

- a. Discussion of Gold Coast Public Library Long Term Plan 2013-2017
- b. Motion to enter executive session to discuss matters of personnel at 9:05PM  
Motion: Trustee Palermo  
Second: Trustee Kuperferman  
Unanimous vote to enter

Out of executive session at 9:20 PM

Motion: To adjust the salary of Librarian Trainee Kimberly Barbour to \$ 19.10 per hour; to adjust the salary of Librarian I Richard Brower to \$ 49,227 per year; at the end of the next pay period, to award Librarian I Amy Compton a one-time productivity bonus of \$ 300, and Senior Library Clerk Mary Rooney-Birk and Senior Clerk Clare Trollo a one-time productivity bonus of \$ 250.

Motion: Trustee Valente-Visintainer  
Second: Trustee Kupferman  
Unanimous vote to approve

## XII. Adjournment

The meeting was adjourned at 9:25 PM.

Respectfully submitted,

Amy Kempton, secretary