

Gold Coast Public Library District
Board of Trustees
Regular Board Meeting
Wednesday, December 20, 2017
7:30 PM
Library Annex

Present: Trustees Benchimol, Bernesby, Henneberger, Hertlein, Kempton, Martin (from his home in FL via zoom conference), Palermo, Papiro, Ryba; Library Director Morea

I. Call to order Board President Benchimol called the meeting to order at 7:33 PM

II. Pledge of Allegiance

III. Approval of Minutes – November 15, 2017

Motion to approve minutes as written: Trustee Papiro
Second: Trustee Palermo
Unanimous vote to approve

IV. Treasurer's Report

Approval of warrant: checks # 10174-10251, dated 12/20/17, in the amount of \$ 56,456.45.

All items on these warrants (and the invoices with other relevant documentation were reviewed and approved by a quorum of the Board including the Board President and Treasurer as well as the Gold Coast Public Library Director prior to the meeting.

Approval of payroll:

P/R # 17-23	\$ 30,547.79
P/R #17-24	\$ 29,663.87

There was no capital warrant this month.

Motion to approve warrants: Trustee Palermo
Second: Trustee Ryba
Unanimous vote to approve

Motion to approve financial reports: Trustee Ryba
Second: Trustee Palermo
Unanimous vote to approve

V. President's Report

Trustees Benchimol, Palermo and Library Director Morea attended the NLS Meeting.

Winter Staff Holiday Luncheon will be on January 2.

VI. Director's Report – see attached

1st Annual Winter Reading Challenge –read 5 books between 12/1/17 & 1/12/18

Weeding “dead” GCPLD cards. Non-used cards expire in 3 years.
Library cards updated every 3 years

Additional chairs (20) needed for Annex – stackable and padded
Additional information to follow

Need to replace door counter to get more accurate count of patrons

VII. Committee Reports

a. Parking situation: Trustee Ryba sent a letter to TOBAY Supervisor Saladino

VIII. Public Comment – none

IX. Old Business

a. Focus 2017 Revisited

Library Director Morea will attend a meeting at NLS on 1/18/18 concerning security issues including active attacker and situational awareness

Discussion of background checks for new hires; GCPLD should apprise Nassau County Executive Curran of civil service unwillingness to provide background checks.

X. New Business

a. Motion to excess equipment as follows:

NEC SV8300DT330 Telephone – Serial # 2B2145B3310082
STARTSP600 – Serial# 121760800878 (Broken Printer)

2 Dell Optiplex GX520 PCs – Service Tags #3FNLL81 and #GDKNLL81
originally purchased 10/5/2005 – invoice #H69750700 – total cost of \$ 1,910

1 HP rp5000 PC – Serial # 2UB60304NP
originally purchased approximately 2005 – original invoice not found

2 Dell Optiplex 170 PCs – Service Tags #67ZDR71 and #HRDR7
originally purchased approximately June 2005 at a cost of \$ 825 each. PCs were used as public computers.

Motion: Trustee Martin
Second: Trustee Bernesby
Unanimous vote to approve

Copier/Printer for Annex

Motion to lease on a Konica Minolta Bizhub 4050 MFP for the annex at a monthly cost of \$ 66.03 for 60 months.

Motion: Trustee Bernesby
Second: Trustee Papiro
Unanimous vote to approve

Trustee Martin initiated discussion of extended hours for annex meeting room.

FYI – vote at January meeting: Trustee meeting start time; 2018 Board meeting dates

b. Anticipated Executive Session to discuss a matter of personnel
Motion to enter Executive Session at 8:54 PM: Trustee Bernesby
Second: Trustee Palermo
Unanimous vote to enter

Motion to leave Executive Session at 9:20 PM: Trustee Henneberger
Second: Trustee Martin
Unanimous vote to leave

Motion to approve the 2018 Staff Salary Projections as presented: Trustee Bernesby
Second: Trustee Ryba
Unanimous vote to approve

Motion to approve Library Director 2018 salary of \$ 115,000 with an additional performance bonus of \$ 5,000
Motion: Trustee Ryba
Second: Trustee Bernesby
Unanimous vote to approve

XI. Adjournment

The meeting was adjourned at 9:32 PM

Respectfully submitted,

Amy Kempton, secretary

Gold Coast Public Library - Staff Salary Projections for 2018

Professional Budget for 2018

\$465,000

- Projected Librarian salaries as of 12/7/17 = \$332,000
- Projected Librarian Sunday salaries as of 12/7/17 = \$17,000

= \$115,000 Remainder (Director salary not estimated by Director currently \$105,000 base)

Clerical Budget for 2018

\$350,000

- Projected Clerical salaries as of 12/7/17 = \$210,000
- Projected Administration salaries as of 12/7/17 = \$85,000
- Projected Page salaries as of 12/7/17 = \$31,500
- Projected Sunday salaries for above as of 12/7/17 = \$14,500

= 9,000 Remainder

Plus difference in Cleaning Service (\$18,000) vs. Staff P/T Custodian (\$13,000) = \$5,000

= \$14,000 Clerical + \$10,000 Professional Available for 2018 Salary Adjustments

Increases to Categories of Employee

Library Pages

All pages currently making less than the new 2018 minimum wage (\$11) to be raised to \$11 per hour.

All pages currently making more than the 2018 minimum wage to be raised to \$12.25 per hour.

Total projected impact for pages = \$2,500

Clerical

Full-time Admin Clerical to receive an additional \$1,250 per year

Part-time Admin Clerical to receive proportional hourly increase to F/T = 68 cents per hour

Total projected impact for admin = \$1,850

All Part-Time Clerical / Custodial Staff to Receive an additional 30 cents per hour.

Total projected impact for Clerical / Custodial = \$1,250

All full-time Clerical Staff currently making more than \$45,000 per year to receive an additional \$1,250 per year to base pay.

All full-time Clerical staff currently making less than \$45,000 per year to receive an additional \$1,150 per year to base pay.

Total projected impact from full-time Clerical Staff = \$3,650

Librarians

All Part-Time Librarians making less than \$32 per hour to receive an additional 50 cents per hour.

All full-time Librarians currently to receive an additional \$1,250 per year to base pay.

Total projected impact for Librarians = \$6,500

Total projected impact of increases = \$15,750 (Creates an overall increase of 2%)

Staff currently on probation will receive the salary adjustment for their category upon completion of their probationary period.

No increases for staff in the categories of Librarian Trainee or Substitute Librarian.