

LAKEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES April 8, 2015

The Regular Meeting of the Lakeview Public Library Board of Trustees was not held on Wednesday, April 8, 2015 due to no Quorum.

Approved

LAKEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES February 11, 2015

The Regular Meeting of the Lakeview Public Library Board of Trustees was held on Wednesday, February 11, 2015 at the Lakeview Public Library, 1120 Woodfield Road, Rockville Centre, New York from 7:00 p.m. to 9:07p.m.

Roll Call: Trustees: Michael Alexander, Elfrida Bonner, Paula J. Thomas and Marlene D. Tapley. **Trustee:** Michele Cadogan was excused. **Board Attorney:** Michael Raniere, Esq., **Board Treasurer,** Opal Ramdial. **Director:** Ruby Boykins. **District Clerk:** Dorolyn Montgomery

Motion made by Elfrida Bonner to go into Executive Session at 7:00 p.m; seconded by Marlene D. Tapley. All were in favor.

Motion made by Marlene D. Tapley to leave Executive Session at 8:00 p.m. and go into Public Session; seconded by Paula J. Thomas. All were in favor.

MINUTES:

The minutes of December 10, 2014 were tabled.

Motion made by Paula J. Thomas and seconded by Elfrida Bonner to approve the minutes of the Board meeting of January 14, 2105. All were in favor.

TREASURER'S REPORT:

Motion to accept Payroll warrants was made by Elfrida Bonner; seconded by Paula J. Thomas. All were in favor.

Motion to accept Bill warrants was made by Marlene D. Tapley; seconded by Elfrida Bonner. All were in favor.

The motion was made by Paula J. Thomas to accept the Treasurer's Report for December 2014; seconded by Elfrida Bonner. All were in favor.

***** Please see attached Treasurer's reports*****

DIRECTOR'S REPORT:

Motion was made by Marlene D. Tapley to accept the Director's Report with corrections; motion was seconded by Paula J. Thomas. All were in favor.

*****Please see attached Director's Report*****

COMMITTEE REPORTS: Disaster Plan to be reviewed.

COMMUNICATIONS: NONE

UNFINISHED/NEW BUSINESS:

Motion made by Paula J. Thomas to amend the motion of December 10, 2014 for Mckeon Electric for electrical work including repairing roof lights at a new cost of \$8,500. Marlene D. Tapley seconded the motion. All were in favor.

Motion made by Paula J. Thomas to submit yearly wage schedule to Civil Service; seconded by Elfrida Bonner. All were in favor.

Motion made by Elfrida Bonner to accept the proposal for services for the year 2015 from auditors, Baldessari & Coster at a rate not to exceed \$7,300; seconded by Paula J. Thomas. All were in favor.

PUBLIC EXPRESSION:

Patron

Mrs. Bailey and Ms. Hicks proposed date, May 30th for dedication of Children's area to Ms. Carole Cherry.

Motion made by Elfrida Bonner and seconded by Michele Cadogan to adjourn the regular meeting at 9:07 p.m. and go back into Executive Session. All were in favor.

Executive Session ended at 9:21 pm

Respectfully submitted

Approved for and behalf of
LAKEVIEW PUBLIC LIBRARY

By: Dorolyn K. Montgomery

Approved

LAKEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES January 14, 2015

The Regular Meeting of the Lakeview Public Library Board of Trustees was held on Wednesday, January 14, 2015 at the Lakeview Public Library, 1120 Woodfield Road, Rockville Centre, New York from 7:00 p.m. to 9:50 p.m.

Roll Call: Trustees: Michael Alexander, Michele Cadogan, Paula J. Thomas, Elfrida Bonner and Marlene D. Tapley. **Board Attorney:** Michael Raniere, Esq., **Board Treasurer,** Opal Ramdial; **District Clerk:** Dorolyn Montgomery; **Director:** Ruby Boykins.

Motion made by Michele Cadogan to go into Executive Session at 7:00 p.m. to discuss personnel matters; seconded by Paula J. Thomas. All were in favor.

Motion made by Elfrida Bonner to leave Executive Session at 8:20 p.m. and go into Public Session; seconded by Paula J. Thomas. All were in favor.

MINUTES:

Motion made by Elfrida Bonner to approve the minutes of the Board meeting of November 12, 2014; seconded by Paula J. Thomas. All were in favor, except Michael Alexander who was not in attendance at that meeting.

Newly elected Board Trustee, Marlene D. Tapley was sworn in by Board Attorney.

Motion made by Elfrida Bonner and seconded by Paula J. Thomas for Michael Alexander to hold the seat of Board President for 2015. All were in favor.

Michael Alexander was sworn in by Board Attorney.

Motion made by Paula J. Thomas and seconded by Elfrida Bonner to nominate Michele Cadogan to hold the seat of Board Vice President for 2015. All were in favor.

Motion made by Michele Cadogan to appoint Opal Ramdial as Board Treasurer for 2015 at a rate of \$850/month; seconded by Paula J. Thomas. All were in favor.

Motion made by Elfrida Bonner to appoint Dorolyn Montgomery as District Clerk for 2015 at a rate of \$300/month; seconded by Michele Cadogan. All were in favor.

TREASURER'S REPORT:

Motion made to approve for Payroll and Bill warrants by Paula J. Thomas and seconded by Elfrida Bonner. All were in favor

Motion made by Michele Cadogan to accept the Treasurer's report for January 2015; seconded by Elfrida Bonner. All were in favor.

***** Please see attached Treasurer's reports*****

DIRECTOR'S REPORT:

Motion was made by Elfrida Bonner to accept the Director's Report with corrections and seconded by Paula J. Thomas. All were in favor.

*****Please see attached Director's Report*****

COMMITTEE REPORTS: Policy Meeting 1/17/15

COMMUNICATIONS: NONE

UNFINISHED/NEW BUSINESS:

Motion made by Michele Cadogan to accept and for Board President to sign new agreement with Jspan Schlesinger LLP for annual retainer of 11.5K for 2015; \$235/hr for attorney and \$135 per hour for Paralegal for separately billed matters. This motion seconded by Paula J. Thomas. All were in favor.

Motion made by Elfrida Bonner and seconded by Michele Cadogan to accept Circulation Desk policy, effective March 1, 2015. All were in favor.

Motion made by Elfrida Bonner and seconded by Paula J. Thomas for amendment to the Internet Policy with corrections, effective immediately. All were in favor.

Motion made by Michele Cadogan for amendment to the Computer Usage Policies; seconded by Paula J. Thomas. All were in favor.

Motion made by Paula J. Thomas to purchase camera/camcorder from BNH for \$199.99; seconded by Elfrida Bonner; All were in favor.

Motion made by Michele Cadogan to purchase Laser Jet Printer for \$329.99; seconded by Paula J. Thomas. All were in favor.

Motion made by Elfrida Bonner to approve the Library's Holiday Schedule 2015; seconded by Paula J. Thomas. All were in favor.

| <u>HOLIDAY</u> | <u>DATE OBSERVED</u> | <u>DAY OF WEEK</u> |
|------------------------|----------------------|--------------------|
| New Year's Day | 01/01/2015 | Thursday |
| Dr. Martin Luther King | 01/19/2015 | Monday |
| President's Day | 02/16/2015 | Monday |
| Memorial Day | 05/25/2015 | Monday |
| Independence Day | 07/04/2015 | Saturday |
| Labor Day | 09/07/2015 | Monday |
| Veteran's Day | 11/11/2015 | Wednesday |
| Thanksgiving Day | 11/26/2015 | Thursday |
| Day After Thanksgiving | 11/27/2015 | Friday |
| Christmas Eve | 12/24/2015 | Thursday |
| Christmas Day | 12/25/2015 | Friday |

Motion made by Elfrida Bonner and seconded by Michele Cadogan to adjourn the regular meeting at 9:07.m. and go back into Executive Session. All were in favor.

Executive Session ended at 9:50 pm

Respectfully submitted

Approved for and behalf of
LAKEVIEW PUBLIC LIBRARY

By: Dorolyn Montgomery

Approved

LAKEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES June 10, 2015

The Regular Meeting of the Lakeview Public Library Board of Trustees was held on Wednesday, June 10, 2015 at the Lakeview Public Library, 1120 Woodfield Road, Rockville Centre, New York from 8:00 p.m. to 8:45p.m.

Roll Call: Trustees: Michael Alexander, Michele Cadogan, and Marlene D. Tapley. Board Trustees: Elfrida Bonner and Paul J. Thomas were excused. **Board Attorney:** Michael Ranieri, Esq., **Board Treasurer,** Opal Ramdial. **Director:** Ruby Boykins. **District Clerk:** Dorolyn Montgomery was excused.

Motion made by Michele Cadogan to go into Executive Session at 7:00 p.m; seconded by Marlene D. Tapley. All were in favor.

Motion made by Marlene D. Tapley to leave Executive Session at 8:00 p.m. and go into Public Session; seconded by Michele Cadogan. All were in favor.

MINUTES: None

Motion made by Marlene D. Tapley and seconded by Michele Cadogan to approve the minutes of the Board meeting of February 11, 2015. All were in favor.

TREASURER'S REPORT:

Motion to accept Payroll warrants was made by Marlene D. Tapley; seconded by Michele Cadogan. All were in favor.

Motion to accept Bill warrants was made by Marlene D. Tapley; seconded by Michele Cadogan. All were in favor.

The motion was made by Michele Cadogan to accept the Treasurer's Report for February 2015; seconded by Marlene D. Tapley. All were in favor.

***** Please see attached Treasurer's reports*****

Motion made by Marlene D. Tapley and seconded by Michele Cadogan to adjourn the regular meeting at 8:45 p.m. All were in favor.

Respectfully submitted

Approved for and behalf of
LAKEVIEW PUBLIC LIBRARY

By: Ruby Boykins

Typed by: Dorolyn Montgomery

Approved

LAKEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES March 11, 2015

The Regular Meeting of the Lakeview Public Library Board of Trustees was held on Wednesday, March 11, 2015 at the Lakeview Public Library, 1120 Woodfield Road, Rockville Centre, New York from 7:00 p.m. to 8:40p.m.

Roll Call: Trustees: Michael Alexander, Michele Cadogan, Elfrida Bonner, Paula J. Thomas and Marlene D. Tapley. **Board Attorney:** Michael Raniere, Esq., **Board Treasurer,** Opal Ramdial. **Director:** Ruby Boykins. **District Clerk:** Dorolyn Montgomery

Motion made by Elfrida Bonner to go into Executive Session at 7:00 p.m; seconded by Marlene D. Tapley. All were in favor.

Motion made by Michele Cadogan to leave Executive Session at 8:02 p.m. and go into Public Session; seconded by Paula J. Thomas. All were in favor.

MINUTES:

Motion made by Elfrida Bonner to approve the minutes of December 10, 2014 with corrections; motion seconded by Michele Cadogan. 3 in favor, 2 abstained: Paula J. Thomas (excused from this meeting) and Marlene D. Tapley (not yet on Board)

Motion made by Marlene D. Tapley and seconded by Paula J. Thomas to approve the minutes of the Board meeting of February 11, 2015. All were in favor.

TREASURER'S REPORT:

Motion to accept Payroll warrants was made by Marlene D. Tapley; seconded by Paula J. Thomas. All were in favor.

Motion to accept Bill warrants was made by Paula J. Thomas; seconded by Elfrida Bonner. All were in favor.

The motion was made by Elfrida Bonner to accept the Treasurer's Report for February 2015; seconded by Paula J. Thomas. All were in favor.

***** Please see attached Treasurer's reports*****

DIRECTOR'S REPORT:

Motion was made by Paula J. Thomas to accept the Director's Report; motion was seconded by Elfrida Bonner. All were in favor.

*****Please see attached Director's Report*****

COMMITTEE REPORTS: Continual review of the Disaster Plan

COMMUNICATIONS: NONE

UNFINISHED/NEW BUSINESS:

Motion made Elfrida Bonner to accept the revised Circulation Policy adopted 3/11/15; motion seconded by Paula J. Thomas. All were in favor.

Motion made by Paula J. Thomas to accept the revised Video/DVR policy on the amount of rentals from 3 to 4 once accepted and cleared through ALIS; seconded by Elfrida Bonner. All were in favor.

Motion made by Elfrida Bonner to accept Westminster for landscape services of planting dwarf fountain grass alongside the front of the building at a cost of \$3,150, pending review of contract. The motion was seconded by Paula J. Thomas. All were in favor.

Motion made by Michele Cadogan to purchase a 40-inch Samsung television from Tiger Direct at a cost of \$699.00. The motion was seconded by Paula J. Thomas. All were in favor.

Motion made by Elfrida Bonner and seconded by Michele Cadogan to adjourn the meeting at 8:40 p.m.
All were in favor.

Respectfully submitted

Approved for and behalf of
LAKEVIEW PUBLIC LIBRARY

By: Dorolyn K. Montgomery

Approved

LAKEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES May 13, 2015

The Regular Meeting of the Lakeview Public Library Board of Trustees was held on Wednesday, May 13, 2015 at the Lakeview Public Library, 1120 Woodfield Road, Rockville Centre, New York from 8:00 p.m. to 9:05p.m.

Roll Call: Trustees: Michael Alexander, Elfrida Bonner, and Paula J. Thomas. Board Trustees: Michele Cadogan and Marlene D. Tapley were excused. **Board Attorney:** Michael Raniere, Esq., **Board Treasurer,** Opal Ramdial. **Director:** Ruby Boykins. **District Clerk:** Dorolyn Montgomery.

Motion made by Paula J. Thomas to go into Executive Session at 7:00 p.m; seconded by Elfrida Bonner. All were in favor.

Motion made by Elfrida Bonner to leave Executive Session at 7:30 p.m. and go into Public Session; seconded by Paula J. Thomas. All were in favor.

MINUTES:

Motion made by Paula J. Thomas to approve the minutes of March 11, 2015; motion was seconded by Elfrida Bonner. All were in favor.

TREASURER'S REPORT:

Motion to accept Payroll warrants was made by Paula J. Thomas; seconded by Elfrida Bonner. All were in favor.

Motion to accept Bill warrants was made by Elfrida Bonner; seconded by Paula J. Thomas.. All were in favor.

The motion was made by Elfrida Bonner to accept the Treasurer's Report for May 2015; seconded by Paula J. Thomas. All were in favor.

***** Please see attached Treasurer's reports*****

DIRECTOR'S REPORT:

Motion was made by Paula J. Thomas to accept the Director's Report with corrections; motion was seconded by Elfrida Bonner. All were in favor.

*****Please see attached Director's Report*****

COMMITTEE REPORTS: None

COMMUNICATIONS: NONE

UNFINISHED/NEW BUSINESS:

Motion made by Paula J. Thomas and seconded by Elfrida Bonner to approve the purchase of a Brothers printer for \$199.99. All were in favor.

Motion made by Paula J. Thomas and seconded by Elfrida Bonner to approve purchase of a Lexmark printer in the amount of \$209.99. All were in favor.

Motion made by Paula J. Thomas and seconded by Elfrida Bonner to approve the purchase of a HP Laptop in the amount of \$199.99. All were in favor.

Motion made by Paula J. Thomas and seconded by Elfrida Bonner to approve the AED course for five (5) employees in the amount of \$325.00. All were in favor.

Motion made by Paula J. Thomas and seconded by Elfrida Bonner to approve Dana Tomlin and Sean Edwards to attend the book expo for a fee of \$89 per staff member. All were in favor.

Motion made by Elfrida Bonner to accept quote of \$9,664 from CDI for blinds for the 2nd floor, pending review of measurements. The motion was seconded by Paula J. Thomas. All were in favor.

Motion made by Elfrida Bonner to accept the confirmation in the UPSEU Benefit (Dental Plan), pending legal review. The motion was seconded by Paula J. Thomas. All were in favor.

Motion made by Paula J. Thomas to hire John Lachmeyer as Part-time Librarian at a rate of \$20/hour for 10 hours a week; effective date based on Civil Service. Elfrida Bonner seconded the motion. All were in favor.

PUBLIC EXPRESSION

Mr. James, working with a New York State Prize Program to discuss possibilities of the sustainability of community's becoming green.

Motion made by Marlene D. Tapley and seconded by Elfrida Bonner to adjourn the regular meeting at 9:05 p.m. All were in favor.

Respectfully submitted

Approved for and behalf of

LAKEVIEW PUBLIC LIBRARY

By: Ruby Boykins

Typed by: Dorolyn Montgomery

Approved

LAKEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF MEETING HELD ON AUGUST 12, 2015

The Regular Meeting of the Lakeview Public Library Board of Trustees was held on Wednesday, August 12, 2015 at the Lakeview Public Library, 1120 Woodfield Road,

Rockville Centre, New York from 7:05 PM to 8:56 PM

Roll Call: Board of Trustees: Michele Cadogan, Paula J. Thomas and Marlene D. Tapley. Trustees: Michael Alexander and Elfrida Bonner are excused. **Board Attorney:** Michael Ranieri Esq., **Board Treasurer:** Opal Ramdial, **District Clerk:** Dorolyn Montgomery; **Director:** Ruby Boykins.

Motion made by Marlene D. Tapley to go into Executive Session at 7:05p.m.; seconded by Michele Cadogan. All were in favor.

Motion made by Paula J. Thomas to leave Executive Session at 8:03 p.m. and go into Public Session; seconded by Marlene D. Tapley. All were in favor.

MINUTES:

Motion made by Paula J. Thomas to approve the minutes of July 8th, 2015, with corrections; motion was seconded by Marlene D. Tapley. All were in favor.

Motion made by Marlene Tapley to approve the Budget Meetings of July 8th and July 23rd; seconded by Michele Cadogan. All were in favor.

TREASURER'S REPORT:

BUDGET Discussion-

- Projected overall 3% increase
- Budget lines to be reviewed:

Coin-ops machine fees/income, meeting rooms fees, and membership dues for all Museum passes, and Learning Center/Homework help allocation .

Next Budget meeting: August 20th at 6 p.m.

*****Please see attached Treasurer's Report *****

The motion to accept the Treasurer's Report was made by Paula J. Thomas and seconded by Marlene D. Tapley. All were in favor.

DIRECTOR'S REPORT:

- End of Summer Reading party will be held Tuesday August 25th, 3 p.m to 5 p.m.

The motion to accept the Director's Report was made by Paula J. Thomas and seconded by Marlene D. Tapley. All were in favor.

COMMITTEE REPORT: NONE

COMMUNICATIONS:

- Letter/notice from Board of Elections informing of new procedures for voting machines as of January, 2016.

UNFINISHED/NEW BUSINESS

- Motion made by Marlene D. Tapley to approve \$300. For Summer Reading Party; seconded by Paula J. Thomas. All were in favor.
- Motion made by Paula J. Thomas for approval for Jennifer Dunlap to attend Literacy Fest to be held at Adelphi University on September 18th, 2015, at a cost of \$80. The motion was seconded by Marlene D. Tapley. All were in favor.

Paula J. Thomas made the motion to adjourn the meeting at 8:56 pm; seconded by Michele Cadogan. All were in favor.

Respectfully submitted

Approved for and behalf of
LAKEVIEW PUBLIC LIBRARY

By: Dorolyn Montgomery