Glen Cove Public Library
Board of Trustees Meeting
Minutes for meeting of January 21, 2020

Attendance:
Present were Trustees N. Ackerman, S. Jakubiak, R. Leff, M. Maher, A. Petrash, Treasurer R. Abbondandolo; Director K. Flynn, Assistant Director J. Cabo

The meeting was called to order at 6:57pm by the board President M. Maher.

I. Minutes:
The minutes of the Board meeting of November 2020 were reviewed. A motion was made by A. Petrash to accept the minutes. Seconded by R. Leff. All in favor.

II. Bills:
The warrant for December 2019 covering the period 11/20/19 – 12/17/19 for total transactions of $304,460.75 was presented for approval. A motion to approve the warrant was made by S. Jakubiak. Seconded by N. Ackerman. All in favor.

The warrant for January 2020 covering the period 12/18/19 – 1/21/20 for total transactions of $274,552.28 was presented for approval. A motion to approve the warrant was made by S. Jakubiak. Seconded by N. Ackerman. All in favor.

The Treasurer’s Reports for November and December 2019 were presented for approval.
Motion to accept the reports was made by N. Ackerman. Seconded by S. Jakubiak. All in favor.

III. Director’s Report:
1. Personnel:
   Maria Fernanda Pardo is now Head of Adult Literacy, a new department that has a budget line of $16,000. Maria currently runs 19 literacy programs for the library 15 of which she and the bilingual clerk, Stefanny Rivera, teach themselves.
   Maria Fernanda Pardo has also been selected as one of 50 librarians worldwide who have been chosen by Library Journal as a Mover & Shaker. There will be an article in the May edition explaining what Maria has accomplished to deserve this award. In light of these two events, the Director is requesting permission to increase Ms. Pardo’s salary to $80,522.
   A motion was made by N. Ackerman to approve Maria’s salary. Seconded by S. Jakubiak. The motion was rescinded and the salary discussed. A new motion was made by A. Petrash to change the salary to $78,500. Seconded by R. Leff. All in favor.

   The Director is also requesting the hire of Alexandra Prieto as a part-time bilingual clerk at $20 per hour. Alexandra has a degree in psychology and has worked at All Saints Regional Catholic School. This new hire would allow Maria Fernanda to expand the literacy services in the Library.
   A motion was made by R. Leff to hire Alexandra. Seconded by S. Jakubiak. All in favor.
A. Petrash asked about the status of Lydia Wen, the librarian trainee. Lydia has graduated and received her NYS Public Librarian’s professional certificate. She has completed the application for the librarian I civil service exam and submitted it to Human Resource Director John Charon.

2. Of note:
   - Bus trips – We have increased from 2 to 4 trips per year. A 3-question survey is distributed at the end of each trip and the comments about the trip and the coordinators (Carol Stern and Denise Lamere) have been full of high praise.
   - Triggered by Rosa Cella, the children’s librarians have begun incorporating coding into their regularly scheduled programs.
   - The Seed Library run by Regina Dlugokencky, has increased in membership, (81) increased in number of program attendees (up 27%) and, because of its growing reputation, the Library has received many donations of seeds and related items.

3. Financial Report:
The Library did so well on the annual audit that the auditors did not include a managerial letter. The Director was told by email that an investment policy is needed and the conflict of interest policy must be signed by all trustee each year.

4. Trustee Training:
The state has determined that all library trustees will need three hours of training by the state beginning in 2021.

III. Committee Report:
   No report

IV. Old Business:
The Board will compare the investment policies from the Jericho Library and the one from the state comptroller’s office and determine which one they would like to adopt. This will be on the February agenda. Conflict of Interest policy will be presented at the February meeting to be signed by all trustees. The Swan Galleries were contacted in regards to the Elliot Erwitt photography collection. They estimate that they could get between $10,000 and $15,000 at an auction for the entire collection.

V. New Business:
The Nassau Library System budget was presented. A motion was made to accept the operating budget which will be increased by $900 over the 2019 budget. The motion was made by R. Leff and seconded by S. Jakubiak. All in favor. The trustees also determined that the budget hearing date will be set for Tuesday, March 17, 2020 and the budget vote will take place on Tuesday, March 31, 2020.
V. Adjournment:
There being no further business to bring before the Board of Trustees, a motion was made to adjourn at 8:12pm by M. Maher. The next regular meeting of the Board of Trustees will be held on Tuesday, February 18, 2020 at 6:45pm in the History Room of the Glen Cove Public Library.

Recorded by:  
Kathie Flynn, Director

Approved by:  
Susan Jakubiak, Secretary