

West New York Public Library
Board of Trustees Minutes
Meeting, Monday, November 7, 2011; 6:00-PM

In Attendance:

Trustees Rita Alam; Vilma Reyes; Jennifer Rodriguez; Barbara Viu; John Fauta, Supt. of Schools; Actg. Chair Roland Alum; Mayor's Repr. George Dones; Library Attny. Herbert Klitzner; Director Weiliang Lai; Reference Librarian Estela Longo (Actg. Secy.). Absent: Jennifer Rodriguez and George Dones, Mayor Roque's Representative.

Public Notice of Board meeting posted and read at the meeting by Acting Chair, Prof. Roland Alum.

MINUTES & RESOLUTIONS: The revised minutes for the June, 2011 meeting were approved. The minutes for the September and October meeting need revisions and were tabled for the next meeting.

As the printed resolution thanking past trustees for their service was being passed around for signatures (as per prior meetings' approval), Actg. Chair Alum noted that the name of Ms. Yesenia Camilo-Núñez was missing from the list of past trustees. Dir. Lai said that he has never received official notification about her resignation, nor has he ever seen her resignation letter.

Alum reminded the director that he remembered that George Dones --the mayor representative-- had personally brought, and shown to all, Ms. Camilo-Núñez's letter. Alum added that, moreover, the mayor and commissioners had named a trustee clearly replacing Yesenia. Indeed, Ms. Viu, coincidentally, had a copy of the Town's Agenda's Meeting listing the resolution naming the replacement and showed it to all present. Alum stated that if the library did not have such letter, it should have been requested from Town Hall months ago. He volunteered to personally obtain the letter from the mayor's representative and/or the Town's Clerk the following day. Upon being asked by Alum how to resolve the missing resolution, Attny. Klitzner indicated that a separate resolution for Yesenia may be proposed at the next meeting.

OLD BUSINESS: Election of Officers: It was proposed to postpone the elections one more time. One board member was absent; and Attorney Klitzner said it could be left as is for now.

Alum reminded the trustees that he is not interested in seeking an elected Board office, and that --as he has been stating before-- he wants next month's meeting (December's) to be the last one for him as Acting chair; that leadership has to develop from all new trustees as we end this year and begin a new one.

NEW BUSINESS:

Telephone system: Mr. Alum mentioned that he has noted that the library's telephone system lacks connectivity for the purpose of transferring calls, both within the building and with Town Hall.

Dir. Lai explained that the system was changed in Town Hall, but that the library was excluded. The cost would be the library's responsibility; but this expense was not included in the budget.

Alum suggested that the issue be further explored to facilitate the work of the library staff and for the benefit of the library patrons as well.

Chair Alum expressed concern over proper parliamentary procedure; he asked Attorney Klitzner if he would offer the group a presentation about the topic. Mr. Klitzner replied that these rules are complex and detailed, and there was no need to follow Roberts Rules of Order to conduct the meetings. He said that he himself is not familiar with parliamentary procedures and he declined to make the presentation.

Acting Chair Alum disagreed, insisting on the need for some kind of a mini-course, especially since all trustees are new, and some had little or no prior exposure to parliamentary procedures at public boards; and that he, himself, very experienced at boards' participation, would benefit from a refresher mini-course.

EXPENSES/BILLS FOR PAYMENT: The Actg. Chair reminded the Director that all documentation for vote should be submitted to all trustees the week before the meeting, as has been agreed upon in recent meetings, and since the trustees need fair time to review the material accordingly.

Therefore, the Actg. Chair did not call for a vote, and all Bills --which were presented for the first time at the meeting itself-- were tabled for the next meeting. After being tabled, all Expenses were discussed anyhow, one by one. Attention was called to a Spanish newspaper bill listed.

Dir. Lai explained that it was for an ad for the Special meeting we had to have in September, as these ads are paid for by the library and are required to be posted in the local press.

Alum asked if the library does not have a list of possible newspapers for advertising meetings.

Dir. Lai responded that such a list has never been crafted.

Mr. Klitzner suggested creating a list of newspapers for advertising the meetings.

Alum indicated that Spanish language newspapers ought to be considered as well, given the realities of the demographics of WNY.

The Attorney's salary was brought up; he explained that he has received \$10,000 a year for the last 15 years without benefits or raises. This is public information.

BUDGET REPORT: Dir. Lai presented the Budget Report. Again, Chair Alum reminded that all documentation is to be provided ahead of each meeting, as the trustees need time to review the material accordingly. Therefore, as with the Bills, the Budget, though also briefly discussed, was equally tabled for the December meeting due to the same reasons.

Dir. Lai indicated his intention to provide all material ahead of each meeting. He informed that he had reviewed the budget with Trustees Jennifer Rodriguez and Rita Alam. Alum thanked them on the record.

The issue of petty cash was discussed. Dir. Lai explained that some cash was needed for newspapers, decorations, parking fees for visiting representatives of the State Library, etc.

Dir. Lai said he sometimes uses his own money when necessary and is later reimbursed. Reports of petty cash expenses are made monthly. He suggested that \$250 would suffice. Alum indicated that perhaps that amount was unrealistic, too little, and asked Mr. Fauta for his opinion.

The director insisted that it would suffice. A motion was passed for the \$250 petty cash.

Building repairs were discussed by Dir. Lai. He informed the board that approximately \$5,000 would be needed for boiler repairs. He will get quotes on estimates and report to the board. In addition, the library maintenance worker would be paid for snow removal and other clean-up work outside the library building. Vilma Reyes suggested \$40 or \$50.

A party was held for the ESL classes. Entertainment and refreshments were provided. Mayor Felix Roque and Commissioner Frias attended along with other town officials.

A motion for a closed meeting was made. At this time, Ms. Longo requested permission to stay only to read a brief prepared personal statement regarding a personnel matter affecting her and her colleagues at the WNYPL. Ms. Longo left the closed session after reading her statement.

The Board continued in closed session to discuss personnel matters.

After discussing personnel matters, the meeting returned to open session.

Nick Lordo, Union Representative, joined the open session meeting to discuss an issue regarding an employee and her husband, who spends much time in the library. He had received a letter of complaint signed by co-workers. He explained that he was there to represent all sides in the dispute.

A motion was made regarding employee's disciplinary action.

The Board adjourned for the evening at about 7:00pm.

The next meeting will be held on Monday, December 6, 2011 –i.e., normally, the first Monday of every month.

Respectfully submitted:

Estela Longo, Reference Librarian/Acting Board Secretary