

West New York Public Library
June 6, 2011 Board Meeting Minutes

Presiding: Micaela Alvarez (ViceChair, Acting Chair)

Present: Ms. Micaela Alvarez, Ms. Yesenia Camilo-Núñez, Mr. Roland Alum,
Mr. John Fauta (Sup. of WNY Schools), Mr. George Dones (Mayor
Roque's Liaison), Ms. Ann Rich (Mayor Roque's Secretary)
Mr. Herbert Klitzner (Library Attorney), Director Weiliang Lai

Absent: Jennifer Rodriguez (new Board member)

Public Portion: None

Called to Order: Time: 7:10 PM By: Ms. Micaela Alvarez, Esq.

Minutes of Previous Meeting: None

M. Alvarez, W. Lai and H. Klitzner welcome the new Board members present, WNY Schools Superintendent J. Fauta, and Professor R. Alum --as well as Ms. J. Rodriguez [though not present]; and also the new mayor's liaison, G. Dones, and the mayor's secretary, A. Rich, were introduced and welcomed.

Alvarez further stated that the library will be fully cooperative with the new administration and its leadership in best serving the people of our town. The library plays a critical role in education, recreation, and life quality for the community.

Alum requested the minutes for the previous meeting.

Klitzner explained that: a) two previous library board members had quitted, b) the board fell short in quorum, and c) there were no official minutes for previous meetings.

Alum asked for copies of the latest possible meetings' minutes.

Dones explained that he will be attending the Library Board meetings representing the new mayor, Dr. Roque.

Ms. Rich offered some suggestions regarding building improvements and maintenance, as well as library services.

Alum donated to the library a book in Spanish that he helped edit years ago --and which contains a collaboration of his-- on Cuban constitutional law. He believes that this is the second copy of this book that he donates to us, as the first copy could not be located within the library.

Director's Business Report: Dir. Lai presented his Monthly Library Business Report for May, 2011. The library spent about \$12,223.87 for purchasing books, office supplies,

utilities, etc. He asked to purchase 24 new chairs for the children's room (the old ones are in poor condition), for a total cost of about \$4,000.

He also presented the Library annual budget: \$930,199 --more details for the 2011-12 budget at the next meeting.

He plans to have the library painted during the summer, as he wants to give the Library a "Fresh Look Library."

He requested for \$10,000 for an English as a Second Language program --open to residents only-- to hire a qualified ESL teacher.

Motion 1: Approval of Expenditures in May
Motion by Alvarez Seconded by Alum
All in Favor

Motion 2: Approval of \$10,000 for ESL program
Motion by Fauta Seconded by Camilo-Núñez
All in Favor

Motion 3: Change date of next meeting from Sept. 12, to Tuesday, Sept. 6, 2011
Motion by Camilo Seconded by Alvarez

Attorney Klitzner asked Dir. Lai to ensure the posting of the date change in advance, as customary.

Adjournment: 8:30 PM

West New York Public Library
Board of Trustees Minutes
Meeting October 3, 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. Secr.).

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

INTRODUCTIONS: Everyone was introduced again, including Ms. Estela Longo, the Reference Librarian, who is kindly taking minutes at the request of the director, and also upon the suggestion of the acting chair.

Mr. Alum added an aside that, coincidentally, he had been a colleague of Ms. Longo's late brother at the faculty of a university in Puerto Rico many years ago. When Ms. Longo's brother, an accomplished linguist, passed away a few years ago, Alum authored his obituary for the main anthropological association's trade publication.

NOMINATIONS: Attorney Klitzner explained the nominating process for new board officials (especially the technically vacant chair and vice-chair seats).

Alum explained that he is not interested in being elected chair, and that we need to develop leadership immediately amongst the Board members, all of whom are, coincidentally, new to the board.

A motion to postpone nominations passed unanimously, as to allow trustees to get to know each other and to familiarize themselves better with the library and Board's operations and procedures.

RESOLUTION: Mr. Klitzner had prepared a resolution, originally requested by Alum, to send letters of appreciation to all recently retired Board members: Janet Lewis, Micaela Alvarez Foch, Maria Cavo, Rosemary Costal.

The resolution passed unanimously, moved by B. Viu and seconded by J. Rodriguez. (Due to an error in the signing process by the trustees, Mr. Klitzner is to re-print sufficient copies of the resolution for the trustees' signature at the next meeting.)

MINUTES:

At the prior meeting (Sept./11), Alum had asked the attorney to review the **June Meeting Minutes**, but Mr. Klitzner reported not finding them necessarily wrong, except for grammatical and typographical errors. Nonetheless, Alum suggested to table the June minutes again in order to better review and edit them, as he (Alum) finds them still inaccurate; he volunteered to offer editorial suggestions himself.

Alum further reminded all present that the revised-&-approved minutes are to be posted on the Town's Website only after final approval by the Board. Unfortunately, he said, the June un-revised, un-approved minutes had been posted, and that he had to ask Dir. Lai, and then again, directly from the Town's Clerk, to bring down the uncorrected minutes (first draft) from the official Website. Once revised and approved, the June minutes should be posted.

The **September Meeting Minutes** were provided to the trustees at the meeting itself. Alum indicated again that proper procedure calls for the director to provide to the trustees minutes and all documents for voting with sufficient lead time, *before* the meeting, so that trustees can properly and timely review all material. Alum also indicated that, at least he, would not ask for a vote while as Acting Chair, nor would he personally vote for, anything about which information/documentation he, and all trustees, had not been properly provided the week before the meeting, ideally at least, several days ahead (except for an extreme emergency). Thus, he concluded, since the June minutes have been tabled anyhow, that the September meeting minutes --barely presented at the meeting-- could also be tabled.

The Mayor's Repr., Mr. G. Dones indicated that Alum's suggestion --to table the pending minutes-- should be put to a vote. But Klitzner explained that if the Acting Chair was not calling for a motion, the approval of the September minutes were de facto tabled, as per Alum. So, the September Minutes were tabled until next meeting.

E-MAILING: A discussion concerning emailing information to board members followed, with the trustees agreeing to receive documentation and information in their respective personal e-mail addresses, in addition to receiving them in hard copy (and or via fax), when appropriate, at the discretion of the director and/or the Board's leadership.

CHECK-SIGNING, FINANCE COMMITTEE & BUDGET:

Mr. Fauta had originally volunteered for the banks' check co-signing privilege needed at the WNYPL, but Alum asked Fauta to kindly allow other trustees (such as J. Rodriguez) to participate in such activities.

Alum explained that since Fauta is the local school district superintendent, and additionally, has check co-signing privileges at the town's Parking Authority, Alum feels that it is best for Fauta not to participate in such, at least for now.

G. Dones suggested that Alum's idea to replace Fauta with Ms. Rodriguez for the check-signing privileges should also be put to a vote [although he (Dones) cannot vote]. The motion was made and defeated, with three against the motion (Ms. Alam & Viu, and Fauta himself), and two abstentions (Ms. Rodriguez & V. Reyes).

Alum particularly thanked Fauta for his gentlemanly cooperation; thus, Fauta will not be among the check-signing trustees.

A Finance Committee was also created. They are to meet with the director to fill out forms, although only two of them have co-signature privileges for bank checks. Alum asked three members to serve: J. Rodriguez, B. Viu and R. Alam, who will also act as the Board Treasurer (only Viu and Alam will have check-signing privileges, at least for now).

Dir. Lai presented the Budget Report for August and September, which was accepted unanimously by the Board Members.

The director explained how library expenditures are being handled, including details regarding benefits, pensions, etc.

Also, Lai informed about the need for repairs to the physical plant.

Fauta suggested he could provide an electrician or a plumber from the Board of Education as part of an intra-municipal cooperative standing courtesy.

OTHER:

Computer classes began in the library but will move to the Middle School for its subsequent classes due to children's programs taking place most Saturdays. The WNY-BOE computer lab can hold more students. The Board authorized the director to pay the ESL and computer teachers.

CLOSED SESSION:

The Board went into closed session to briefly discuss personnel matters. Non Board members (i.e., Ms. Longo) left the room.

The Board returned to open session, and then adjourned for the evening at 7:00pm.

The next meeting will be held on Monday, November 7, 2011 –i.e., normally, the first Monday of every month.

Respectfully submitted:

Estela Longo, Reference Librarian/Acting Board Secretary

West New York Public Library
Board of Trustees
Special Meeting, Monday, September 26, 2011; 6PM
Minutes

In Attendance:

Trustees Rita Alam; Vilma Reyes; Jennifer Rodriguez; Vilma Reyes; 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. Secr.). Also: Mayor Felix Roque, Deputy Mayor Silvio Acosta, and a consultant.

This is a Special Meeting due to the fact that at the regularly scheduled meeting for this month (Sept. 6, a Tuesday, as an exception), we had no quorum.

Acting Chair Roland Alum read the public notice about the Board meeting which was posted as required. At Alum's request, during roll call, each member related something about him/herself to become better acquainted with each other.

Given that the prior vice-chairperson's term, who was acting as chair up to June (Ms. Micaela Alvarez, Esq.), had expired, and that two trustees (Yesenia Camilo and Maria Calvo) have resigned, the mayor and the municipal council have named three new trustees: Ms. Rita Alam, Vilma Reyes and Barbara Viu (see below). Alum noted that this is his second actual meeting, and that we now have, for the first time in a long time, a full board.

Due to the vacuum in leadership, Dir. Lai asked Mr. Alum to serve as interim Acting Chair.

The minutes from the previous (June/2011) meeting were tabled since they need to be edited. Mr. Klitzner will have them ready for the October meeting.

New Business:

Alum proposed a resolution to thank for their service all recently retired library trustees. Klitzner will prepare the resolution for the next meeting. Alum expressed special gratitude to Ms. Camilo and Calvo so that new trustees can be seated, now that we have a new municipal administration and leadership. Alum asked Director Lai to follow the procedure to provide all information and documentation to all trustees on a regular basis the week prior to each meeting, as is normal in all boards.

July expenditures were briefly discussed.

Klitzner explained that a lot of the library expenditures are recurring. Dir. Lai explained that paper supplies are purchased on a regular basis from a company called The Bag Lady.

Dones asked if the municipality's Public Works Dept. could supply these supply items; but Lai explained they operate as separate departments.

Dir. Lai explained that, procedurally, the Board approves payments for expenditures, after which the bills with the checks are sent to the Finance Department at Town Hall for review and then paid. The library does not sign the checks.

The State provides funds for the library for general or specific expenditures. This is a separate account. The treasurer of the Library Board reviews the account and is authorized to sign checks from this and the Trustees Account.

At about 6:40PM, the new Mayor, Dr. Felix Roque arrived at the meeting for the purpose of swearing in new board members he appointed. Silvio Acosta and a consultant accompanied the mayor. The three new Trustees --Rita Alam, Vilma Reyes and Barbara Viu--were sworn in by the mayor. The Mayor Roque delivered some remarks regarding the importance of the library and the contributions he felt that the trustees can provide.

The Director distributed the budget report and announced that the State's aid and grants were deposited into the Trustees Account. He also noted that two or three trustees are needed to be bank authorized to sign checks. John Fauta volunteered to be one of the signatories.

Ms. Viu suggested a review of the budget report to clear up any discrepancies; and Ms. Alam supported the suggestion.

Dir. Lai described recent repairs and improvements to the library building. A complete paint job was done over the summer, mostly at night and weekends, to avoid closing the library; service was not interrupted.

Alum asked how Lai felt about the idea of moving the library to a new location. The director's response was favorable to the idea.

Alum requested from the director to provide all trustees with prior budget reports, a list of employees, salaries, and benefits, including the library attorney. These can also be e-mailed to all board members. Alum brought up the question of staff evaluations. Klitzner and Dir. Lai said that these are not required for professional employees.

Klitzner explained that library employees are not required to sign contracts and that they have Civil Service system protection.

Dir. Lai and Town Commissioner Frias have discussed a free program for computer classes at the library, to be held on Saturdays at 10AM beginning Oct 1st. The rate would be set at \$52 a week for the instructors. A motion passed for this amount to the end of the year.

The Board suggested budgeting \$10,000 for ESL and computer classes. But \$50,000 would be needed for the purchase of eight new computers. Inquiry is to be done as to whether Windows 7 can be installed in more than one computer.

Dones asked Mr. Fauta to look into hiring people from West New York to teach ESL classes at \$23 per hour, even if they were not certified as ESL teachers. He will report his findings at the next meeting.

The director told the members he had to pay for a clown, who was hired to perform for the children in the summer, out of his personal funds (\$260 for 1-1/2hours), for which he hoped to be reimbursed.

The next regular meeting (October's) will be held next Monday, October 3/2011.

A motion to adjourn was passed at 7:40PM.

Respectfully submitted,

Estela Longo, Reference Librarian/Acting Board Secretary