



**Minutes November 25, 2014**

Voucher # 624	10/09 /2014	Payroll	\$ 60,769.28
Voucher # 625	10/23/2014	Payroll	\$ 59,944.67
Voucher #626	11/6/2014	Payroll	\$ 64,856.75
Claims Warrant	11/14/ 2014	Operating	\$ 57,842.00

Motion made by Robert Carrozzo seconded by Donald O'Brien to approve Vouchers in the amounts listed.

Yes – Carrozzo, O'Brien, Kesten, McLean

No – none

**Administrative and Statistics Reports**

- Director's Report
- Reference Department
  - Web Resources
  - Overdrive Statistics (e-books, downloadable audiobooks)
- Children's Department Report
  - Children's Library Statistics
  - Teen Zone
- Program Attendance Statistics

Director responded to all questions asked by the Board.

Motion by Robert Carrozzo, seconded by Donald O'Brien, to accept the Administrative Reports dated November 2014.

Yes – Carrozzo, O'Brien, Kesten, McLean

No – none

**Old Business/Action List**

Facility Update – The new glass display unit has been installed and should be ready for community use. Boiler #1 developed a slow leak and a crack was identified. NSJ Heating was called, a cost proposal submitted and accepted. The repair took one day and was completed on November 25 with minimal disruption to the building

Computer Purchase - Five computers have been purchased and will replace aged out staff units. The Director has suggested that the library hold a used computer sale before the end of the year. Joanne Kesten recommended that the units for sale be wiped clean by our Computer consultant before released for sale.

**New Business**

NLS Annual meeting is scheduled for Monday December 1, 2014 at NLS in Uniondale. Due to the fact that no Trustees are available to attend, the Director is given permission to vote on Manhasset's behalf to affirm new Trustee appointment.

Motion by Robert Carrozzo, seconded by Donald O'Brien to allow the Director to represent Manhasset's vote at the NLS Annual meeting.

Yes – Carrozzo, O'Brien, Kesten, McLean

No – none

Audit Management Letter: CFM Audit Management letter was reviewed by accountant Harry Meyers and he has determined that everything is in order. Treasure Donald O'Brien has also reviewed the documents.

Motion by Robert Carrozzo, seconded by Donald O'Brien, to accept the CFM Audit Management letter and begin the process of implementing the recommended twenty-one policies and procedures.

Yes – Carrozzo, O'Brien, Kesten, McLean

No – none

The Director reported the need to implement a policy for patron checks returned for insufficient funds. The procedures were drafted and a \$10.00 processing fee for returned patron checks was suggested.

Motion by Robert Carrozzo, seconded by Donald O'Brien to approve a processing fee of \$10.00 for patrons whose checks are returned to the Library for insufficient funds.

Yes – Carrozzo, O'Brien, Kesten, McLean

No – none

Outreach efforts: A welcome letter which included an updated library card application was sent to new homeowners in the community. Joanne Kesten suggested making the letters available in multiple locations, including schools and businesses.

Digital/Archive project update: The Director is continuing efforts to develop a cohesive, long term plan to digitize the existing Manhasset Press fiche and the undocumented print archives. The Director has spoken with the Friends of the Library to enlist their support in providing a lasting legacy for our community.

Weather emergencies: The Board supports the Director in implementing the following weather emergency plan: any full time staff member scheduled to work during a weather emergency can choose to stay home and use vacation time to cover their absence. If weather conditions worsen during the operational hours of the library resulting in a decision to close the library,

**Minutes November 25, 2014**

then the full time staff who are working will receive the normal full days compensation of 7 hours. Likewise, any full time employee who is scheduled to work but does not report for work due to the weather conditions will be compensated for 7 hours from their accrued vacation balance. During weather emergencies, the normal 7 hour compensation and 7 hour vacation accrual deduction will be the equitable standard regardless of the actual hours of operation that the library was open that day.

Weather Emergency contact: The Board has agreed that the Director will contact Trustee Donald O'Brien in the event of weather emergency that might affect the library's operation.

Motion by Robert Carrozzo, seconded by Donald O'Brien to be the contact Board representative for weather emergencies for 2014-15.

Yes – Carrozzo, O'Brien, Kesten, McLean

No – none

Donald O'Brien commenced a discussion on the lines of communication between the Board of Trustees and the Library Director. He referred to the *Handbook for Library Trustees of New York State, 2010 ed.* to emphasize the need to inform the Director of decisions made by the Board as she is responsible for running the library. While the *Handbook* states that the Board's directions and intentions should be communicated by the President of the Board, Donald O'Brien cited inconsistencies between individual trustees making decisions, suppressing information and issuing instructions rather than acknowledging the collective authority of all the Board members. Donald O'Brien also emphasized the importance of a close working relationship between the Board and the Library Director with regard to all issues related to the management of the Library.

The Director asked that she be informed of actions or activities that affect her ability to effectively manage the library and execute Board policy or other obligations and to that extent, be included in Board member discussions.

Joanne Kesten advocated for the Board's right to discuss issues without including the Director. In response to Donald O'Brien's reference to the *Handbook*, Joanne Kesten pointed out that individual trustees should not be involved with the day to day management of the library. The Director affirmed the right of the Board to openly discuss library issues among themselves but warned that such communication is subject to legal scope (such as open meeting policy) and is FOIA material.

As the Board members have various issues to speak about, in order to insure their privacy and to separate library related matters from personal correspondence, the Director suggested they use separate *library only* emails, such as Joanne Kesten has done.

As per the request of Joanne Kesten, the specific language of *the Handbook for Library Trustees of New York State, 2010 edition, p. 27-28*, were included in the meeting Minutes as such:

**PERSONNEL**

The management and operation of a library are accomplished through a partnership among trustees, the library director, staff and volunteers.

As the library's governing body (and the entity with ultimate accountability for the institution), the board of trustees has the responsibility to hire a competent,

## ***Minutes November 25, 2014***

professional and responsible library director as the “CEO” (Chief Executive Officer) and then to review and evaluate that person’s performance regularly. Having hired a director, the board has an obligation to support the director wholeheartedly within the context of the employment relationship. Good communication and cooperation between the board and library director and an appreciation of the interdependency of each other’s roles are prerequisites to a well-managed library.

It is critical for the board to establish clear lines of communication with the director. In general, the board’s directions and intentions are communicated to the director through the President of the Board. Individual trustees should refrain from issuing specific instructions to the director at board meetings and especially between meetings. Such individual directions are inconsistent with the concept of collective board authority and a library director risks being caught between conflicting intentions, even among well-meaning trustees.

The day-to-day management of the library, including the management of staff, is the library director’s responsibility. The director is the only employee supervised by the board; the director is responsible for the management and supervision of all other library employees. Trustees have a responsibility to know staff at a friendly but professional distance, to be cordial and supportive and to promote good will, but they must approach staff relationships with a degree of caution. Usurping the administrative prerogatives of the library director can only undermine that person’s position and authority.

Some trustees act as library volunteers, especially in small libraries. Likewise, libraries without an anti- nepotism policy often have trustees’ family members on staff. (The law only specifically prohibits public library trustees from appointing their close relatives as “officers of the corporation”, i.e., director, treasurer or trustee.) This can lead to an awkward situation for all involved.

A trustee is part of the governing board of the library, while staff and volunteers report to the library director or other paid supervisor. Role confusion is almost inevitable and any trustee who pursues the role of volunteer or has a family member or friend on staff must be extremely sensitive to the potential conflicts of authority that may arise. It is best to avoid such situations whenever possible.

Library policy should clearly indicate the process for staff complaints and grievances, and the board should never get involved in such activities outside of that policy. Individual trustees must never address staff complaints and grievances; rather, they should refer the staff to the policy. If and when a grievance reaches the board level, it is usually the responsibility of the director to communicate the board’s decision back to the staff. Only in those cases where the grievance involves the director should the board communicate directly with the staff.

Motion by Robert Carrozzo, seconded by Bill McLean to adjourn.

Yes – Carrozzo, O’Brien, Kesten, McLean

No – none

***Minutes November 25, 2014***

The next regularly scheduled Board meeting will be Thursday, December 18, 2014 at 7:00 pm.

Respectfully submitted,

Maggie Gough, Director, acting as secretary to the Board