BELLMORE MEMORIAL LIBRARY

BOARD OF TRUSTEES

Minutes of March 20, 2013

The regular meeting of the Board of Trustees of the Bellmore Memorial Library was called to order on Wednesday, March 20, 2013 at 7:11 pm by President Emily Schreiber.

Members present were Emily Schreiber, Roberta Newman, Karolyn Hertzberg, Wendy Forgash and Robert Botwin, the latter two by Skype. Director Maureen Garvey was also present.

The minutes of the January 2013 meeting were read and amended. Minutes were accepted and approved on a motion by Emily Schreiber and seconded by Robert Botwin.

The Financial Reports for January and February were read and approved on a motion made by Robert Botwin and seconded by Wendy Forgash. They were passed unanimously.

January bills in the amount of $106,064.08 and February bills in the amount of $41,944.84 were approved.

Payroll for the following periods were approved:
- Period ending Jan. 17, 2013 in the amount of $52,857.63
- Period ending Jan. 31, 2013 in the amount of $51,891.90
- Period ending Feb. 14, 2013 in the amount of $52,217.24
- Period ending Feb. 28, 2013 in the amount of $55,273.58

Motion for payment of the bills was made by Emily Schreiber, seconded by Karolyn Hertzberg and unanimously approved.

Director Garvey has been trying to assess the damage to the glass wall of the library from Hurricane Sandy. We have obtained one quote for $35,900.00 to replace the existing wall. A motion to approve H2M Group to determine costs for repairing the glass wall outside the Community Room was made by Robert Botwin and seconded by Karolyn Hertzberg. This motion also includes the costs for bringing the wall up to code and for overseeing the ensuing project.

FEMA will reimburse all costs accrued for salaried employees who worked tirelessly to accommodate the overtime hours needed in the aftermath of Sandy.
The Board went into Executive Session at 7:35. The Board came out of Executive Session at 7:45. The following motion was proposed by Roberta Newman and seconded by Robert Botwin: Any employee not covered by the Bellmore Memorial Library Staff Manual who retired prior to January 1, 2012, shall have their NYS Health Insurance Program premium covered at 50% for individual coverage and 35% for family coverage. This motion passed unanimously.

Director’s Report
A motion to accept the proposed Mission Statement of the Bellmore Memorial Library was made by Roberta Newman and seconded by Robert Botwin. It states:
Our mission is to be the information and communication center of the community where people, ideas, and knowledge come together in a common space for the purpose of lifelong learning.

A monetary gift in the memory of Dorothy Hirnak was made to the library by her family. FEMA commented that the temporary repair work completed by Phil Lanigan was very professional and well done. The Bellmore Memorial Library has been awarded a StoryCorps grant. Librarian Martha DiVittorio submitted the grant application. We were one of 10 grantees out of 200 libraries that applied. StoryCorps will train staff and Bellmore volunteers in how to conduct interviews in order to create an oral history of Bellmore, including stories related to Hurricane Sandy.
Our Children’s Librarian, Debbie DeGrassi, has had a very successful “Pinkalicious” program. Kudos to all.

The Procurement Policy was read and amended. The Policy follows:
Procurement Guidelines Policy
1. All purchases of goods and contracts for public services shall be made in accordance with the provisions of New York State General Municipal Law.
2. Except as otherwise provided by law, (e.g., emergency situations) all contracts for public works involving an expenditure of more than $35,000 are subject to competitive bidding.
3. The threshold for purchase contracts subject to competitive bidding is now $20,000.
   a. Purchase contracts may be awarded on the basis of best value to a responsive and responsible bidder.
4. For public works and purchase contracts which fall below the competitive bidding thresholds stated above, the following conditions shall apply:
a. Whenever practicable, price quotations for proposals for goods and services shall be obtained from at least three vendors or contractors. Such price quotes shall be provided in writing to the Library Director.

b. Goods and services procured from the New York State shall be exempt from the comparative price quotation requirement stated above.

c. Under normal circumstances, contracts shall be awarded to the vendor or contractor with the lowest price quotation deemed responsible. Circumstances under which the contract may not be awarded to the lowest responsible vendor or contractor include, but are not limited to:

i. Vendor cannot guarantee delivery of goods or services within the time frame or under the conditions established by the library;

ii. Vendor’s or Contractor’s terms for payment are disadvantageous to the Library, e.g., full payments before commencement of work or delivery of goods;

iii. Vendor cannot fully comply with the specifications for goods or services as set forth by the Library;

iv. Vendor’s warranty for goods or services is deemed inadequate by the Library;

v. Vendor’s post-purchase support services are deemed inadequate by the Library.

5. No purchase of goods or services shall be made from a vendor in which any member of the Board of Trustees or the Library Administration, i.e., the Library Director, hold a full or partial interest.

6. The procurement Guideline Policy shall be reviewed annually.

Adopted: 1/14/93
Amended: 3/20/2013

Calendar
The Library Budget and Trustee Vote is on Wednesday, April 3, from 2-9pm.
The next meeting of the Board of Trustees is April 17, 2013.

There were no visitors present.

The meeting was adjourned at 8pm

Respectfully submitted,
Karolyn Hertzberg
Acting Secretary