The regular meeting of the Board of Trustees of the Bellmore Memorial Library was called to order on 9/26/16 at 7:09 p.m.

Members present were Wendy Forgash, Roberta Newman, Emily Schreiber and Robert Paz. Director Elaine Cummings-Young and Secretary to the Board Marie Simoneschi were also present. Trustee Robert Botwin was absent with prior notice.

The minutes of the August 16, 2016 meeting were amended and approved on a motion by Roberta Newman and seconded by Wendy Forgash. The motion passed unanimously.

The Financial Report for August 2016 was read and accepted on a motion by Emily Schreiber and seconded by Robert Paz. The motion passed unanimously.

Payroll for the period ending 8/11/16 was $69,648.69. Payroll for the period ending 8/25/16 was $56,041.07. Payroll for the period ending 9/8/16 was $59,042.37.

Bills totaling $76,410.00 were unanimously approved on a motion by Wendy Forgash and seconded by Emily Schreiber. The motion passed unanimously.

A motion for the payment of the bills was made by Wendy Forgash, seconded by Emily Schreiber, and unanimously approved.

The Director’s Report was read and discussed.
Old Business:

The board discussed the best use of a grant from the Community Revitalization Program. Some suggestions were to redo the parking lot, remodel the bathrooms, or hold for HVAC use.

AED signage has been added to the building.

New Business:

Roberta Newman made a motion to amend the Procurement Guidelines Policy as follows:

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 apply:
   a. Whenever practicable, price quotations for proposals for goods and services in excess of $3000.00 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 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 Members 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.

Wendy Forgash seconded the motion, which passed unanimously.

A budget committee consisting of board members Wendy Forgash and Robert Botwin was formed.

Communications:

A letter was received by Senator Venditto’s office thanking the library for hosting a Student Loan Workshop on Aug 4th.

Personnel:

A motion to appoint Elaine Cummings Young as the Library Director as of August 15, 2016 was made by Wendy Forgash. The motion was seconded by Roberta Newman and passed unanimously.
A motion to appoint Michael Stamberg, as a Librarian I as of September 9, 2016 was made by Wendy Forgash. The motion was seconded by Roberta Newman and passed unanimously.

Executive Session:

The board went into executive session at 8:01 p.m. The board came out of executive session at 8:15 p.m. The trustees tabled a motion to discuss the agreement between the Library and the director until the October 2016 meeting.

It was decided that compensation for emergency call-ins would be time and a half of the employee’s rate.

Announcement:

The next meeting of the Board of Trustees will be held on 10/25/16 at 7:00 p.m.

Adjournment:

A motion to adjourn was made by Emily Schreiber and seconded by Wendy Forgash at 8:25 p.m.

Respectfully submitted,

Marie Simoneschi
Secretary to the Board of Trustees