The regular meeting of the Board of Trustees of the Bellmore Memorial Library was called to order on November 15, 2016 at 7:08 p.m.

Members present were Wendy Forgash, Robert Botwin, Emily Schreiber, Robert Paz and Roberta Newman. Director Elaine Cummings-Young was also present.

The Minutes of the October 25, 2016 meeting were read and approved on motion by Robert Botwin and seconded by Wendy Forgash. The motion was passed unanimously.

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

The bills totaling $269,907.00 were unanimously approved on a motion made by Roberta Newman and seconded by Robert Botwin.

Payroll for the period ending on October 20, 2016 was $59,347.69.

The Director's report was read and discussed.

Old Business:

A revised Meeting and Community Room Policy was approved on a motion by Wendy Forgash and seconded by Roberta Newman. The motion passed unanimously.
BELLMORE MEMORIAL LIBRARY
MEETING ROOM POLICY

The Bellmore Memorial Library Meeting Room is a multi-purpose room.

- The Board of Trustees will meet in the Meeting Room. All members of the public are welcome at regular Board meetings.
- Programs scheduled by the Bellmore Memorial Library will be held in the meeting room.
- When the Meeting Room is not being used for Board meetings or Library programming, members of the public are free to use the room for quiet or group study.
- The Meeting Room may not be used for commercial purposes.
- A group of Bellmore residents may sign up at the reference desk to reserve this room for up to two hours, or may reserve the room in advance by phone. If no one else is waiting, the time may be extended. Residents must be in the seventh grade or above to reserve the room, unless a parent signs up for the room and will be responsible, and available, if needed.
- A single person may be asked to vacate the room if a group of two or more wishes to use it. In all cases Bellmore residents will be given preference.
- Reservations will be held for 15 minutes past the time reserved before the room is assigned to another user.
- Local civic and educational groups may request the use of the room for meetings. Any such group must complete the Meeting Room application, which will be submitted to the Board for approval.
- The Meeting Room is not intended for tutoring, but may be used by tutors if no one else wishes to use it.
- Patrons who have reserved the room are asked to notify the Library if they do not intend to keep the appointment.
- The room must be vacated 15 minutes prior to the Library’s closing time.
- Personal items may not be left in the room unattended. The Library has no responsibility for any property brought into the room.
- In the event a user of the room causes any damage, that individual shall be responsible.

While using the room the following rules apply:
- Shoes must be worn at all times and no bare feet are allowed.
- No one may put his or her feet up on the furniture.
- Enclosed drink containers and light snacks are allowed; patrons are expected to leave the rooms as they find them.
- One person per chair is the rule.
- Cell phone use shall be minimal, limited to brief calls or texting. Phones should be set on silent or vibrate.
The Bellmore Memorial Library Community Room is a multi-purpose room.

- Programs scheduled by the Bellmore Memorial Library will be held in the Community Room.
- Local civic and educational groups may request the use of the room for meetings. Any such group must complete the Meeting/Community Room application, which will be submitted to the Board for approval.
- The Community Room may be used for individual or group study if it is not being used for any other purpose. Patrons may inquire at the Reference Desk if they wish to have a table set up in the room.
- The Community Room may not be used for commercial purposes.
- The room must be vacated 15 minutes prior to the Library’s closing time.
- Personal items may not be left in the room unattended. The Library has no responsibility for any property brought into the room.
- In the event a user of the room causes any damage, that individual shall be responsible.

While using the room the following rules apply:

- Shoes must be worn at all times and no bare feet are allowed.
- No one may put his or her feet up on the furniture.
- Enclosed drink containers and light snacks are allowed; patrons are expected to leave the rooms as they find them.
- One person per chair is the rule.
- Cell phone use shall be minimal, limited to brief calls or texting. Phones should be set on silent or vibrate.

Communication:

A letter from the New York Library Association (NYLA) was shared with the Board. The question of whether or not to donate money to the NYLA Legal Defense Fund was discussed and tabled for the next meeting.

An invitation to attend the Nassau County Library System’s Annual Meeting was discussed. Board members will get back to Director Cummings-Young regarding attendance.

Personnel:

The appointment of Craig Kuhnert as a Part-Time Help Desk Page starting November 18, 2016 was approved on a motion by Wendy Forgash and seconded by Robert Paz. The motion was passed unanimously.
Announcement:

The next meeting of the Board of Trustees will be held on December 20, 2016 at 7:00 PM.

Adjournment
A motion to adjourn was made by Robert Botwin and seconded by Robert Paz at 8:17 PM.

Respectfully submitted

Wendy Forgash
Board of Trustees Member