

**OCEANSIDE LIBRARY
MINUTES
MAY 29, 2019
BOARD OF TRUSTEES MEETING**

Dan Faust, Board President, called the meeting to order at 5:30PM.

Present: Thomas Beirne, Janet Pearsall, Mary DiGiovanna, Patricia Roth, Ellen Sullivan, Assistant Director for Community Services Tony Iovino, Director Chris Marra, and Board Attorney MaryJane McGrath

Absent: Richard Woods

Guest: Angela Iovino

Staff: Hannah Moore

ELECTION OF OFFICERS

- On a motion made by Mrs. DiGiovanna, seconded by Mrs. Sullivan, the Board approved the re-election of Dan Faust as President.
- On a motion made by Mrs. Sullivan, seconded by Mr. Beirne, the Board approved the election of Mary DiGiovanna as Vice-President.
- On a motion made by Mrs. DiGiovanna, seconded by Mr. Beirne, the Board approved the election of Patricia Roth as Treasurer.
- On a motion made by Mrs. DiGiovanna, seconded by Mrs. Pearsall, the Board approved the re-election of Ellen Sullivan as Secretary.

2019/2020

Dan Faust, President

Mary DiGiovanna, Vice-President

Patricia Roth, Treasurer

Ellen Sullivan, Secretary

MINUTES

- On a motion made by Mrs. DiGiovanna, seconded by Mr. Beirne, the Board approved the minutes of the April 30, 2019 meeting, as presented.

FINANCIALS

- On a motion made by Mrs. DiGiovanna, seconded by Mrs. Sullivan, the Board approved, subject to the auditor's review, the financial statement for April 2019.
- On a motion made by Mrs. DiGiovanna, seconded by Mrs. Roth, the Board approved, subject to the auditor's review, the May 2019 warrants.
- On a motion made by Mrs. DiGiovanna, seconded by Mrs. Sullivan, the Board approved, subject to the auditor's review, the June 1, 2019 warrants.

DIRECTOR'S REPORT

- I presented the Library Budget at School No. 6 on May 8th. I am happy to report that the 2019/2020 Library Budget passed with 1,209 voting yes and 347 voting no. Thank you to the community for their support to the library and staff for the great work they do.
- I am also happy to report that our overall circulation statistics are up for the month April, and the amount of museum pass reservations continue to increase each month as well.

- Oceanside Library's Annual Invention Convention program was held on May 18th. This event had a wonderful turnout.
- Library Tour: During the months of July and August – Nassau Library System has organized a “Library Tour” - 45 libraries will be participating and patrons are encouraged to visit as many libraries as possible in Nassau County. Prizes and stickers will be provided to all libraries by the Nassau Library System. The more libraries patrons visit, the more incentives they will receive. I will be meeting with all Departments regarding 2019 Summer Library Tour.
- The Library received a check from NLS in the amount of \$4,842.79 which is the reimbursement for E-Rate/telephones.

Staff Training and Professional Development

- On May 2nd – Department Head Meeting – Summer Reading Programs Plans.
- On May 7th – Staff training sessions on Fire Extinguisher Operations followed by a walkthrough of fire extinguisher locations. These locations can be found in the Emergency Action Plan.
- On May 9th – I attended the Long Island Library Conference at the Melville Marriott with three staff members.
- On May 22nd – Staff training session on Google Docs and Google Apps.
- On June 4th – Staff Training Sessions - Fire Drills with Oceanside Fire Department.
- The next Department Head meeting will be held on June 6th.

Building

- May 6th – Lowitt conducted the Annual Alarm Inspection.
- May 7th – Service call needed with Knockout Pest Control.
- May 8th – Elevator repair – door lock adjusted.
- May 9th – Fire Panel repair – head replacement.
- May 20th – Fire Extinguisher Inspection.
- Head Custodian installed additional safety locks – storyhour room/staff room have been completed and LED Lighting was installed in the storyhour room.
- Storyhour room was painted by Mr. Grillo, Custodian.
- Security Camera Upgrade – Installation date has been scheduled for June 10th.

Miscellaneous

- The Library received positive feedback regarding the chick hatching program. The chicks went back to farm on May 7th.
- The Internet/Sierra systems were down for the majority of the of the day on May 28th – this outage was county-wide all Nassau County Libraries. Service is now restored.
- I attended the Memorial Day Parade on May 27th. and I attended the Special Needs Art Reception on May 28th. Thank you to Mr. Ambrosio for all of his work with the Special Needs programs and thank you to the ACE Representatives, Mr. Iovino and the programming team for all they do. Congratulations to all of the artists. We love having this display at Oceanside Library!

OLD BUSINESS

- On a motion made by Mrs. DiGiovanna, seconded by Mrs. Sullivan, the Board confirmed the email poll for the May 13 warrants.
- On a motion made by Mr. Beirne, seconded by Mrs. Sullivan, the Board confirmed the email poll for the proposal from Electronix Systems for the security camera upgrade.

NEW BUSINESS

- None

OCEANSIDE LIBRARY FRIENDS UPDATE

- Mrs. Iovino reported that the breakfast was a success, but they are trying to get more people involved.

TRUSTEE FORUM

- Mr. Beirne thinks the museum pass is a great program for the community.
- Mrs. Roth says that people have been raving about the library.
- Mrs. Marra said, it's all about service and hospitality. We have seen a lot of people coming to Oceanside from all over Long Island.

EXECUTIVE SESSION

- On a motion made by Mr. Beirne, seconded by Mrs. Sullivan, the Board went into Executive Session at 6:35PM.
- On a motion made by Mrs. DiGiovanna, seconded by Mrs. Roth, the Board came out of Executive Session at 7:05PM.

ADDITIONAL MOTION

- On a motion made by Mrs. DiGiovanna, seconded by Mrs. Roth, the Board instructed Mrs. Marra to offer a full-time position of General Office Assistant with the salary as discussed in Executive Session.
- On a motion made by Mrs. DiGiovanna, seconded by Mrs. Sullivan, the Board granted Mrs. Marra permission to canvas for a full-time librarian to start July 1, 2019.

ADJOURNMENT

- On a motion made by Mrs. Roth, seconded by Mrs. Sullivan, the Board adjourned at 7:10PM.

NEXT SCHEDULED MEETING

- Tuesday – June 25
5:30PM – General Meeting
Meeting Room 2

Respectfully Submitted,

Vivian Monaco
Clerk of the Board