

**OCEANSIDE LIBRARY
MINUTES
AUGUST 27, 2019
BOARD OF TRUSTEES MEETING**

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

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

Absent: Thomas Beirne

Guest: Angela Iovino

Staff: Hannah Moore

MINUTES

- On a motion made by Mrs. Sullivan, seconded by Mrs. Roth, the Board approved the minutes of the June 25, 2019 meeting, as presented.

FINANCIALS

- On a motion made by Mrs. Roth, seconded by Mrs. DiGiovanna, the Board approved, subject to the auditor's review, the financial statement for June and July 2019.
- On a motion made by Mrs. Roth, seconded by Mrs. Pearsall, the Board approved, subject to the auditor's review, the August 2019 warrants.
- On a motion made by Mrs. Roth, seconded by Mrs. DiGiovanna, the Board approved, subject to the auditor's review, the September 1, 2019 warrants.

DIRECTOR'S REPORT

- We had a wonderful summer full of events. The 2019 Summer Reading Clubs "A Universe of Stories" was very successful.
- The Children's Summer Reading Club had 429 registered participants reading a total of 3,158 books. Sixty Young Adult volunteers worked at the recording station.
- The Adult Summer Reading Club had 461 participants that submitted 928 book reviews.
- The Young Adult Reading Club had 200 registered participants.
- The Staff had their own reading club and submitted 100 reviews. Staff also participated in a "Staff Picks" book display.
- Our amazing team at Oceanside Library did an excellent job – Library-wide with programming, outreach, social media videos, displays, and more! Thank you to ALL staff for their work this summer.
- The 2019 Nassau Library Tour was very successful. Thousands of patrons participated in this tour – over 3,000 participants the first week. Many patrons in other library districts gave positive feedback regarding the wonderful services and programs Oceanside Library has to offer! I thank the staff – Library-wide for the excellent customer service and hospitality they provide to all patrons, and for creating a welcoming environment for patrons participating in the Nassau Library Tour. This tour was a wonderful way for patrons to see the importance of libraries – how libraries are truly for everyone, and receive prizes along the way.
- I am happy to report that the Library increased circulation nine out of the last ten months! Circulation statistics show that this June 2019, there was an increase of over 3,000 items

circulating from last year in June 2018, and an increase over 1,800 items that circulated in July 2019 from July 2018.

- On Sunday, July 21st the Library opened as a Cooling Center. Many patrons expressed their appreciation for the Library being open on this day. Thank you to Mr. Iovino and custodian Mr. Vacchio for their work. In addition, I would like to thank Mrs. Iovino for volunteering at the Cooling Center, and the Friends of the Oceanside Library for providing water bottles and snacks.

Staff Training and Professional Development:

- July 2nd – Staff Training/Development Sessions – Staff Meeting/Summer Reading Clubs/Library Tour Updates and Training.
- August 6th – Staff Training/Development Session – Sexual Harassment Training through Kantola – coordinated purchase of licenses through NLS for member libraries – this is going well. Staff training will be completed in September.
- July 11th and August 1st – I held Department Head Meetings
- The next Staff Training/Development sessions are scheduled for September 3rd.
- The next Department Head Meeting will be held on September 5th.
- Fire drills have been scheduled with OFD.
- I will be taking a Library Administration and Management/Human Resources class September – December.

Building:

- June 29th – Emergency Service was needed to the HVAC #5 – Children’s Room.
- July 17th – Sprinkler service/routine check-up. A fan was accidentally shut off during this visit– the HVAC Company was then needed for a service call. The sprinkler service will cover the cost of the HVAC service bill.
- July 30th – HVAC #6 – repair needed – broken fan blade.

Additional Updates:

- The Library and Storage Annex Insurance renewal completed.
- Budget 2018-2019 – end of fiscal year.
- The Accountant was here in July to work on the audit.
- We are exploring possible grant opportunities.
- Oceanside Library’s Annual New York State Report has been accepted.
- Nassau Library System has announced that there is a Vacancy on the NLS Board for an Area 1 Representative. This seat is currently vacant as a result of Joe Carroll’s recent passing.
- Oceanside Library received the check for state aid (Local Library Services Aid) from Nassau Library System in the amount of \$9,757.
- Back-up Training – Library Wide
- Renaming Departments

Miscellaneous:

- I attended the following events:
- July 10th - County Wide Shared Services Meeting at the Emergency Management Building in Bethpage.
- August 1st – “He Bird She Bird” Outdoor Concert at Schoolhouse Green.
- August 7th – Adult Summer Reading Club Finale – the VIP Meet & Greet for Adult SRC members with New York Times bestselling author Jill Santopolo and book signing.

Thank you to Friends of the Oceanside Library for their support with the book signing and the generous prizes donated by local businesses.

- August 20th – Ribbon Cutting Ceremony – Expansion/Renovation Tour at N. Bellmore Public Library.
- Summer Gazebo Readings at Schoolhouse Green – Kiwanis Club of Oceanside.
- September is Library Card month. Patrons can show where their Library Card travels. Patrons can take a photo of their card local or afar, and post it to social media using #OLCardTravels. At the end of September, a few posts will be picked at random for prizes.
- The Library is also planning for our 2nd Annual OceanCon – Sunday, October 20th. We hope to see everyone there.
- Friendly reminder - Oceanside Library will be closed Saturday, August 31st through Monday, September 2, for Labor Day.
- It has been a great summer. Thank you to the Board, the Friends of the Oceanside Library, and the amazing team at Oceanside Library!

OLD BUSINESS

- On a motion made by Mrs. DiGiovanna, seconded by Mrs. Sullivan, the Board confirmed the email poll for the July 15 warrants.
- On a motion made by Mrs. DiGiovanna, seconded by Mrs. Roth, the Board confirmed the email poll for the proposal from OrangeBoy – Savannah Agreement for a one year contract.
- On a motion made by Mrs. DiGiovanna, seconded by Mrs. Roth, the Board confirmed the email poll for Marcia Ratcliff's retirement payout.
- On a motion made by Mrs. DiGiovanna, seconded by Mrs. Roth, the Board confirmed the email poll for the Security Camera policy.
- On a motion made by Mrs. DiGiovanna, seconded by Mrs. Roth, the Board approved the posting of the Security Camera policy on the Library website.

NEW BUSINESS

- On a motion made by Mr. Woods, seconded by Mrs. DiGiovanna, the Board approved the expenditure, not to exceed \$4,500, to send three staff members to the NYLA conference to take place in Saratoga Springs, NY.
- On a motion made by Mrs. DiGiovanna, seconded by Mrs. Pearsall, the Board approved to change the February 25th Board meeting to Tuesday, March 3rd.
- On a motion made by Mrs. Roth, seconded by Mrs. Pearsall, the Board approved the expenditure to send one staff member to the PLA conference to take place in Nashville, TN.
- On a motion made by Mrs. Pearsall, seconded by Mrs. Roth, the Board approved the proposal with H2M for \$22,500 as presented.
- On a motion made by Mrs. Pearsall, seconded by Mr. Woods, the Board approved the development of a Maternity Leave policy to be approved at a later date.

ITEMS FOR INFORMATION

- Mrs. Marra gave the Board an update on the SAM Grant.
- Mr. Iovino spoke to the Board about changes to the Newsletter.
- Mr. Iovino spoke to the Board about Program Refunds.
- An agreement that has been in place for many years between Oceanside Kindergarten Center and the Library has been renewed.
- The Staff completed a survey regarding the benefits discussion. There is no interest from

Staff at this time.

OCEANSIDE LIBRARY FRIENDS UPDATE

- None

TRUSTEE FORUM

- None

EXECUTIVE SESSION

- On a motion made by Mrs. Pearsall, seconded by Mr. Woods, the Board went into Executive Session at 7:45PM.
- On a motion made by Mrs. Sullivan, seconded by Mrs. Roth, the Board came out of Executive Session at 8PM.

ADJOURNMENT

- On a motion made by Mr. Woods, seconded by Mrs. Roth, the Board adjourned at 8:02PM.

NEXT SCHEDULED MEETING

- Tuesday – September 24
5:30PM – General Meeting
Meeting Room 2

Respectfully submitted,

Vivian Monaco
Clerk of the Board