

**OCEANSIDE LIBRARY
MINUTES
DECEMBER 3, 2019
BOARD OF TRUSTEES MEETING**

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

Present: Janet Pearsall, Patricia Roth, Ellen Sullivan, Richard Woods, Assistant Director for Community Services Tony Iovino, and Director Chris Marra

Absent: Thomas Beirne, Mary DiGiovanna, and Board Attorney MaryJane McGrath

Guest: Angela Iovino

Staff: Hannah Moore

MINUTES

- On a motion made by Mrs. Roth, seconded by Mrs. Sullivan, the Board approved the minutes of the October 29, 2019 meeting, as presented.

FINANCIALS

- On a motion made by Mrs. Roth, seconded by Mr. Woods, the Board approved, subject to the auditor's review, the financial statement for October 2019.
- On a motion made by Mrs. Roth, seconded by Mrs. Sullivan, the Board approved, subject to the auditor's review, the November 2019 warrants.
- On a motion made by Mrs. Roth, seconded by Mrs. Sullivan, the Board approved, subject to the auditor's review, the December 1, 2019 warrants.

DIRECTOR'S REPORT

- The Vision 2020 Focus Groups continue to go well. The Library has held over 25 Focus Groups - including online Focus Groups and meetings. Mr. Iovino also met with some OHS students. All information regarding Vision 2020 continues to go out in multiple formats - online, in-print/newsletter, social media platforms, and making announcements at the beginning of all library programs - so that we can reach all patrons and the community is informed.
- Mr. Iovino and I met with the Architects regarding the feedback/suggestions we received at the Focus Groups.
- The Library has received a response regarding the crosswalk and was informed that a study will be done in December to determine what can be done with this situation.
- The Library has received a Grant in the amount of \$36,950 from the Francis and Gertrude Levett Foundation. Thank you to Library Trustee, Patricia Roth and the Francis and Gertrude Levett Foundation. We are looking forward to implementing new services and programs.

STAFF TRAINING/PROFESSIONAL DEVELOPMENT

- Additional sessions of Annual Safety Training/Active Shooter Training were held on November 5th.
- A surprise Fire Drill for staff was held on November 7th in the morning with OFD, prior to the building opening.
- I held a Department Head Meeting on November 7th.

- December 3rd is our Staff Development/Holiday Conference.
- Customer Service Training Sessions will be scheduled.
- November 13th - November 15th - Myself and two other Library Department Heads attended the New York Library Association Conference “All Libraries Are Powerful: What’s Your Story?” in Saratoga, NY. We brought back a lot of information and ideas for implementing new programs and services, including information from the vendors.

BUILDING UPDATE

- The Library windows were cleaned on November 7th.
- HVAC repairs needed to AC2 - Replace combustion wheels, combustion motor, ignition controls, ignitors and switch.
- HVAC 1 and HVAC 6 - ignitors and sensors replaced
- An emergency repair was needed on HVAC 4 - broken wire/replacement.
- November 18th a plumber was called in to replace cartridge/sink in restroom - plumber will be returning.
- Electricians were needed for a light in the parking lot and high hat by Circulation.

ADDITIONAL UPDATES

- I attended the ILS Budget Hearing at NLS on November 4th - new calculation which I explained in an email.
- I attended a Veterans’ Program here at OL on November 17th.
- On November 21st - I attended the Nassau County Library Association Dinner/Installation of Officers.
- I attended the Schelppenwolf concert on November 24th
I will be attending the NLS Annual Meeting on December 9th
- The Adult Services and Information Department have started a Winter Reading Club called "Cozy Covers" Reading Club or the “CoCo” Club. Online registration is now available through Paging Oceanside. The registration process has been simplified. Author Tara Clancy will be visiting in February.
- Children’s Services is preparing for the Annual Kindergarten Class Visits in January.

OLD BUSINESS

- On a motion made by Mrs. Pearsall, seconded by Mr. Woods, the Board confirmed the email poll for ILS Participation Resolution and Associated Services.
- On a motion made by Mrs. Sullivan, seconded by Mrs. Roth, the Board confirmed the email poll for November 18th warrants.

NEW BUSINESS

- On a motion made by Mrs. Roth, seconded by Mrs. Pearsall, the Board approved the NLS 2020 Core Collection Commitment.
- On a motion made by Mrs. Roth, seconded by Mrs. Sullivan, the Board approved the Letter of Engagement for Bond Counsel from William Jackson.
- On a motion made by Mrs. Pearsall, seconded by Mrs. Roth, the Board approved online renewal and registration of library cards. The Board further directed that residents who are in the Military, Peace Corps, or other temporary assigned government positions shall be permitted to maintain and use their Oceanside Library card.

ITEMS FOR INFORMATION

- Mr. Iovino and Mrs. Marra gave an update on Vision 2020. The Board set a date of January 15, 2020 at 7PM for a formal Vision 2020 Presentation, which will be open to the public. A formal vote will be taken for Vision 2020 projected plans.
- Mr. Iovino and Mrs. Marra asked the Board if they could start looking into the possibility of not having late fines for certain library materials.

OCEANSIDE LIBRARY FRIENDS UPDATE

- Mrs. Iovino gave an update that the Annual Founder's Day Breakfast is being held on April 26, 2020. She also mentioned that there will be a meeting held tomorrow, December 4th at 6PM, with the Oceanside Friends of the Library.

TRUSTEE FORUM

- None

EXECUTIVE SESSION

- On a motion made by Mrs. Roth, seconded by Mrs. Sullivan, the Board went into Executive Session at 6:50PM.
- On a motion made by Mrs. Pearsall, seconded by Mr. Woods, the Board came out of Executive Session at 7:17PM.

ADDITIONAL MOTION

- On a motion made by Mrs. Roth, seconded by Mr. Woods, the Board authorized Mr. Faust to execute the proposed contract for the matter discussed in the Executive Session and further authorized the payment of \$40,000 from the reserve account as a contract deposit on said contract.

ADJOURNMENT

- On a motion made by Mrs. Roth, seconded by Mrs. Sullivan, the Board adjourned at 7:20PM.

NEXT SCHEDULED MEETING

- Wednesday – January 15
7PM – Vision 2020 Presentation
Meeting Room 1
- Tuesday – January 28
5:30PM – General Meeting
Meeting Room 2

Respectfully submitted,

Vivian Monaco
Clerk of the Board