

**OCEANSIDE LIBRARY
MINUTES
AUGUST 25, 2020
BOARD OF TRUSTEES MEETING**

Dan Faust, Board President, called the meeting to order at 5:39 PM.

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

Absent: Thomas Beirne, Ellen Sullivan, Richard Woods

Guest: Angela Iovino

Staff: Carla Gutman and Hannah Moore

MINUTES

- On a motion made by Mrs. DiGiovanna, seconded by Mrs. Roth, the Board approved the July 1, 2020 minutes.

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 2020.
- On a motion made by Mrs. Roth, seconded by Mrs. DiGiovanna, the Board approved, subject to the auditor's review, the August 2020 warrants.
- On a motion made by Mrs. Roth, seconded by Mrs. DiGiovanna, the Board approved, subject to the auditor's review, the September 1, 2020 warrants.

OLD BUSINESS.

- On a motion made by Mrs. DiGiovanna, seconded by Mrs. Roth, the Board confirmed the email poll for July 15 warrants.
- On a motion made by Mrs. DiGiovanna, seconded by Mrs. Roth, the Board confirmed the email poll from SavMor for the air purification system.
- On a motion made by Mrs. DiGiovanna, seconded by Mrs. Roth, the Board confirmed the email poll for July and August 1 warrants.
- On a motion made by Mrs. DiGiovanna, seconded by Mrs. Roth, the Board confirmed the email poll for August 13 warrants.

NEW BUSINESS

- On a motion made by Mrs. DiGiovanna, seconded by Mrs. Roth, the Board approved the expenditure, not to exceed \$3,000, for the virtual NYLA Conference to be held November 5 – 7 for all Department Heads, Full-time Librarians, and any Board member who is interested.
- On a motion made by Mrs. DiGiovanna, seconded by Mrs. Roth, the Board approved to waive fines with the exception of damaged and lost items, until December 31, 2020.

- On a motion made by Mrs. Roth, seconded by Mrs. Pearsall, the Board voted to hold off on in person library programming until October 1, 2020.
- On a motion made by Mrs. DiGiovanna, seconded by Mrs. Roth, the Board approved to increase the Cyber Liability at a cost of \$170 and Crime Bond Coverage at a cost of \$823. Total additional coverage would cost \$993.
- On a motion made by Mrs. DiGiovanna, seconded by Mrs. Pearsall, the Board approved the Oceanside Library Expediter's retainer for the Parking Lot Proposals to be filed with the Town

ITEMS FOR DISCUSSION

- None

VISION 2020

- Mrs. Marra gave an update on the architects.
- Mr. Iovino gave an update on the Financial Status of Vision 2020.
- Mr. Iovino gave an update on the Project Status of Vision 2020.
- Mr. Iovino requested that the Board sit in on upcoming meetings for Vision 2020. Not necessarily the primary meeting, but the secondary meeting.
- Mr. Iovino informed the Board that the plans for the building have been laid out for staff to see. Staff have been giving feedback and suggestions for improvement.
- Mr. Iovino informed the Board that Mrs. Gutman has been working and preparing for Vision 2020. He thanked Ms. Gutman for the work she has put into.

DIRECTOR'S REPORT

- Ms. Marra gave an update on reopening, and reported that Borrowing/Browsing by appointments has been going very well with positive feedback from patrons. The Library anticipates to expand this service and making plans for public computer use - sessions would have a time limit with time for cleaning in between each use.
- Our part-time custodians have been doing an excellent job helping at the main entrance during borrowing and browsing appointments. The Library may need additional greeters/security aides as custodians are needed for additional duties.
- Ms. Campbell has joined our team as a PT Temporary Greeter/Security Aid. We welcome her to our team.
- Ms. Marra thanked the custodial staff for all of their work going above and beyond with ramping up the cleaning. Custodial duties have increased with everything from maintaining necessary cleaning logs which include hourly cleaning of restrooms, frequently touched areas, cleaning sneeze guards, tables used for staff/safe distancing - handling book drops and book returns, quarantining items - which has had a tremendous volume, curbside delivery assistance and more.
- The Library is in need of more custodial hours, the workload has increased significantly during this pandemic. As we know this pandemic was not planned and has been uncharted waters for all. Ms. Marra is working with Head Custodian, Mr. Tripodi on coverage, schedules regarding the frequency of cleaning, etc.
- Our curbside delivery service continues to go well with over 1,300 pickups. We received compliments from patrons thanking us for our service.

- Overdrive/Nassau Digital Doorway statistics continue to increase with over 5,700 downloads by Oceanside Library cardholders, during the month of July and over one million and for the second year in a row county-wide.
- Hoopla - the new service to offer movies and eBooks to our patrons is also going well with 29 new users this month and over 400 circulations.
- In addition to assisting patrons during borrowing and browsing times, staff continues to assist patrons through our Virtual Reference Desk Service. Recently a staff member shared a message with Ms. Marra from a patron on the Virtual Reference Desk saying that the employees are always so accommodating and pleasant.

STAFF MEETINGS/PROFESSIONAL DEVELOPMENT

- A Staff Meeting is being planned for September 1st.
- A Department Head meeting was held on August 26th and another Department Head meeting will be held this week.
- An additional meeting was held on August 26th immediately following the Department Head to discuss scheduling when the new school year starts.
- Ms. Marra and Ms. Spano participated in an Anti-Racism workshop sponsored by the Nassau Library System.
- Ms. Marra scheduled a workshop for staff "Coping during the pandemic" with David Hymowitz, Nassau County Department of Human Services - no charge for this workshop.
- A meeting with custodial staff is being scheduled. As frequent changes and new developments take place, cleaning procedures are reviewed and any necessary modifications.

BUILDING UPDATE

- On July 16th there was a plumbing issue which emergency plumbing services were needed. Ms. Marra returned to the building that evening and thanked Mr. Tripodi, Mr. Grillo and Mr. Correia for their work on this evening.
- Plumbing services were needed on July 17th for a malfunction in a restroom on the lower level (unrelated to the issue on July 16th).
- On August 4th the Library closed early due to the storm.
- On August 7th there was a power outage. Ms. Marra returned to the building that evening with Mr. Grillo.
- The electricians were in recently for ballast/lighting replacement.
- Regular preventive maintenance has been done on the elevator.
- The installation of sneeze guards at the public desks has been completed and the air purification system has been installed.

ADDITIONAL UPDATE

- Nassau Library System has informed that the Division of Library Development has approved Oceanside Library's New York State Annual Report.
- The Accountant was in the building to begin work on the audit – Mr. Coster will attend the next Board meeting.
- Outreach: Ms. Marra will reach out to principals in the Oceanside School District to give an update on the Library services.

- Ms. Marra has been attending weekly Member Library Director (MLD) meetings and discussion/call-ins and has been in contact with neighboring Directors.
- Ms. Marra thanked and congratulated all Departments for their work and success a Summer Reading Clubs. Hundreds of books were read and those that participated in the Adult Summer Reading Club traveled virtually to Oceanside California. Oceanside Library was contacted by a representative of a newspaper in Oceanside, CA regarding an article on Oceanside Library's Adult Summer Reading club.
- Ms. Marra attended the program with Author Stephen Mack Jones – a wonderful program!
- Ms. Marra thanked Ms. Mickowski, Ms. Trinchetta, and Ms. Keehner for their work on the "Cup Cake Wars" with Duff Goldman – another wonderful program.
- Ms. Marra thanked Youth Services for their work on programs and the Summer Reading Club.

More updates on Library programs and services will be given by Mr. Iovino in his report, including an exciting speaking opportunity that Mr. Iovino will participate in.

ASSISTANT DIRECTOR FOR COMMUNITY SERVICES UPDATE

- Mr. Iovino gave an update of the programs.
- Mr. Iovino and staff have been moving into the next phase for the library's programs, Oceanside Library 3.0.
- We have been working towards having podcasts and interviews with local businesses.
- Borrowing and Browsing will now be using Picktime instead of EventKeeper to free up space and allow the programs to be easily accessible and seen.
- With the approval of the Director, two students enrolled for their Masters in Library Science will be hired as interns and will work on future projects for the library, one being research for a fine-free library. One of the internships will be for a future librarian-of-color.
- The library provided electricity, chargers, WIFI, tables and chairs for people who have been affected by the storm. Ms. Marra arranged this with our custodial staff.
- Museum passes will soon be used due to museums opening back up. We will be working on safer circulation, having the hard passes in sealed plastic. Mr. Genovese will be handling designating and distributing projects to staff.
- Mr. Ambrosio is continuing research for scheduling software.
- Mr. Iovino, Mrs. Gutman, and Mrs. Mulkeen have been working on the budget.
 - Mrs. Gutman informed the Board that she has been looking into revamping the codes.
- Mr. Iovino will be attending conferences in October.
 - Kentucky Library Association Annual Conference
 - Long Island Library Resource Council
 - Network of the National Library of Medicine/Greater Midwest Region

OCEANSIDE LIBRARY FRIENDS UPDATE

- Mrs. Iovino informed the Board the Friends have met on GoToMeeting.
- Mrs. Iovino informed the Board Diane Wygand has resigned.

TRUSTEE FORUM

- Mr. Faust congratulated Mr. Iovino for completing his degree.

EXECUTIVE SESSION

- On a motion made by Mrs. DiGiovanna, seconded by Mrs. Roth, the Board went into Executive Session at 6:55PM.
- On a motion made by Mrs. DiGiovanna, seconded by Mrs. Pearsall, the Board came out of Executive Session at 7:18PM.

ADDITIONAL MOTIONS

- On a motion made by Mrs. DiGiovanna, seconded by Mrs. Roth, the Board granted permission for the Friends of the Oceanside Library to use the Oceanside Library Logo and name on merchandise products.
- On a motion made by Mrs. DiGiovanna, seconded by Mrs. Pearsall, the Board voted to change Mr. Iovino's title from Assistant Director for Community Services to Assistant Director.
- On a motion made by Mrs. DiGiovanna, seconded by Mrs. Roth, the Board approved the salary increase for the part-time employee as discussed in Executive Session.

ADJOURNMENT

- On motion made by Mrs. DiGiovanna, seconded by Mrs. Roth, the Board adjourned at 7:19PM.

NEXT SCHEDULED MEETING

- Tuesday – September 29, 2020
5:30PM – General Meeting
Meeting Room 1