

**OCEANSIDE LIBRARY  
MINUTES  
NOVEMBER 27, 2018  
BOARD OF TRUSTEES MEETING**

Wayne Vulture, Board Vice-President, called the meeting to order at 5:30PM.

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

Absent: Dan Faust

Guest: Angela Iovino, Erin McCauley, Hannah Moore, and Michelle Samuel

**MINUTES**

- On a motion made by Mrs. DiGiovanna, seconded by Mr. Woods, the Board approved the minutes of the November 6 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 October 2018.
- On a motion made by Mrs. DiGiovanna, seconded by Mrs. Sullivan, the Board approved, subject to the auditor's review, the November 2018 warrants.
- On a motion made by Mrs. DiGiovanna, seconded by Mr. Beirne, the Board approved, subject to the auditor's review, the December 1, 2018 warrants.

**DIRECTOR'S REPORT**

- I am happy to report that circulation statistics are showing a 9.9 increase. The circulation on museum passes continues to grow each month as well. We continue to explore new ways to increase circulation, and the Library has received many positive reviews from patrons regarding our new display units - one of these displays being the holiday cookbook display created by Librarian, Laura Fuentes. The staff is doing a great job with displays, and I thank them for their effort and creativity. Barnes and Novel gave the Library two additional step ladder display units at no cost.
- An instructional video was developed and posted on Oceanside Library's Facebook page to give patrons information on accessing holiday cookbooks through RBDigital magazines. Debbie Keehner, Project Coordinator, created this wonderful informative video to show our patrons how to access materials in different formats.
- On November 1st, I held a meeting with our Department Heads and a representative from Baker and Taylor (B&T) to explore processing options and new ordering features. We will be scheduling a second meeting. In addition, I will be scheduling a meeting with Midwest Tapes to explore processing options for AV materials.
- I have been holding interviews for the part-time page position, and I hope to fill these positions soon.
- On Thursday, November 15<sup>th</sup> Oceanside Library closed at 5:30pm due to the snow storm. On November 20<sup>th</sup> our website went down. Our in-house tech team worked hard over the holiday to get the website up and running as quickly as possible.
- A Department Head meeting has been scheduled for December 6th.

## **PROFESSIONAL DEVELOPMENT**

- On November 6th - Don Longo held an Active Shooter Training session with staff in the morning. Tony Iovino held Safety Training in the evening. These training sessions will be held annually going forth.
- After the Active Shooter Training session, Don Longo did a walk through and provided recommendations for locks, safety features and safe rooms. I will be working on expanding this section in our EAP for the Board's review.

## **NYLA Conference**

- November 7th - November 10th, Michelle Samuel, Head of Children's Services and I attended the New York Library Association (NYLA) "Making a Difference Together" Conference in Rochester, New York. The Keynote Speakers, Leah Esquerra and Jennifer Keys from the San Francisco Public Library kicked off this conference by sharing their inspiration and passion with making one-on-one connections with patrons. Leah Esquerra is the nation's first full-time licensed social worker to work in a public library. These speakers discussed outreach and how their initial one-on-one connections with patrons needing assistance developed into programs providing job training for formerly homeless individuals returning to the workforce.
- I attended informative management workshops which focused on touchpoints of service, community engagement, fundraising and safety. I will be working on some staff development workshops.
- Michelle Samuel attended other workshops on storytimes, resources, and more. I am sure Michelle will be making some new additions to programs and services.
- I met with vendors at the exhibit hall and will be scheduling a demo to consider a new product for book and magazine covers.

## **RETREAT**

- On November 20th, I had the opportunity to attend the "Programming Retreat" with our programming team – Tony Iovino, Michael Ambrosio, Michelle Samuel, Barbara Mickowski, Ocaria DiMango, Laura Fuentes, and Jaimie Albanese all attended. This was a productive day of brainstorming future programming ideas. The level of enthusiasm, passion and innovative ideas among our programming team is amazing. I am so proud of the staff and look forward to seeing their ideas go into play and transforming the library for years to come. Thank you to Tony Iovino for arranging this event.

## **BUILDING**

- Roof - emergency repairs – on-going.
- HVAC - repairs completed.
- Elevator - Island Elevator has informed me that the anticipated ship date for the parts is the week of December 3rd.

We continue to try new ideas and thank the Board for supporting us on our adventures.

Happy Holidays and Best Wishes for Happy and Healthy New Year!

Respectfully submitted,

Chris Marra. Director

### **OLD BUSINESS**

- On a motion made by Mrs. Sullivan, seconded by Mr. Woods, the Board confirmed the email poll for the Island Elevator Repair Proposal.
- On a motion made by Mrs. DiGiovanna, seconded by Mr. Beirne, the Board confirmed the email poll for the NLS Online Service Renewal Confirmation Form.

### **NEW BUSINESS**

- On a motion made by Mrs. DiGiovanna, seconded by Mrs. Sullivan, the Board approved the Contract Renewal with Anthony DiCarlo for Snow Removal.

### **ITEMS FOR INFORMATION**

- Bank and SAM Grant update was discussed.

### **TRUSTEE FORUM**

- None

### **EXECUTIVE SESSION**

- On a motion made by Mrs. Sullivan, seconded by Mrs. Roth, the Board went into Executive Session at 6:18PM.
- On a motion made by Mr. Woods, seconded by Mrs. DiGiovanna, the Board came out of Executive Session at 6:29PM.

### **ADJOURNMENT**

- On a motion made by Mrs. Roth, seconded by Mrs. Sullivan, the Board adjourned at 6:30PM.

### **NEXT SCHEDULED MEETING**

- Tuesday – January 30, 2019
- 5:30PM – General Meeting  
Meeting Room 2

Respectfully submitted,  
Vivian Monaco  
Clerk of the Board