

**OCEANSIDE LIBRARY
MINUTES
MARCH 3, 2020
BOARD OF TRUSTEES MEETING**

Dan Faust, Board President, called the meeting to order at 5:37PM.

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

Guest: Angela Iovino

Staff: Hannah Moore and Jaimie Albanese

EXECUTIVE SESSION

- On a motion made by Mrs. DiGiovanna, seconded by Mr. Beirne, the Board went into Executive Session at 5:39PM.
- On a motion made by Mrs. DiGiovanna, seconded by Mr. Woods, the Board came out of Executive Session at 6:09PM.
- On a motion made by Mrs. DiGiovanna, seconded by Mrs. Roth, the Board went into Executive Session at 6:12PM.
- On a motion made by Mrs. DiGiovanna, seconded by Mrs. Roth, the Board came out of Executive Session at 6:41PM.

ADDITIONAL MOTION

- On a motion made by Mrs. Roth, seconded by Mrs. DiGiovanna, the Board issued a Directive for Mrs. Marra to offer the candidate the position of Chief Financial Administrative Assistant, with the salary as discussed in Executive Session.

MINUTES

- On a motion made by Mrs. Roth, seconded by Mrs. Pearsall, the Board approved the minutes of the January 28, 2020 meeting, as presented.
- On a motion made by Mrs. Sullivan, seconded by Mrs. DiGiovanna, the Board approved the minutes of the February 11, 2020 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 January 2020.
- On a motion made by Mrs. Roth, seconded by Mrs. Sullivan, the Board approved, subject to the auditor's review, the February 2020 warrants.
- On a motion made by Mrs. Roth, seconded by Mrs. DiGiovanna, the Board approved, subject to the auditor's review, the March 1, 2020 warrants.

DIRECTOR'S REPORT

- The Library's Annual Dr. Seuss Birthday Bash which was held on Sunday, March 1st. Thank you to Children's Services and the staff in all departments that helped make this event a big success. Great teamwork!
- Oceanside Library's first Adult Winter Reading Club known as the CoCo Book Club was very successful with 123 patrons signed up and 286 books recorded. Technology Coordinator Librarian, Ms. Albanese, will be talking tech and kindles with some of the members regarding reading on devices. The kindles can make every book at Large Type Print book.
- Ms. Albanese is working on a Weather Station for the Library built and coded by our tween patrons. A ribbon cutting ceremony will be held a few days after Earth Day on April 25th.
- Homebound Delivery Service is starting up and will be announced in the next newsletter, which includes deliveries to all ages.
- Stop and Shop Community Bag Program – as of February 19th \$112 was raised.
- A bank error was discovered on the Operating Account statement. The Library was charged \$11,000 in fees. Upon detection of this error, the bank made the necessary correction and credited the account. This matter has been resolved.
- The Library received a check for \$1,084 which is the 10 percent balance of the State Aid Oceanside Library receives. Ninety percent of the Library's State Aid has already been received.

PROFESSIONAL DEVELOPMENT/MEETINGS

- February 4th – representatives from NLS gave a presentation on the upcoming 2020 Census and how Libraries will play an important role.
- February 6th – I held a Department Head meeting.
- February 22nd – Mrs. Spano and Mrs. Keehner visited to Sachem Public Library re: Podcast.
- February 27th – Mr. Ambrosio represented Oceanside Library and participated on a panel at the Nassau & Suffolk YASD Annual Joint meeting – Serving Teens with Special Needs.
- February 24th – 28th I attended the PLA Conference – Music City Center in Nashville, TN and attended workshops on the following:
 1. Keynote speaker session with Stacey Abrahams – throughout the country it is being discussed how more people will be turning to libraries to take the census.
 2. Strategic Planning Class – Service Design workshop.
 3. Transforming Service through Spaces.
 4. Workshops on creating a Library of Things and hosting a Library Talk Show.
 5. Bookstore Model of Customer Service Exhibits Vendors.
 6. Vendor exhibits included: people counters, library cards, self-checkout systems, book sorters, computer software, scheduling system, musical instruments – Library of Things, and more.
- Prayers and thoughts go out to all of those in TN that were impacted by last night's devastating tornadoes.

- March 3rd – representatives from NLS will give a presentation on the Resource Sharing Code and Customer Service.
- March 6th – I will be holding a Department Head meeting.

BUILDING UPDATE

- Emergency Roof Repairs done – areas needed to be caulked.
- Knockout called for problem/ants.
- During this flu season and with the growing concerns of Coronavirus, the Library will be providing extra Purell pump stations and wipes for the public and staff through-out the building on all levels. Custodial staff will also be increasing the frequency of cleaning and sanitizing tables, countertops, doorknobs, handrails, etc. throughout the building.

ADDITIONAL UPDATES

- Interviews for the Chief Financial Administrative Assist.
- Outreach – On February 25th – Mrs. Keehner, Mrs. DiMango and I visited and set up a “Reading Rack” at the Oceanside Senior Center. Thank you to our custodians, Mr. Grillo and Mr. Tripodi, for preparing this reading rack and delivering it to the Senior Center.
- We are expanding outreach to our senior population. The Library placed a request for the NLS Outreach Van to go to St. Anthony’s Senior Center on April 7th to assist seniors with taking the Census. Representatives from the Library will also be there.
- Bicentennial Quilt Rededication and Reception will take place on Sunday, March 29 at 1pm. The Oceanside Library recently had our Bicentennial Quilt restored. The idea for a community quilt came from two Oceanside Library librarians back in 1975, and they organized a group of Oceanside residents to create this piece, paying tribute to Oceanside's wonderful history. We have reached out to the original quilters and their families, as well as to the businesses and organizations represented on the Quilt's panels. Mr. Woods is working with Ms. McCauley on a tour of places in Oceanside “Then and Now. Each panel on the quilt represents a section of Oceanside. We hope to see everyone at the Quilt Reception on Sunday, March 29th.
- Ms. McCauley is also starting a Seed program – patrons will be able “check out’ new plants to add to their personal garden and take out seeds to grow in their own homes.
- I will be representing the Library and attending the Kiwanis Annual Fundraiser, on March 26 at the Oceanside Jewish Center from 6:30pm – 10:30pm.

ASSISTANT DIRECTOR FOR COMMUNITY SERVICES UPDATE

- Mr. Iovino reported his monthly update on programs being held through the Library.

OLD BUSINESS

- On a motion made by Mrs. DiGiovanna, seconded by Mrs. Sullivan, the Board approved to put the SavMor proposal back on the table.
- On a motion made by Mrs. DiGiovanna, seconded by Mrs. Roth, the Board approved the proposal from SavMor Mechanical.

NEW BUSINESS

- On a motion made by Mrs. DiGiovanna, seconded by Mrs. Pearsall, the Board approved the 2019 Annual Report, as amended.
- On a motion made by Mrs. DiGiovanna, seconded by Mr. Beirne, the Board approved the contract renewal with ASSA ABLOY Entrance Systems.
- On a motion made by Mrs. DiGiovanna, seconded by Mr. Beirne, the Board approved to table the purchase of Outdoor Movie Equipment.
- On a motion made by Mrs. DiGiovanna, seconded by Mrs. Pearsall, the Board approved the Referendum Bond Resolution/Library Proposition.
- On a motion made by Mrs. DiGiovanna, seconded by Mr. Beirne, the Board approved to send the Association Meeting notice via postcard.
- On a motion made by Mrs. DiGiovanna, seconded by Mr. Beirne, the Board approved to send Vision 2020 and the Budget of 2020-2021 via separate mailing.
- On a motion made by Mrs. DiGiovanna, seconded by Mrs. Pearsall, the Board approved voting machines, trucks, ballots, and workers not to exceed \$6, 000, if a contested election.
- On a motion made by Mrs. DiGiovanna, seconded by Mrs. Pearsall, the Board approved to change the time of the General Board meeting of April 28, 2020 to 6:30PM. The Association Meeting will take place at 8PM.
- On a motion made by Mrs. DiGiovanna, seconded by Mrs. Pearsall, the Board approved to appoint Mr. Woods to certify the petitions of the candidates.
- On a motion made by Mrs. DiGiovanna, seconded by Mrs. Pearsall, the Board approved to designate the Adult Reading Room/ Magazine Area as the voting place. Voting will take place from 9:30AM-8PM, which is the start of the Association Meeting, if a contested election.
- On a motion made by Mrs. DiGiovanna, seconded by Mrs. Pearsall, the Board voted to approve the following absentee ballot requirements, permanent illness or disability, patient in Veterans Hospital, or Active Military Duty, if a contested election.
- On a motion made by Mrs. DiGiovanna, seconded by Mrs. Pearsall, the Board approved the above 5 motions to be included in agenda 5E.

ITEMS FOR INFORMATION

- Mr. Iovino and Mrs. Marra gave an update on Vision 2020. They informed the Board OceansideVision2020.com has been visited around 100 times within a week.
- The next Information Session will March 11, 2020 at 2PM.
- Ms. Albanese presented to the Board with an idea for a new program for the Oceanside Library, a Weather Station. This would be stationed on the awning of the Garden Door.

OCEANSIDE LIBRARY FRIENDS UPDATE

- Mrs. Iovino gave an update that the Annual Founder's Day Breakfast will be held on April 26, 2020.
- The Oceanside Library Friends will be honoring Frank Nappi at the Breakfast.
- Mrs. Iovino informed us tickets will be going on sale soon.

TRUSTEE FORUM

- Mr. Faust thanked the Oceanside Staff for a great and successful Dr. Seuss Birthday Bash.
- Mr. Faust also complimented the staff for evacuating the patrons promptly and efficiently tonight when the fire alarms went off.
- Mrs. Pearsall mentioned, Mrs. Ocaria DiMango, being on the front page of the LI Herald with CBS2 Anchor, Mary Calvi, for the Oceanside Library's Author Talk program.
- Mrs. DiGiovanna thanked, Mr. Michael Ambrosio, for being a tremendous asset for the Library. She mentioned his presentation at the conference about special needs programs has had a lot of positive feedback.

ADJOURNMENT

- On a motion made by Mrs. DiGiovanna, seconded by Mr. Woods, the Board adjourned at 8:01PM.

NEXT SCHEDULED MEETING

- Tuesday – March 31, 2020
5:30PM – General Meeting
Meeting Room 2

Respectfully Submitted

Vivian Monaco
Clerk of the Board