

**OCEANSIDE LIBRARY
MINUTES
MAY 26, 2020
BOARD OF TRUSTEES TELECONFERENCE MEETING**

Dan Faust, Board President, called the meeting to order at 5:41PM.

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 Carla Gutman

MINUTES

- On a motion made by Mrs. Sullivan, seconded by Mrs. Pearsall, the Board approved the minutes of the April 28, 2020 meeting, as presented.

FINANCIALS

- On a motion made by Mrs. DiGiovanna, seconded by Mrs. Pearsall, the Board approved, subject to the auditor's review, the financial statement for March 2020.
- On a motion made by Mrs. DiGiovanna, seconded by Mr. Beirne, the Board approved, subject to the auditor's review, the financial statement for April 2020.

OLD BUSINESS

- On a motion made by Mrs. DiGiovanna, seconded by Mrs. Roth, the Board confirmed the email poll for Personal Protective Equipment (PPE) Gloves, Masks, and Sanitizers to be delivered to Mrs. Fontaine, Oceanside Employee.
- On a motion made by Mrs. Sullivan, seconded by Mrs. Roth, the Board confirmed the email poll for two Brother TN630 Cartridges to be delivered to Mrs. Monaco, Oceanside Employee.
- On a motion made by Mrs. DiGiovanna, seconded by Mr. Woods, confirmed the email poll for the May Warrants.
- On a motion made by Mrs. DiGiovanna, seconded by Mrs. Pearsall, confirmed the email poll for PPE items to be delivered to Mr. Grillo, Oceanside Employee.
- On a motion made by Mrs. DiGiovanna, seconded by Mrs. Roth, confirmed the email poll for six Dispenser Stands and four gallons of Hand Sanitizer.

NEW BUSINESS

None

ITEMS FOR DISCUSSION

- Mrs. Marra and Mr. Iovino gave an update on Vision 2020. They informed the Board the next Information Session will be held on May 28, 2020 at 11AM.
- Mrs. Marra updated the Board with the progression of reopening plans. The building will opening in phases. Phase 1 will allow limited staff in the building. Curbside Delivery will be prepared at that time. Curbside Delivery will be contactless, with abbreviated hours and will be held in the book drop area.

- Mrs. Marra has attended the MLD meetings where reopening plans have been discussed
- PPE has been ordered and will be ready for phases.
- Mrs. Marra asked the Board to hire Greg Lisi as an outside attorney, regarding COVID-19 related issues.

DIRECTOR'S REPORT

- Our online programs and services continue to go very well.
- All Departments are preparing for the summer reading clubs.
- The previous Vision 2020 presentation was successful and the next one will be held on Thursday, May 28 at 11AM.
- Mrs. Marra and Mr. Iovino will be attending the Oceanside Board of Education Budget Hearing meeting on Wednesday, May 27, at 7PM to present the Library Budget and Vision 2020 plan.
- Mrs. Marra has held many staff meetings, including May 5th, with staff and programmers when needed.
- Mrs. Marra held a Department Head meeting on May 26th, to discuss reopening plans and curbside delivery.
- Mrs. Marra has attended weekly MLD meetings, which include plans for reopening. She has discussed with other Library Directors in the surrounding area their opening plans and to keep the communication open.
- Our Business and Administrative Office staff has attended weekly NLS meetings with other library business office staff in Nassau County.
- Mrs. Marra will be attending a joint Nassau/Suffolk Director's meeting on May 29.

BUILDING UPDATE

- We have had routine maintenance on the building, including SavMor, Knockout Pest Control, Island Elevator and the annual Fire Extinguisher Inspection has occurred. On Saturday, May 30, the building will be cleaned, sanitized, and disinfected which will be overseen by, Mr. Tripodi, Head Custodian.

MISCELLANEOUS

- Effective May 13, 2020 NYSHIP will no longer accept wire transfers. We will be using ACH through our general account for payments. There should be no extra charge for this service.
- The Library is eligible for a reduction premium in our workers' compensation policy through NYS insurance fund. The Library should be receiving a deduction due to the building being closed.

ASSISTANT DIRECTOR FOR COMMUNITY SERVICES UPDATE

- Mr. Iovino informed the Board there will be a Special Board meeting held on June 2 at 5:30pm. SEQRA is requesting two resolutions. The Board's approval is required to accept lead agency status and to accept environmental study.
- Thank you Mr. Woods for helping with the posts.
- Please reach out to people about the Library Budget and help them with the information.

OCEANSIDE LIBRARY FRIENDS UPDATE

- Mrs. Iovino reported that the Friends were taking steps to support the budget.

TRUSTEE FORUM

- Mrs. Pearsall thought the Vision 2020 was excellent. She thought it was wonderful the architects were there to answer questions and give more information. Very well done.
- Mrs. DiGiovanna wondered if we should purchase level three cloth masks with the Oceanside Library logo for all staff.

EXECUTIVE SESSION

- On a motion made by Mrs. DiGiovanna, seconded by Mrs. Roth, the Board went into Executive Session at 6:24PM.
- On a motion made by Mrs. DiGiovanna, seconded by Mrs. Pearsall, the Board came out of Executive Session at 6:36PM.

ADDITIONAL MOTIONS

- On a motion made by Mrs. DiGiovanna, seconded by Mrs. Roth, the Board issued a directive to Mrs. Marra move forward with steps to implement curbside pickup and delivery of materials at her discretion.
- On a motion made by Mrs. DiGiovanna, seconded by Mrs. Roth, the Board approved Mrs. Marra to consult with Greg Lisi, regarding COVID-19 related issues.

ADJOURNMENT

- On a motion made by Mrs. DiGiovanna, seconded by Mr. Sullivan, the Board adjourned at 6:37PM.

NEXT SCHEDULED MEETING

- Tuesday – June 2, 2020
5:30PM – General Meeting
Teleconference