

**OCEANSIDE LIBRARY  
MINUTES  
SEPTEMBER 29, 2020  
BOARD OF TRUSTEES MEETING**

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

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

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 August 25, 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 August 2020.
- On a motion made by Mrs. Roth, seconded by Mrs. Sullivan, the Board approved, subject to the auditor's review, the September 2020 warrants.
- On a motion made by Mrs. Roth, seconded by Mrs. DiGiovanna, the Board approved, subject to the auditor's review, the October 1, 2020 warrants.

**OLD BUSINESS.**

- On a motion made by Mrs. Roth, seconded by Mrs. Sullivan, the Board confirmed the email poll from Baxter's and Metro Team Sports for cloth masks.
- On a motion made by Mrs. DiGiovanna, seconded by Mrs. Roth, the Board confirmed the email poll for the September 15 warrants.

**NEW BUSINESS**

- On a motion made by Mrs. DiGiovanna, seconded by Mr. Woods, the Board approved to waive the public computer printing fees until December 31, 2020.
- On a motion made by Mrs. DiGiovanna, seconded by Mrs. Roth, the Board approved the trademark waiver submitted by Trademark counsel.
- On a motion made by Mrs. DiGiovanna, seconded by Mrs. Roth, the Board approved the amendments to the Cash Investment Policy as outlined in the attached proposed policy.
- On a motion made by Mrs. DiGiovanna, seconded by Mrs. Pearsall, the Board approved the contract renewal from Island Elevator for the passenger elevator and dumbwaiter.

**ITEMS FOR DISCUSSION**

- Ms. Marra updated the Board on the Tentative Reopening Plan.
- On a motion made by Mrs. DiGiovanna, seconded by Mrs. Roth, the Board approved for part-timer staff to receive sick leave. The law states starting September 30, 2020 all employees in NY

will begin to accrue protected sick leave. This leave will not be available for use until January 1, 2021. Full-time staff sick leave will continue as is.

### **VISION 2020**

- Ms. Marra informed the Board of meetings with vendors last week (9/21 - 9/25). She, Mr. Iovino, Mr. Faust and Mrs. Pearsall all attended with the architects from H2M. The presentations and vendors were discussed among the staff and Board.
- Ms. Marra and Mr. Iovino discussed possible procedures for proceeding forward with the selection process and ultimately how to proceed with the project. The Board asked for written proposals from the finalists and agreed to then determine how many vendors they wanted to meet with.

### **DIRECTOR'S REPORT**

- September is Library Card Sign Up month. Thank you to Ms. Keehner and the staff that participated in the Library Card Sign Up video.
- The Library's "Browsing and Borrowing" services have been going very well. I am happy to report that the hours for this service expanded the week of September 21<sup>st</sup>. Copy machine use is available to the public. The Library anticipates to expand services even more to include computer use and reservations for study tables. The Library has been receiving compliments from patrons for our services. The greeters/security aids have been doing a wonderful job.
- The frequency of cleaning has increased/ramped up. The Library needs more custodial hours given the constant changes and increased duties due to COVID. The custodians are "heroes" and we thank them for all of the work they have been doing.
- Due to COVID restrictions, the library cannot accept donations of books and other items at this time. Signs have been put on book drops and information has gone out in constant contacts emails. The Library thanks those that have inquired about donating books/items and have generously thought of the Library, but unfortunately during the pandemic the Library cannot accept donations of items.

### **STAFF MEETINGS/PROFESSIONAL DEVELOPMENT**

- Ms. Samuel spoke on a panel with some colleagues who serve on the Nassau County Library Association Staff of Color Committee to a youth group participating in the Summer Youth Employment Program through Hempstead Works to promote Librarianship. This program was well attended.
- Ms. Spano has joined the Nassau Library System Database Committee. This committee discusses purchases for the core collection of databases and more for Nassau Member Libraries.
- Staff has been working on completing the annual mandatory sexual harassment training through the Kantola system.
- Ms. Marra is in the process of scheduling a virtual workplace violence/sexual harassment workshop for all staff with D. Longo.
- A Department Head meeting was held on September 17<sup>th</sup>.
- A Staff Meeting is being scheduled for October 6<sup>th</sup>.
- Ms. Marra has attended weekly Member Library Director Meeting and call-ins.

### **BUILDING UPDATE**

- HVAC repairs: due to a power failure – low voltage circuit breaker tripped. Stage compressor contact and blower motor contacts replaced on a couple of units.
- Additional HVAC repairs needed on September 10<sup>th</sup> and 11<sup>th</sup> – AC 5/Youth Services – blown fuse/shut down.

- PSEG upgraded the light on the outside pole in front of the building to a comparable LED light.
- Elevator – preventive maintenance completed.
- Ms. Marra is looking into electrostatic cleaning devices.

#### **MISC. UPDATES**

- The Library's curbside service, virtual programs and virtual reference services continue to go well.
- Mr. Ambrosio is looking into a computer scheduling system. Mr. Ambrosio received a very nice compliment from a patron for his work throughout this time.
- Museum Pass reservations will now be made at our Welcome Desk. Many of the passes are available through the print on demand service. The actual physical passes are now available for reservation as well.
- Ms. Marra will be working with all Departments on a weeding project in preparation for Vision 2020.
- The Library is gearing up for our Annual OceanCon! This year the event will be held virtually during the week of October 19<sup>th</sup>. I thank the programming team in advance for their work on this event.
- Ms. Marra thanked her amazing staff – all departments – for their work during these extraordinary times – a GREAT team! She also thank the Board for your ongoing support

#### **ASSISTANT DIRECTOR'S REPORT**

##### **PROGRAMS & NEWS**

- **Oceanside Library 3.0:** The programming staff is continuing to work on a long-range plan to incorporate virtual programming even after we are able to do live programs. Some of the ideas include co-sponsoring programs with libraries around the country; marketing some of our programs to individuals throughout the globe; and developing programs specifically geared for online patrons (either based on topic or on audience—for instance, book discussions at night, etc.) We are also looking at ways we can stream or offer our live programs for those who cannot get into the Library (for instance, seniors often will not come out at night).
- **Virtual Programs:** All virtual programming saw a dive in attendance in August, continuing in September. It appears to be a combination of zoom-burnout, nice weather, and the return to school. We have pared down our offerings, with a view toward re-booting in October/November.
- **Podcasts/Blogs:** Nadine and Deborah Keehner have created a podcast based on their book discussions. We are working on launching a podcast “network” and public blog.
- **Newsletter:** We are preparing a hard-copy 4-page newsletter, slated to be mailed out at the end of October. It will highlight what we have done, what services and programs we are offering, and what our plans are going forward. It will also have a Vision 2020 update.
- **Book Discussion/Author Visits:** We have redirected some resources so that we can get more popular authors to “visit” virtually.
- **Book Clubs:** We are ramping up our Book Club Concierge concept, offering book clubs who register for our author discussions and book discussions various incentives. We are also promoting all of the services we can provide book clubs (help choosing titles, obtaining the titles for them, etc.

- **OceanCon:** We are again holding OceanCon, though this year it will be virtual and without sponsors. The team has put together a wide array of programs, and we are again conducting a bookmark contest. It should be fun!
- **Movie Licenses, etc.:** We are reviewing all licenses and cancelling/deferring any which we cannot use at this time.
- **Museum Passes:** We have a few passes which are available only in “hard copy”. We have developed a safe way to circulate these and are now offering them to the public. Note: apparently we can no longer use plastic bags for the curbside delivery—we are moving to paper.
- **Interns:** Our 2 interns are working on their projects. As they are completed, we will share them with the Board.
- **Website:** We have a team working on the website overhaul. They are just in the beginning stages, but I am keeping them on a tight timeline.

### **VISION 2020**

- We will be discussing the results of the vendor interviews and the method of proceeding forward.
- The attorney has reviewed the architect’s proposed contract. Comments have been forwarded to H2M.
- The permit consultant has been hired and is starting his work.
- The surveyor contract is on the Board’s agenda.
- Chris and I have a Google Doc “punchlist”. Likewise, we are creating one with the architect. If any Board member would like access to either/both, please let me know. All expenses continue to be displayed on the Vision 2020 website.

### **FACEBOOK (MAIN PAGE)**

- Posts every day, combination announcements, memes (including in-house creations), re-posts.
- 4462 Likes

### **FACEBOOK (ALL ABOUT BOOKS)**

- Posts occasionally, including reviews, book trailers, etc.
- Likes: 276

### **TWITTER**

- 2632 tweets
- 950 followers

### **INSTAGRAM**

- 1269 posts
- 1206 followers

### **OCEANSIDE LIBRARY FRIENDS UPDATE**

- Mrs. Iovino informed the Board there will be a virtual meeting tomorrow at 7PM.

### **TRUSTEE FORUM**

- Mr. Faust informed the Board he and Mrs. Pearsall attended meetings with vendors for the Vision 2020 Design Team, he said it should be fun and a lot of work.

### **EXECUTIVE SESSION**

- On a motion made by Mrs. DiGiovanna, seconded by Mrs. Roth, the Board went into Executive Session at 7:37PM.
- On a motion made by Mrs. DiGiovanna, seconded by Mr. Woods, the Board came out of Executive Session at 7:47PM.

### **ADDITIONAL MOTIONS**

- On a motion made by Mrs. DiGiovanna, seconded by Mrs. Pearsall, the Board accepted the 2019 Audit as presented by the Auditor.
- On motion made by Mrs. DiGiovanna, seconded by Mrs. Roth, the Board approved the proposal by H2M to do the Professional Landscaping Services, Boundary and Topography survey.
- On motion made by Mrs. Pearsall, seconded by Mr. Woods, the Board approved for written proposals to be shared with the Board. A meeting will be scheduled after the proposals are reviewed.

### **ADJOURNMENT**

- On motion made by Mrs. DiGiovanna, seconded by Mrs. Roth, the Board adjourned at 7:48PM.

### **NEXT SCHEDULED MEETING**

- Tuesday – October 27, 2020  
5:30PM – General Meeting  
Meeting Room 1

Respectfully submitted,  
Vivian Monaco