

**DRAFT
OCEANSIDE LIBRARY
MINUTES
JANUARY 29, 2019
BOARD OF TRUSTEES MEETING**

Dan Faust, Board President, called the meeting to order at 5:30PM.

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

Absent: Wayne Vulture and Richard Woods

Guest: Dana Carbuccia, Regina G. Feeney, Ashley Gazes, Hank Greenberg, Angela Iovino, Janet Pearsall, Sandie Schoell and Larry LaManna from M&T Bank

Staff: Joseph Genovese, Hannah Moore, and Michelle Samuel

MINUTES

- On a motion made by Mrs. Sullivan, seconded by Mrs. Roth, the Board approved the minutes of the November 27 meeting, as presented.

FINANCIALS

- On a motion made by Mrs. DiGiovanna, seconded by Mrs. Roth, the Board approved, subject to the auditor's review, the financial statement for November and December 2018.
- On a motion made by Mrs. DiGiovanna, seconded by Mrs. Roth, the Board approved, subject to the auditor's review, the January 2019 warrants.
- On a motion made by Mrs. DiGiovanna, seconded by Mr. Beirne, the Board approved, subject to the auditor's review, the February 1, 2019 warrants.

DIRECTOR'S REPORT

- Oceanside Library's Amnesty program was very successful. Approximately 125 Oceanside Library cardholders took advantage of this program.
- Circulation Statistics continue to show an increase. Circulation is up for the fourth straight month. Our museum pass program is doing very well. The reservation statistics continue to show a significant increase. The Library recently added a new pass to the New York Hall of Science located in Corona and a combo set of passes to the Cold Spring Harbor Whaling Museum and Cold Spring Harbor Fish Hatchery.
- During the months of November and December, the staff created many seasonal and holiday displays. During these months, the library offered a wide variety of programs, some of which included cooking programs, crafts, STEAM programs, green screen holiday photos and two Funky Sweater Bingo events for Teen Special Needs and Adult patrons. Project Coordinator, Debbie Keehner designed the winter scene in the front entrance window of a fireplace and snowmen all crafted by books to promote reading. I thank the staff for their work and creativity throughout the holiday season.
- The Library received a letter from an Oceanside resident regarding holiday decorations in the Library. I will be sending a response letter.

- Two Oceanside Library patrons, Dolores Filandro and Leslie Tischler each donated \$100 to the Library. Dolores Filandro, a previous Library Board member, specifically donated \$100 for staff treats, which were provided at the morning and evening January Staff Developments sessions.

LIBRARY ADVOCACY UPDATE

- I will be meeting with Senator Todd Kaminsky on February 6, along with other Library Directors and staff at the Island Park Public Library.
- The Governor is proposing cuts to Library Aide and Library Construction Aide. Michelle Samuel and I will be attending the Library Legislation Day Bus Trip to Albany on Wednesday, February 27th to advocate for Library funding.

OTHER INFORMATION

- In addition, I have been holding interviews for the part-time librarian and part-time custodian positions, working on budget preparation, and we are beginning to work on the NYS Annual Report.
- The kindles are now available for Oceanside Library cardholders to check-out. Thank you to everyone that helped make this possible.

BUILDING

- I met with the architects on January 18 – in the process of reviewing correspondence and options.
- Emergency Roof repairs - ongoing.
- Elevator – The repair work was completed. Island Elevator is addressing a resolution regarding the noise with the manufacturer.

STAFF PROFESSIONAL DEVELOPMENT SESSIONS

- December 6th – Staff Annual Conference/Breakfast-morning and evening.
- January 10th – Nicole Scherer, NLS Outreach Specialist, presented a workshop on weeding library items and discussed why it is important to everyone. Department Heads and I revisited our weeding maintenance procedures. The Department Heads and staff are doing a great job with this. In addition, Jaimie Albanese, Technology Coordinator Librarian, and Joe Genovese, Head of Circulation and Technical Services gave a presentations on the Kindles, and Marcia Ratcliff, Head of Reference, gave a presentation on NextReads eNewsletters designed to assist readers to find new authors and titles in a variety of genres.

MEETINGS/EVENTS

- On December 6 and January 10, I held a Department Head meeting. Going forth, Department Head meetings will be held the first Thursday of each month.
- On December 18, I held a meeting with our Baker and Taylor representative and Department Heads to continue exploring the process of categorizing and pre-processing items. We are still looking into this service.
- I just want to mention a few of the many Library programs I attend: the Golden Tone Orchestra Concert, Tax Assessment Program with Legislator, Howard Kopel, the Friday Night Jazz Fest -- Vincent Gardner, Library Page, gave an amazing performance on the saxophone. I also attended Senator Kaminsky's program "More Than a Moment" – Gun Safety Discussion this past Saturday.
- On January 22, I attended the wake for Mr. Morse and represented the Library.
- On January 24, I attended the Chamber of Commerce Event at Temple Avodah.

- Staff has been attending a wide variety of professional development workshops and webinars, to explore new ideas and services for our Library.
- Once again, we thank the Board for their support and giving us these professional Development opportunities.

Happy New Year to all!

Respectfully submitted,
Chris Marra, Director

OLD BUSINESS

- On a motion made by Mr. Beirne, seconded by Mrs. Roth, the Board confirmed the email poll for the December 2018 warrants.
- On a motion made by Mrs. DiGiovanna, seconded by Mr. Beirne, the Board confirmed the email poll for the January 15, 2019 warrants.
- On a motion made by Mrs. Sullivan, seconded by Mrs. DiGiovanna, the Board confirmed the email poll for RBDigital Magazine subscription.
- On a motion made by Mrs. DiGiovanna, seconded by Mr. Beirne, the Board confirmed the email poll for the TIAA-CREF IRS resolution.
- On a motion made by Mr. Beirne, seconded by Mrs. Roth, the Board confirmed the email poll to change from Sterling Bank to M&T Bank.
- On a motion made by Mrs. DiGiovanna, seconded by Mr. Beirne, the Board confirmed the email poll to go ahead with auto-pay for AFLAC.

NEW BUSINESS

- On a motion made by Mrs. DiGiovanna, seconded by Mrs. Roth, the Board approved the Contract Renewal with Anthony DiCarlo for Landscaping.
- On a motion made by Mrs. DiGiovanna, seconded by Mrs. Sullivan, the Board approved the Contract Renewal with Assa Abloy for the Library's Automatic Front Doors.
- On a motion made by Mrs. DiGiovanna, seconded by Mrs. Roth, the Board approved the Proposal from Baldesseri and Coster for the Library's 2018/2019 Audit.
- On a motion made by Mrs. Mrs. DiGiovanna, seconded by Mr. Beirne, the Board voted to override the tax-cap resolution, if necessary, for the 2019/2020 Library budget.
- On a motion made by Mrs. Roth, seconded by Mrs. DiGiovanna, the Board approved the Proposal from MaryJane McGrath, Library Attorney.
- On a motion made by Mrs. Sullivan, seconded by Mrs. Roth, the Board approved the use of Robocalls when needed.
- On a motion made by Mrs. DiGiovanna, seconded by Mr. Beirne, the Board approved to have the Board Minutes, Annual Financial Audit, and Operating Budget available on the Library website beginning with January 2019 minutes.

ITEMS FOR INFORMATION

- None

TRUSTEE FORUM

- Mrs. DiGiovanna suggested having the monthly Board meeting minutes available to the public on the Library's website once they have been approved by the Board beginning January 2019.

EXECUTIVE SESSION

- On a motion made by Mr. Beirne, seconded by Mrs. Roth, the Board went into Executive Session at 6:17PM.
- On a motion made by Mrs. DiGiovanna, seconded by Mr. Beirne, the Board came out of Executive Session at 7:05PM.

ADJOURNMENT

- On a motion made by Mrs. Roth, seconded by Mrs. Sullivan, the Board adjourned at 7:06PM.

NEXT SCHEDULED MEETING

- Tuesday – February 12, 2019
5:30PM – Budget Workshop
Meeting Room 2
- Tuesday – February 26, 2019
5:30PM – General Meeting
Meeting Room 2

Respectfully submitted,
Vivian Monaco
Clerk of the Board