

**OCEANSIDE LIBRARY  
MINUTES  
FEBRUARY 26, 2019  
BOARD OF TRUSTEES MEETING**

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

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

Absent: Thomas Beirne and Dan Faust

Guest: Angela Iovino and Gilda Silverman

Staff: Hannah Moore

**MINUTES**

- On a motion made by Mrs. DiGiovanna, seconded by Mrs. Roth, the Board approved the minutes of the January 29 meeting, as presented.
- On a motion made by Mrs. Roth, seconded by Mr. Woods, the Board approved the minutes of the February 12, Budget Workshop 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 January 2019.
- On a motion made by Mrs. DiGiovanna, seconded by Mrs. Roth, the Board approved, subject to the auditor's review, the February 2019 warrants.
- On a motion made by Mrs. DiGiovanna, seconded by Mrs. Sullivan, the Board approved, subject to the auditor's review, the March 1, 2019 warrants.

**DIRECTOR'S REPORT**

- I am happy to report that circulation statistics have increased for the fifth straight month. Circulation is up 9%. The circulation of overdrive books is also increasing.

**STAFF DEVELOPMENT/MEETINGS**

- On Tuesday, February 5<sup>th</sup> our monthly Staff Development day – staff planned and collaborated on upcoming programs, reading clubs and projects during the morning and evening sessions.
- On Thursday, February 7<sup>th</sup> I held a Department Head meeting – we watched a video regarding the RAVE App which will be deployed soon. Our Head Custodian, Department Heads and additional Staff Members will have access to the RAVE app. I am in the process of setting this up and scheduling a test date.
- On Wednesday, February 6<sup>th</sup> I attended the Director's Meeting at Island Park Public Library with Senator Todd Kaminsky to advocate for library funding. Caroline Ashby, Director of the Nassau Library System and other South Shore Library Directors were present. Tony Iovino also attended this event.
- There was a report of fraudulent activity on the library credit card of two Uber charges in Europe for \$21.33 on February 2 and \$18.19 on February 3. This situation has been resolved.

- The Library received a check for bullet aid in the amount of \$13,000 from Assembly woman Missy Miller and Assemblyman, Brian Curran. I am looking into upgrading our security camera system and adding additional Special Needs programs with this bullet aid. I will keep the Board updated.
- The Library has also received a check for \$1,084 which is the 10 percent balance of the state aide Oceanside Library receives. 90 percent of the Library's state aid has already been received.
- A resident is requesting an old computer that is no longer operating and is of no value, has no content and will be discarded via e-cycled.

## **BUILDING**

- Elevator - Isolation pads were installed to decrease noise decibels. Island Elevator is working with Customer Elevator Manufacturing of PA on a resolution to decrease the noise decibels even more. This company has provided new LULA packages that have been installed in other locations. The lead time for this is 2-3 weeks. Once Island has this package in hand, they will exchange it with the present one and return the existing unit.
- Roof leaks – repairs are on-going.
- Looking to purchasing new chairs for Meeting Room 2 and the Children's Story Hour Room – that can be easily cleaned and wiped off.

## **MISCELLANIOUS**

- In addition, we have been working on the Annual New York State Albany Report which will be submitted for Board approval in March, and staff has been planning for our Annual Dr. Seuss' Birthday Bash which will be held on Sunday, March 3<sup>rd</sup>. We hope to see everyone there.

Respectfully submitted,  
Chris Marra, Director

## **OLD BUSINESS**

- On a motion made by Mrs. DiGiovanna, seconded by Mrs. Roth, the Board confirmed the email poll for the Retirement Wire Transfer for Valley National Bank.
- On a motion made by Mrs. DiGiovanna, seconded by Mr. Woods, the Board confirmed the email poll for the February 12, 2019 warrants.
- On a motion made by Mrs. DiGiovanna, seconded by Mrs. Sullivan, the Board approved the 2019/2020 Library and Personnel Budgets.

## **NEW BUSINESS**

- On a motion made by Mrs. DiGiovanna, seconded by Mrs. Roth the Board voted in favor of allowing the East Meadow Library to tag Oceanside Library items with an RFID tag.
- On a motion made by Mrs. Roth, seconded by Mrs. Sullivan, the Board approved a 12 page April and May issue of the Library's Newsletter not to exceed an additional \$3,000.

## **ITEMS FOR INFORMATION**

- Annual Association Meeting, Tuesday, April 30 at 8PM.

### **ADDITIONAL MOTIONS**

- On a motion made by Mrs. DiGiovanna, seconded by Mr. Woods, the Board approved voting machines, trucks, ballots, and workers not to exceed \$6,000.
- On a motion made by Mrs. DiGiovanna, seconded by Mrs. Roth, the Board agreed to change the time of the General Board meeting of April 30, 2019 to 6:30PM. The Association meeting will take place at 8PM.
- On a motion made by Mr. Vurture, seconded by Mrs. Sullivan, the Board appointed Mr. Woods, to certify the petitions of the candidates.
- On a motion made by Mrs. DiGiovanna, seconded by Mrs. Roth, the Board designated the Children's Story Hour Room as the voting place. Voting will take place from 9:30AM – 8PM, which is the start of the Association meeting.
- On a motion made by Mr. Vurture, seconded by Mr. Woods, the Board approved the following absentee ballot requirements, permanent illness or disability, patient in Veterans Hospital, or Active Military Duty.
- On a motion made by Mrs. Roth, seconded by Mrs. DiGiovanna, the Board approved the salary adjustment for two employees' contingent to the new Head of Reference accepting the position as discussed in Executive Session.

### **TRUSTEE FORUM**

- Mrs. DiGiovanna suggested that we clean up Brower Avenue. She also suggested we hold an environmental class at the Library.

### **EXECUTIVE SESSION**

- On a motion made by Mrs. DiGiovanna, seconded by Mr. Woods, the Board went into Executive Session at 6:44PM.
- On a motion made by Mrs. DiGiovanna, seconded by Mrs. Sullivan, the Board came out of Executive Session at 7:20PM.

### **ADJOURNMENT**

- On a motion made by Mr. Vurture, seconded by Mrs. Sullivan, the Board adjourned at 7:26PM.

### **NEXT SCHEDULED MEETING**

- Tuesday – March 26, 2019  
5:30PM – General Meeting  
Meeting Room 3

Respectfully submitted,  
Vivian Monaco  
Clerk of the Board