

**OCEANSIDE LIBRARY
MINUTES
OCTOBER 29, 2019
BOARD OF TRUSTEES MEETING**

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

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

Absent: Thomas Beirne and Richard Woods

Guest: Angela Iovino

Staff: Ocaria DiMango and Hannah Moore

MINUTES

- On a motion made by Mrs. Roth, seconded by Mrs. Pearsall, the Board approved the minutes of the September 24, 2019 meeting, as presented.
- On a motion made by Mrs. DiGiovanna, seconded by Mrs. Sullivan, the Board approved the minutes of the October 17, 2019 Special Board 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 September 2019.
- On a motion made by Mrs. Roth, seconded by Mrs. DiGiovanna, the Board approved, subject to the auditor's review, the October 2019 warrants.
- On a motion made by Mrs. Roth, seconded by Mrs. DiGiovanna, the Board approved, subject to the auditor's review, the November 1, 2019 warrants.

DIRECTOR'S REPORT

- Vision 2020 Focus Groups are going well and having a good turnout at each group. Approximately 14 sessions held to date. We continue to hold these sessions at different times of the day/evening to provide flexibility and opportunities for patrons to attend.
- Additional Focus Groups were held throughout the month of October and more will be held in November. These dates are listed in the Newsletter and have gone out through constant contact.
- Oceanside Library's 2020 OceanCon took place on Sunday, October 20th. OceanCon was a tremendous success with over 800 patrons attending this event. Activities for patrons of all ages available offered library wide – drawing workshops, lectures with authors and artists, gaming stations, crafts, photo station and photo ops with the 'Ghostbusters' car. Many patrons and staff attended in costume! Thank you to the amazing team at Oceanside Library for their work on this event.
- This month is the Library's Mascot, Booker the Sea Turtle's 3rd Birthday. Children's Services had a wonderful program. Also, the Special Needs Baking Night and the James Taylor Concert had great turnouts.
- Outreach – On September 25th Mr. Iovino, Mrs. Keener, Board Trustee Mrs. Pearsall and I visited the Oceanside Senior Center. We issued library cards offsite to residents, discussed programs and services which included movies, concerts, Kindles, large type books and eAudiobooks.

- We have a graduating student from OHS returning to volunteer to scan pictures for the Local History Collection.
- I am happy to report that Circulation statistics continue to increase. I thank the staff for their motivation and exciting displays throughout the library. In addition, monthly attendance and computer use are showing an increase.

Staff Training and Professional Development

- October 1st – Staff Meeting/Active Shooter Training held during the morning session, and Annual Safety Training was held during the evening session. The next training sessions will be held on November 5th.
- Safety Training is mandatory for all staff – additional training sessions are being scheduled to provide opportunities for all staff to attend.
- October 3rd – I held a Department Head Meeting. The next Department Head Meeting is scheduled for November 7th.
- October 4th – I attended the Legislative Breakfast at NLS (Tony, Michelle and Erin also attended this event).
- A Fire Drill has been scheduled with OFD.
- Library Administration/HR class is going well.
- October 10th – I attended the Overdrive Roundtable with Mrs. Spano at NLS. The MacMillan embargo update was discussed.
- October 15th – I attended the Public Library Director’s Roundtable at SCLS.
- October 17th – I attended the Press Conference about the MacMillan eBook embargo with Assemblywoman Solages at the Elmont Public Library.

Building Update

- October 10th – Sprinkler System Inspection
- October 11th – Fire Suppression/Fire Panel/Smoke Detectors
- Preventive Maintenance with HVAC – heat exchangers/filters.
- Relay switch was needed for AC 7 – Meeting Room 1
- Plumber was needed for a repair – float switch.

Additional Updates

- A meeting was held with OCLI regarding parking complaints the Library was receiving.
- Letters requesting a study on the crosswalk were mailed out. The Library has not received a response.
- October 24th – I attended the Oceanside Community Service Dinner.

OLD BUSINESS

- On a motion made by Mrs. Roth, seconded by Mrs. DiGiovanna, the Board confirmed the email poll for the October 16th warrants.

NEW BUSINESS

- On a motion made by Mrs. DiGiovanna, seconded by Mrs. Pearsall, the Board approved the contract renewal with NY Fire Service.
- On a motion made by Mrs. DiGiovanna, seconded by Mrs. Pearsall, the Board approved the proposal for the purchase of 21 Public computers.
- On a motion made by Mrs. DiGiovanna, seconded by Mrs. Pearsall, the Board approved the Parental Leave policy as presented.
- On a motion made by Mrs. DiGiovanna, seconded by Mrs. Sullivan, the Board agreed to investigate hiring a consultant.

- On a motion made by Mrs. DiGiovanna, seconded by Mrs. Roth, the Board approved the proposal from H2M for improvements to the parking lot, lighting and sidewalks.
- The Board discussed retaining Bond counsel.

ITEMS FOR INFORMATION

- Mr. Iovino and Mrs. Marra gave an update on Vision 2020. There have been 14 focus groups held so far. They are happy to report they have been very successful. Great suggestions have been made by attendees at each session.

OCEANSIDE LIBRARY FRIENDS UPDATE

- Mrs. Iovino gave an update that the Annual Founder's Day Breakfast will be held on April 26, 2020. She mentioned that the Friends of the Oceanside Library will be sponsoring a Poet-in-Residence program sometime in 2020.

TRUSTEE FORUM

- Mr. Faust thanked Mrs. Pearsall and Mrs. Roth for volunteering at OceanCon. He also thanked the staff for their hard work for making this event such a success.

EXECUTIVE SESSION

- On a motion made by Mrs. DiGiovanna, seconded by Mrs. Roth, the Board went into Executive Session at 6:40PM.
- On a motion made by Mrs. Sullivan, seconded by Mrs. Pearsall, the Board came out of Executive Session at 6:50PM.

ADDITIONAL MOTION

- On a motion made by Mrs. DiGiovanna, seconded by Mrs. Sullivan, the Board approved, effective November 1, the change for Project Coordinator from part-time to full-time, with a salary as discussed in Executive Session.
- On a motion made by Mrs. DiGiovanna, seconded by Mrs. Sullivan, the Board approved to retain H2M to conduct a study of certain premises.

ADJOURNMENT

- On a motion made by Mrs. DiGiovanna, seconded by Mrs. Sullivan, the Board adjourned at 6:55PM.

NEXT SCHEDULED MEETING

- Tuesday – December 3
5:30PM – General Meeting
Meeting Room 3

Respectfully submitted,

Vivian Monaco
Clerk of the Board