

**OCEANSIDE LIBRARY  
MINUTES  
JANUARY 28, 2020  
BOARD OF TRUSTEES MEETING**

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

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

Guest: Angela Iovino

Staff: Hannah Moore

**MINUTES**

- On a motion made by Mrs. Sullivan, seconded by Mrs. Roth, the Board approved the minutes of the December 3, 2019 meeting, as presented.
- On a motion made by Mrs. DiGiovanna, seconded by Mr. Beirne, the Board approved the minutes of the January 15, 2020 Special Board meeting, as presented.

**FINANCIALS**

- On a motion made by Mrs. Roth, seconded by Mrs. Pearsall, the Board approved, subject to the auditor's review, the financial statement for December 2019.
- On a motion made by Mrs. Roth, seconded by Mrs. Pearsall, the Board approved, subject to the auditor's review, the January 2020 warrants.
- On a motion made by Mrs. Roth, seconded by Mr. Woods, the Board approved, subject to the auditor's review, the February 1, 2020 warrants.

**DIRECTOR'S REPORT**

- Circulation statistics continue to increase from last year, during the months of November and December.
- The Adult Winter Reading Club (Co-Co Club) is having a great turnout with 119 patrons registered so far. Children's Services completed their annual Kindergarten class visits, and are in the process of preparing for our Annual Dr. Seuss program on Sunday, March 1<sup>st</sup>.
- The Sunday evening Study Hall on January 19<sup>th</sup> was well attended.
- There is a great line-up of Special Needs programs for the winter (January – March newsletter). A Retro Video & Board Game night was held last week.
- The Library will be having the Annual "Take a Book on a Blind Date" displays again this year.
- There has been some on-going slowness with the SIERRA checkout/reserve system and Encore and some brief outages. This is going on county-wide with all member libraries and NLS is working on this.
- Mrs. Cardiello has submitted a letter officially announcing her retirement effective April 30, 2020. Best Wishes to Mrs. Cardiello and we thank her for all of work during her years at the Library.

## **STAFF TRAINING/PROFESSIONAL DEVELOPMENT**

- I attended the Annual Meeting at NLS on December 9<sup>th</sup>.
- January 7<sup>th</sup> – A workshop on "Staff Tactics" with a segment on Verbal Judo was presented to the staff by D. Longo during the morning and evening staff development sessions.
- Missing Person cards have been placed throughout the building at each telephone extension and the procedures have been reviewed with the staff, and placed these cards by all telephone extensions in the building.
- The Google docs/Google calendar staff training workshop needed to be rescheduled due to technical difficulties.
- On January 9<sup>th</sup> I visited the Oceanside Senior Center along with Project Coordinator, Mrs. Keehner, Head of Adult and Information Services, Mrs. Spano and Adult Programmer, Mrs. DiMango. The Library will be setting up a "Book Nook" at the Senior Center.
- January 9<sup>th</sup>, I held a Department Head meeting. The next Department Head Meeting is scheduled for February 6<sup>th</sup>.
- The February and March Staff Development Workshops have been scheduled.
- The February staff development sessions will be on the Census with representatives from NLS and the March Staff Development sessions will be Customer Service Training/Resource Sharing code
- January 27<sup>th</sup> I attended a workshop on having Social Work Interns in the public libraries at the Nassau Library System.
- February 24<sup>th</sup> – 28<sup>th</sup> I will be attending the Public Library Association Conference in Nashville.
- I completed the Human Resource Class.

## **BUILDING UPDATES**

- Ongoing emergency roof repairs needed – multiple areas and windows leaking.
- There was a major water main break in the area on January 2<sup>nd</sup> which diminished water service. Plumber for an in-house repair - flushometer replacement.
- Yesterday, we had a building evacuation. The fire alarm was triggered. The problem was accessed and the go ahead to return was given promptly. Thank you to the Oceanside Fire Department for their quick response and to the Staff for the great job they did during the evacuation.

## **ADDITIONAL UPDATES**

- Crosswalk study.
- Budget Workshop will be held on February 11<sup>th</sup> at 5:30pm
- Working on New York State Annual Report.
- Working on implementing online library card registration.
- Meeting scheduled with the Accountant for January 30<sup>th</sup>.
- The library received a thank you letter from the Canasta Group thanking Mr. Iovino for his work on programs/hospitality.
- The Governor is cutting Library funding. An advocacy link went around to all libraries regarding this.
- Library representatives and Trustees are invited to meet with Senator Kaminsky at the Island Park Public Library on February 6<sup>th</sup> at 10am. Refreshments will be served at 9:30am.
- I was re-appointed as the Mentoring Committee Chair for NCLA.
- I attended the Adult Funky Sweater Bingo program.
- On December 19<sup>th</sup> I attended the Special Needs Bingo program. A big thank to Mr. Ambrosio, Mrs. Keehner and Mrs. DiMango for their work on these events.

- On December 21<sup>st</sup> – Oceanside Community Service holiday basket delivery event.
- I will be attending the Oceanside Chamber of Commerce Cocktail Receipt at Temple Avodah on January 30<sup>th</sup> and I plan to attend the Oceanside Kiwanis SuperBowl Pancake Breakfast on Sunday, February 1<sup>st</sup>.
- In closing our thoughts, prayers and condolences go out to the Schuster family.

Thank you to all Departments for the great work they do!

### **OLD BUSINESS**

- On a motion made by Mrs. DiGiovanna, seconded by Mr. Beirne, the Board confirmed the email poll for Overdrive Minimum Expenditure Budget for 2020-2021 and 2021-2022.
- On a motion made by Mrs. DiGiovanna, seconded by Mrs. Roth, the Board confirmed the email poll for January 13 warrants.
- On a motion made by Mrs. Roth, seconded by Mrs. DiGiovanna, the Board confirmed the email poll to offer a part-time librarian a full-time position.

### **NEW BUSINESS**

- On a motion made by Mrs. DiGiovanna, seconded by Mr. Beirne, the Board tabled the discussion regarding the contract renewal with SavMor Mechanical until the next Board meeting.
- On a motion made by Mrs. DiGiovanna, seconded by Mr. Beirne, the Board approved the proposal from Baldessari and Coster for the 2019/2020 Library audit.
- 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. DiGiovanna, seconded by Mr. Beirne, the Board voted to override the tax-cap resolution, if necessary, for the 2020/2021 Library budget.

### **ITEMS FOR INFORMATION**

- Mr. Iovino and Mrs. Marra gave an update on Vision 2020. Mr. Iovino set dates for Information Sessions to be held in February, March, and April, regarding the proposed plans, benefits and costs, and so on.

### **OCEANSIDE LIBRARY FRIENDS UPDATE**

- Mrs. Iovino gave an update that the Annual Founder's Day Breakfast is being held on April 26, 2020.

### **TRUSTEE FORUM**

- Mary DiGiovanna thanked Mrs. Marra and Mr. Iovino for going above and beyond with the Special Needs Programs. She expressed how happy she is that the Library is making sure all patrons feel welcomed.

### **EXECUTIVE SESSION**

- On a motion made by Mrs. Roth, seconded by Mrs. Sullivan, the Board went into Executive Session at 6:35PM.
- On a motion made by Mrs. Pearsall, seconded by Mr. Woods, the Board came out of Executive Session at 7:55PM.

### **ADJOURNMENT**

- On a motion made by Mrs. Roth, seconded by Mrs. Sullivan, the Board adjourned at 7:55PM.

**NEXT SCHEDULED MEETING**

- Tuesday – February 11, 2020  
5:30PM – Budget Workshop  
Meeting Room 2
- Tuesday – March 3, 2020  
5:30PM – General Meeting  
Meeting Room 2

Respectfully submitted,

*Vivian Monaco*

Clerk of the Board