

**OCEANSIDE LIBRARY  
MINUTES  
APRIL 28, 2020  
BOARD OF TRUSTEES TELECONFERENCE MEETING**

Dan Faust, Board President, called the meeting to order at 6:31PM.

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

Absent: Richard Woods

Guest: Angela Iovino

Staff: Ellen Berk, Marian Fontaine, Carla Gutman, Erin McCauley, Hannah Moore

**MINUTES**

- On a motion made by Mrs. Roth, seconded by Mrs. Pearsall, the Board approved the March 3, 2020 minutes, as presented.
- On a motion made by Mr. Beirne, seconded by Mrs. DiGiovanna, the Board approved the March 31, 2020 minutes, as presented.
- On a motion made by Mrs. Roth, seconded by Mrs. Pearsall, the Board approved the April 15, Special Board meeting minutes, as presented.

**OLD BUSINESS**

- On a motion made by Mrs. DiGiovanna, seconded by Mr. Beirne, the Board confirmed the email poll for the contract renewal with Knockout Pest Control.

**NEW BUSINESS**

- On a motion made by Mrs. DiGiovanna, seconded by Mrs. Roth, the Board approved the 2020/2021 Board Meeting calendar.
- On a motion made by Mrs. DiGiovanna, seconded by Mrs. Roth, the Board approved the 2020/2021 Library calendar.

**ITEMS FOR DISCUSSION**

- None

**DIRECTOR'S REPORT**

- The Library's programs, book clubs and online services are all going very well, including our latest offering Hoopla Digital.
- Last week was National Library Week and our team did a great job with the "We Miss Checking Oceanside Out" game – reimagining book covers. Mrs. Marra thanked Project Coordinator, Mrs. Keehner, and staff for their participation.

**BUILDING**

- Custodians have been checking the building for maintenance and security.
- Mrs. Marra has also been doing building/perimeter checks. Necessary maintenance such as the annual fire panel inspection, elevator maintenance, and office cleaning was completed.

## **STAFF MEETINGS/PROFESSIONAL DEVELOPMENT**

- Mrs. Marra held a Staff Meeting on April 7<sup>th</sup>.
- Mrs. Marra held a Business Office Meeting on April 15<sup>th</sup>.
- Mrs. Marra held a Department Head Meeting on April 23<sup>rd</sup>.
- She has scheduled the next Staff Meeting for May 5<sup>th</sup>.
- Department Heads meetings are being held more frequently – as needed.
- Staff completed training on Hoopla Digital. Mr. Genovese was point on this and Mrs. Marra thanked him for his work.
- Member Library Director Meetings are now being held weekly.
- Mrs. Marra has been participating in many professional virtual discussion groups, and she also completed a series of three sessions on Strategic Planning by NLS.
- Mr. Iovino held a program for Long Island Library Resource Council (LILRC) last Friday on Connections: How Libraries Can Fight Loneliness – approximately 100 attendees – this program was a huge success! Congratulations to Tony.
- Member Library Directors (MLD) has formed an Ad-hoc Reopening Committee – to develop and recommend procedures for when Libraries reopen to the public. Mrs. Marra has joined this committee.
- Mrs. Marra is looking into purchasing Personal Protective Equipment (PPE). The Library will need masks, gloves, and hand sanitizer as we prepare and plan for reopening.
- The ILS team at Nassau Library System has issued 64 digital library cards to Oceanside cardholders to date.
- Mrs. Marra worked with the Business Office to set-up current and future DASNY payments to be paid by wire – as preferred by DASNY. This has been cleared with the auditor.
- Chief Financial Administrative Assistant, Mrs. Gutman, is now authorized for banking business. Thank you to Mrs. Gutman, Mrs. Monaco, and Mrs. Mulkeen for their work on this.
- Mrs. Marra has been in constant contact with all Department Heads and staff. Also, we are always reachable – patrons, can contact us by phone, email, social media platforms and our “Live Chat” with any questions.
- Our Live Chat is doing well – Librarians are available during business hours for any questions. Mrs. Spano and Mr. Genovese did a great job with getting this going. Ms. McCauley is point on this and really doing a great job.
- New Resources are constantly being added to our website pages. Urgent grocery shopping resources were just added and more.
- The Patron Telephone Call project is going very well. Staff has been making calls to patrons to check-in on them and let them know about the programs and resources our Library has available for them. Mrs. Berk is point on this and so far over 6,000 calls have been made.
- Ms. Albanese has been helping staff with technology support for online programs – doing a great job.
- Ms. Samuels and the Children’s Services team have been doing a wonderful job with programs and storytimes.
- Mrs. Marra would also thank Mrs. DiMango for her work and Mr. Ambrosio for his work on Special Needs programs. She attended one of his recent programs.
- In addition, our joint project with Kiwanis to provide meals to first responders is going very well!

- Our dedicated and amazing staff - in all departments - has been doing an excellent job during this difficult time - which makes them the amazing team that they are! Mrs. Marra thanked them for all their hard work.
- Mrs. Marra thanked the Board for their continued support, and a big thank you to the community for the tremendous support and all of the wonderful comments and emails from patrons.

#### **ASSISTANT DIRECTOR FOR COMMUNITY SERVICES UPDATE**

- Mr. Iovino gave his monthly report on programs that have been implemented this past month plus future programs he is working on.

#### **OCEANSIDE LIBRARY FRIENDS UPDATE**

- None

#### **TRUSTEE FORUM**

- Mrs. DiGiovanna expressed her appreciation for the staff and all their hard work during this difficult time.
- Mrs. Pearsall expressed how interesting and informative the Oceanside Library has become during this strange time.
- Mr. Faust mentioned he has received numerous phone calls from parents expressing their gratitude for the wonderful children's programs the library is presenting.

#### **ADJOURNMENT**

- On a motion made by Mrs. DiGiovanna, seconded by Mr. Beirne, the Board adjourned at 7:07PM.

#### **NEXT SCHEDULED MEETING**

- Tuesday – May 26, 2020  
5:30PM – General Meeting  
Teleconference

Respectfully submitted,

**Vivian Monaco**  
Clerk of the Board