

**DRAFT  
OCEANSIDE LIBRARY  
MINUTES  
JULY 1, 2020  
BOARD OF TRUSTEES TELECONFERENCE MEETING**

Dan Faust, Board President, called the meeting to order at 11:13AM.

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

Absent: Thomas Beirne

Guest: Angela Iovino

Staff: Hannah Moore, Carla Gutman

**MINUTES**

- On a motion made by Mr. Woods, seconded by Mrs. Roth, the Board approved the May 26, 2020 minutes.
- On a motion made by Mrs. Roth, seconded by Mrs. DiGiovanna, the Board approved the June 2, 2020 Special Board Meeting minutes.

**FINANCIALS**

- On a motion made by Mrs. DiGiovanna, seconded by Mrs. Roth, the Board approved the May financial statement, and the June and July warrants.

**OLD BUSINESS**

- On a motion made by Mrs. DiGiovanna, seconded by Mrs. Roth, the Board confirmed the email poll for the DASNY payment.
- On a motion made by Mrs. Roth, seconded by Mrs. Pearsall, the Board confirmed the email poll for May 17 warrants.
- On a motion made by Mrs. Roth, seconded by Mr. Woods, the Board confirmed the email poll for AmTrust North America Workers' Comp Policy.
- On a motion made by Mrs. DiGiovanna, seconded by Mrs. Pearsall, the Board confirmed the email poll from A.R. Kropp Co. for Sneeze Guard installation.

**NEW BUSINESS**

- On a motion made by Mr. Woods, seconded by Mrs. Roth, the Board approved the 3rd Alternative Computer Maintenance Contract Renewal.
- On a motion made by Mrs. DiGiovanna, seconded by Mrs. Pearsall, the Board approved the Electronix Systems Digital Video Recording Contract Renewal.

**ITEMS FOR DISCUSSION**

- On a motion made by Mrs. DiGiovanna, seconded by Mrs. Pearsall, the Board approved to move forward with the request of proposals.
- On a motion made by Mrs. DiGiovanna, seconded by Mrs. Roth, the Board approved to add the position of Head of Patron Experience.

## **VISION 2020**

- Mr. Iovino gave an update on the Financial Status of Vision 2020.
- Mr. Iovino gave an update on the Project Status of Vision 2020.

## **DIRECTOR'S REPORT**

- Oceanside Library's Budget/Vision 2020 passed with 54 percent voting yes. Mr. Iovino, Mr. Faust and Mrs. Marra were up at Merle Avenue on June 16<sup>th</sup>. Mr. Iovino and Mrs. Marra stayed at the end for the results. Vision 2020 was a project prior to Mrs. Marra becoming Director - Congratulations to the Board.
- Mrs. Marra thanked Mr. Iovino for his work on Vision 2020 presentations and all of the morning announcements, and thanked the Friends of Oceanside Library. Mrs. Marra looks forward to rebuilding the Library to serve the community for decades to come.
- Oceanside Library started curbside service and book returns this month. This new service started with limited hours – getting staff in place with safety/health/safe distancing precautions in place, quarantining books, etc.
- Mrs. Marra is happy to report that from June 1 – June 29<sup>th</sup> there were 577 total requests for this service, with only a handful being staff tests. There were a total of 587 total pickups (including items picked up from holdshelf). Kudos to our curbside teams and the Custodial Staff. A lot of work went into marketing, and developing procedures to implement this contactless service. There were a couple of “kinks” to work out at first, but this service is going strong and we are receiving positive feedback from the community.
- As Long Island prepares to enter into new phases with the possibility of Phase 4 beginning next Wednesday, July 8<sup>th</sup>, the Library is starting to prepare for our next phase which should include computer use and browsing by appointment. Mrs. Marra is looking into how museum passes will be handled, copy machines, possibly mobile printing for those who may prefer contactless services rather than entering the building – looking into some systems for this – patrons could receive notification when their document is ready and can pick-up by appointment, and discussing possibilities of keeping existing contactless services curbside, virtual programming in place for those who may be hesitant to still enter. Mrs. Marra mentioned that we need to see how this phase plays out and will meet with staff, and of course come up with the best practices with safety as top priority.
- Mrs. Marra gave an update on insurance - the Library received our renewal for our building and umbrella policy. There is an increase in premium of \$4,550.81. The increase reflects an additional \$600,000 for property coverage. Even though, we had an increase in building insurance, our Insurance Agency, was able to shop around and place us with AmTrust for our Workers' Comp coverage resulting in a savings of \$3,366.86, giving us a total increase for both policies of \$1,183.95.

## **STAFF MEETINGS/PROFESSIONAL DEVELOPMENT**

- Mrs. Marra reported that many meetings were held throughout the month with Department Heads, Staff, curbside meetings and meetings with Custodial Staff to implement a safety plan and contactless curbside service and book returns.
- A Staff meeting and Department Head meeting is being scheduled for next week – planned for on or around July 7<sup>th</sup> and July 9<sup>th</sup>.

## **BUILDING UPDATE**

- The Annual turn on for the irrigation service was done.
- HVAC system – preventive maintenance and filter cleaned.
- Electrician – ballast repairs
- Elevator – preventive maintenance done
- Knockout pest control – monthly maintenance
- Mrs. Marra will have an installation date for the sneeze guards this week. These sneeze guards will be able to move with us in the future.

## **MISC. UPDATES:**

- Prior to the vote, the Library budget/Vision 2020 was presented at the OSD BOE meeting May 27<sup>th</sup> and the Oceanside Kiwanis meeting on May 28<sup>th</sup>.
- Mrs. Marra attended the Friends of the Oceanside Library virtual award presentation on June 15<sup>th</sup>. Congratulations to Matthew Miniero as the receipt of the 2020 Marion Sager Memorial Youth Award.
- Mrs. Marra attended County Executive Laura Curran’s Press Conference on Contactless Services at Nassau Libraries and COVID briefing which was held at the Farmingdale Public Library on June 23<sup>rd</sup>.
- Mrs. Marra mentioned that during this pandemic, the amazing and talented staff has been true superstars. Children’s Services is doing a great job with storytimes and programs. Children’s Services gave the first virtual storytime on Tuesday March 17<sup>th</sup> immediately following having to close our doors to the public. The Summer Reading Clubs are in full swing. Some of our staff participated in panels for Long Island Library Resource Council (LILRC) recently – Mrs. DiMango, Mrs. Spano and Ms. Moore on programming and Summer Reading. Both Mrs. Marra and Mr. Iovino have participated in many programs as well. Mr. Ambrosio is doing a great job with special needs. Technology Coordinator Librarian, Ms. Albanese, did a great job with the Virtual Art Gallery. Mrs. Marra thanked Mrs. Keehner, Project Coordinator, for her work in many areas and on the recent podcast with Mrs. Spano. Mrs. Marra also thanks the Administration and Business Office team and the Custodial Staff. Mr. Genovese and Mrs. Berk, and apologizes if anyone has been left out. Mrs. Marra thanks the ENITRE staff, and is very proud of all of them and thanks the Board for their support during these extraordinary times. Oceanside Library has received regional and national attention for all we have done!

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

- Mr. Iovino thanked the Board. The staff has pulled together and helped out the library greatly.

## **OCEANSIDE LIBRARY FRIENDS UPDATE**

- Mrs. Iovino informed the Board that Mrs. Namdar has taken the position of Treasurer temporarily.
- Mrs. Iovino stated how nice the virtual Marian Sager Award Ceremony was.

## **TRUSTEE FORUM**

- Mrs. Pearsall expressed how grateful people are to the library for doing what we have done and for keeping the community together during this time.
- Mr. Faust thanked the library staff for all their hard work.

- Mrs. DiGiovanna mentioned how a patron loves the Oceanside Library, and passes on their thanks.

### **EXECUTIVE SESSION**

- On a motion made by Mrs. DiGiovanna, seconded by Mrs. Roth, the Board went into Executive Session at 11:50AM.
- On a motion made by Mrs. Sullivan, seconded by Mrs. Roth, the Board came out of Executive Session at 12:23PM.

### **ADDITIONAL MOTIONS**

- On a motion made by Mrs. Roth, seconded by Mr. Woods, the Board approved the changes to the personnel salaries as discussed in Executive Session.
- On a motion made by Mrs. Roth seconded by Mr. Woods, the Board approved to make an offer to the new hire, the Head of Patron Experience, at the salary as discussed in Executive Session.
- On a motion made by Mr. Woods, seconded by Mrs. Roth, the Board decided to move forward with modifying the budget to reflect the new personal line and the changes made as discussed in Executive Session.
- On a motion made by Mrs. Roth, seconded by Mrs. Sullivan, the Board approved to sign the real estate contract and to issue checks to deposit as discussed in Executive Session.

### **ADJOURNMENT**

- On a motion made by Mrs. Pearsall, seconded by Mr. Woods, the Board adjourned at 12:26PM.

### **NEXT SCHEDULED MEETING**

- Tuesday – August 25  
5:30PM – General Meeting

Respectfully Submitted,

Vivian Monaco  
Clerk of the Board