SYOSSET PUBLIC LIBRARY
BOARD OF TRUSTEES

APPROVED MINUTES
MEETING OF TUESDAY, SEPTEMBER 13, 2016

Time: The meeting was called to order at 6:33 PM by Ms. Evans, President.

Attendance: Present - Jane Evans, President; Robert Glick, Vice President; Reid Goldsmith and Lorraine Trachtman, Trustees; Karen Liebman, Director; Pamela Martin, Assistant Director; Angela Khilnani, Secretary; and Lawrence Israeloff, Treasurer/Accountant.

Absent: Alene Shorin, Trustee, absent with prior notice.

Lawrence Israeloff, Treasurer/Accountant departed at 6:50 PM.

Public: None

Pledge of Allegiance:

Minutes: The minutes of the regular meeting of July 12, 2016 were approved.

Glick - Trachtman Aye: Trachtman, Goldsmith, Evans, Glick

Treasurer’s/Accountant’s Reports: The Board accepted the Treasurer’s and Accountant’s reports for July and August 2016 for filing.

Glick – Trachtman
Aye: Evans, Glick, Trachtman, Goldsmith

Bill Schedules: The Board accepted: No. 2 for $184,001.86, No. 3 for $136,534.43, No. 4 for $118,669.57, No. 5 for $183,468.85, No. 6 for $107,111.75 and No. 7 for 139,485.65.

Glick - Trachtman Aye: Trachtman, Evans, Goldsmith, Glick

Capital Improvement: No. 1 for $10,641.50 and No. 2 for $7,375.00.

Glick - Trachtman Aye: Trachtman, Evans, Goldsmith, Glick

Correspondence: None
Director’s Report: As submitted. Mrs. Liebman reported that the carbon monoxide detection system was updated as per new code and electrical outlets were installed to accommodate new printers. Mrs. Liebman reported that StackMap is expected to go live by the end of the month. Mrs. Liebman recommended that the Board adopt a Security Camera Policy. In addition, Mrs. Liebman recommended that additional cameras be added beginning with the third floor Quiet Study Rooms; the third floor study area on the west side of the building; and the staircase going from the first floor to the third floor. Baldessare & Coster, LLP conducted the annual audit. Mrs. Liebman discussed the new bill that Governor Cuomo has signed into law that allows public libraries to maintain and administer opioid antagonists, such as Narcan. It is voluntary for both libraries and individual library staff members. The library attorney and insurance company are both comfortable with the library having opioid antagonists available provided staff is trained by someone approved by the Department of Health. In addition, Mrs. Liebman reported that the entryway sign has been installed.

Assistant Director’s Report: As submitted. Ms. Martin reported that a defective security camera was repaired; Henrich Equipment Company, Inc. completed a biannual inspection of the oil tank and the fuel management system; the New York State Inspection of the boiler was completed; the parking lot was restriped; and The Hartford Group performed a Risk Engineering Visit resulting in certain changes being made in the third floor public restrooms. Ms. Martin reported that it was another very successful and enjoyable year for the Syosset Library summer reading programs with 752 adults, teens and children reading 6,654 books. The library participated in the Town of Oyster Bay reading program with a drop-in craft at the library on June 15 and a craft table for children at the Movies by Moonlight series on July 21. In addition, the library contributed toward a giant billboard for Nassau Public Libraries/Overdrive that was on a bookmobile at the Park on July 21. Ms. Martin reported that as part of an Adult Literacy/Workforce Development grant given to NLS (Nassau Library System) from New York State, 100 flash drives were received to distribute to patrons to support them in their job searches. In addition, Ms. Martin asked the Board’s permission to have an Amnesty Week as part of a celebration of the 10th anniversary of the library renovation. The Board accepted the Department Heads’ reports and statistics for filing.

Personnel Activity Report: The report of (1) one resignation and (2) two new hires was accepted by the Board for filing.

Trachtman – Goldsmith  Aye: Goldsmith, Evans, Trachtman, Glick
Committee Reports: None

Response from the Public: None

Glick – Trachtman  Aye: Glick, Evans, Goldsmith, Trachtman

New Business: 1) Resolved, The Board of Trustees declared renovations and rehabilitations at Syosset Public Library to be classified as Type II actions for the State Environmental Quality Review Act (SEQRA) review process.  
Glick - Trachtman  Aye: Goldsmith, Trachtman, Evans, Glick

2) Resolved, The Board unanimously approved $120,000.00 to be appropriated from the Capital Fund for lighting installation and repairs.  
Glick – Trachtman  Aye: Trachtman, Evans, Glick, Goldsmith

3) The Board of Trustees unanimously approved the first reading of the Security Camera Policy.  
Glick – Trachtman  Aye: Glick, Goldsmith, Evans, Trachtman

4) Resolved, The Board of Trustees unanimously approved to maintain opioid antagonists by individual library staff members who have been trained and are doing so on a voluntary basis.  
Glick – Goldsmith  Aye: Evans, Trachtman, Goldsmith, Glick

5) The Board of Trustees unanimously approved attendance for one (1) staff member at the Innovative Load Profile Training in Broomfield, Colorado from January 31 through February 2, 2017.  
Glick – Goldsmith  Aye: Trachtman, Goldsmith, Glick, Evans

6) The Board of Trustees unanimously approved attendance for two (2) staff members at the Children’s Literature Conference on October 20, 2016 at St. John’s University in Oakdale, New York.  
Glick – Trachtman  Aye: Trachtman, Evans, Glick, Goldsmith

Adjournment: The meeting was adjourned at 7:05 PM.  Glick - Goldsmith  
Aye: All

Respectfully submitted,

Angela Khilnani

Secretary to the Board