Time: The meeting was called to order 6:32 PM by Ms. Jane Evans, President.

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

Lawrence Israeloff, Treasurer/Accountant departed at 6:36 PM.

Public Attendance: None

Minutes: The minutes of the regular meeting of January 9, 2018 were unanimously approved.
Glick - Trachtman Aye: Trachtman, Glick, Goldsmith, Shorin, Evans

Treasurer’s/Accountant’s Reports: The Treasurer’s and Accountant’s reports for January 2018 were unanimously approved.
Glick – Shorin Aye: Trachtman, Goldsmith, Glick, Shorin, Evans

Mr. Israeloff reviewed and approved the bank reconciliations for December 2017 and January 2018.

Bill Schedules: Unanimously accepted: No. 20 for $150,942.59, No. 21 for $212,553.50, No. 22 for $136,471.09 and No. 23 for $94,038.09.

Capital Improvement: Unanimously approved: No. 7 for $16,522.11
Glick - Shorin Aye: Trachtman, Goldsmith, Glick, Evans, Shorin

Correspondence: None
Director’s Report: As submitted. Ms. Belling reported that she met with Calgi Construction Management to discuss an RFP (Request for Proposal) for general electrical maintenance services for the building. Calgi Construction submitted the RFP and asked interested companies to complete and return the RFP no later than February 9, 2018 at 3 pm. Ms. Belling reported that Nicholas Cappadora, an attorney for the Syosset Fire District, contacted her to discuss the Property Access and Ingress Easement Agreement between the School District and Fire District. Ms. Belling recommended that he contact the Library’s legal counsel Benjamin Truncale. Ms. Belling discussed her follow-up to the carbon monoxide issue on October 29, 2017. She stated that she was in touch with a representative from Safety Instruments who had inspected the gas detection unit after the carbon monoxide incident. When the gas detection system was installed as part of the renovation project, it was never hooked up to the boiler. Ms. Belling reached out to the construction managers from the renovation project and asked if the plans called for the gas detection unit to be hooked up to the boiler. Safety Instruments recommended getting a louder localized alarm to sound when a gas condition is detected. On February 8, 2018, Ms. Belling held the first Librarian Roundtable meeting with full-time and part-time librarians. The purpose of the Librarian Roundtable is to promote interdepartmental communication and cooperation. In addition, Ms. Belling reported that she and Pamela Martin met with a representative from Canteen Vending to investigate the feasibility of getting new and updated vending machines for public and staff use.

Assistant Director’s Report: As submitted. Ms. Martin reported that: due to the extreme cold weather in January, the library was required to switch to alternate fuel (oil) numerous times; Henrich Equipment Company recalibrated the OMTEC fuel monitoring system; the large gym door in meeting room B/C was repaired and reinstalled; the combination was changed on eight (8) doors due to a security issue; and on January 31, 2018 the annual boiler maintenance was completed. Ms. Martin stated that on Saturday, January 20 through Wednesday, January 24, 2018, the library opened the lower level meeting room to accommodate students who are studying for midterms and winter Regents exams. The room was supervised by a librarian. In addition, Ms. Martin reported that the first annual Adult Winter Reading Club has begun. There are already 57 adults registered and patrons have been enjoying book discussions, special events and entering raffles for prizes. This event runs from January 3 through March 2, 2018. The Board accepted the department heads’ reports and statistics for filing.

Trachtman – Glick      Aye: Shorin, Trachtman, Glick, Goldsmith
Personnel Activity Report: None

Committee Reports: None

Response from the Public: None

Old Business: None

New Business: 1) Resolved, The Board of Trustees unanimously accepted the Tax Cap Override. Glick - Trachtman  Aye: Glick, Goldsmith, Evans, Trachtman, Shorin

2) The Board of Trustees unanimously approved the attendance of one (1) staff member at Computers in Libraries 2018 Conference in Arlington, VA, April 17 – April 19, 2018. Glick – Goldsmith  Aye: Evans, Trachtman, Shorin, Glick, Goldsmith

3) Resolved, The Board of Trustees unanimously approved the Access and Ingress Easement Agreement with changes. Glick – Trachtman  Aye: Glick, Goldsmith, Evans, Trachtman, Shorin

4) Resolved, The Board of Trustees unanimously approved the revised Director’s Contract. Glick – Trachtman  Aye: Trachtman, Glick, Evans, Goldsmith, Shorin

5) The Board of Trustees unanimously approved the attendance of one (1) staff member at School Library Journal Day of Dialog 2018 in New York City on Wednesday, May 30, 2018. Glick – Shorin  Aye: Shorin, Goldsmith, Trachtman, Glick, Evans

Executive Session: The Board entered into executive session at 7:00 PM to discuss a legal issue and reconvened the regular meeting at 7:18 PM.

Adjournment: The meeting was adjourned at 7:19 PM. Trachtman - Glick Aye: All

Respectfully submitted,

Angela Khilnani
Secretary to the Board