SYOSSET PUBLIC LIBRARY
BOARD OF TRUSTEES

APPROVED MINUTES
MEETING OF TUESDAY, MAY 8, 2018

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

Attendance:  Present - Jane Evans, President; Alene Shorin and Lorraine Trachtman, Trustees; Christine Belling, Director; Pamela Martin, Assistant Director; Angela Khilnani, Secretary; Lawrence Israeloff, Treasurer/Accountant; Benjamin Truncale, Attorney.

Absent:  Robert Glick and Reid Goldsmith, Trustees, absent with prior notice.

Lawrence Israeloff, Treasurer/Accountant, departed at 6:45 PM.

Public:  Fred Gang of 5 Village Road, Syosset
          Chandra GaneshKumar of 29 Westgate Road, Syosset
          John Malizia of 76 Kathleen Drive, Syosset

“Know Your Library Board Candidate”:  Ms. Chandra GaneshKumar is running unopposed for a five-year term on the Syosset Library Board of Trustees. She gave a brief synopsis about herself and why she is running for the Library Board.

Budget Hearing:  Ms. Belling, Director, presented the proposed budget and answered questions from the public about the proposed 2018-2019 budget.

Minutes:  The minutes of the regular meeting of April 10, 2018 were approved.

          Trachtman - Shorin    Aye:  Shorin, Evans, Trachtman

Treasurer’s/Accountant’s Reports:  The Treasurer’s and Accountant’s reports for March and April 2018 were unanimously approved.

          Trachtman – Shorin    Aye:  Evans, Trachtman, Shorin

Mr. Israeloff reviewed and approved the bank reconciliations for March and April 2018 for all bank accounts.

Bill Schedules:  Unanimously approved: No. 30 for $208,596.86, No. 31 for $131,804.06 and No. 32 for 75,046.63.

          Shorin - Trachtman    Aye: Trachtman, Shorin, Evans
Director’s Report: As submitted. Ms. Belling reported that on Friday, April 20, 2018, twelve representatives from the Syosset School District met with seventeen Syosset Public Library librarians for a meet and greet and a tour of the building and its resources. Ms. Martin created packets for the school district representatives that included information about some of the library services, research databases, special collections we offer to the patrons and a library card application. Several of the school district staff stopped at the Circulation Desk to get library cards. Ms. Belling reported that she and Ms. Martin had a preliminary meeting with Anthony Diaz of Demco Interiors to discuss the goals and scope of the Playroom redesign project. Changes to the Playroom include: new paint, an area for chalkboard paint, new furniture, new flooring, new storage bins/spaces and new interactive and social toys. The Playroom project is anticipated to start in September 2018 so as not to interrupt any summer reading club activities and programs. On Saturday, April 21, 2018, Ms. Belling received a phone call from a library staff member and a library trustee about a flyer being distributed on library property regarding a community meeting to discuss the Syosset Park Development Project. After several phone calls with Benjamin Truncale, library attorney, Reid Goldsmith, trustee, and the people distributing the flyers, the issue was resolved with compromises on all sides. Ms. Belling reported that the new sensors for the carbon monoxide detection system were installed and tested. A full staff meeting was held on Friday, April 13, 2018 to discuss various library issues. Ms. Belling reported that she, Pamela Martin, and Megan Kass visited the office of OSI Technologies to test a new touch screen electronic display unit that can present information about the library’s upcoming programs and events and allow patrons to register for programs. On Tuesday, May 1, 2018, Ms. Belling, along with several other library trustees and directors, met with Nassau County Executive Laura Curran, Martha Krisel, Interim Civil Service Director, and three staff members from Nassau County Civil Service to discuss various employment issues in public libraries. This meeting was in response to over forty letters sent to the County Executive from public library boards of trustees. In addition, Ms. Belling discussed the purchase of two new Hewlett Packard Proliant servers.
Assistant Director’s Report: As submitted. Ms. Martin reported that: the chiller was turned on by C.I.S.; Simplex Grinnell conducted the quarterly inspection of the fire alarm system; the sprinkler system was opened by Irrigation Design; Elevator #1 was repaired; and the spring clean-up was done by Cesar’s Landscaping. Ms. Martin reported that on April 5, 2018 the lights in the central part of the theater stopped working. Gordon L. Seaman determined that the system needs a new relay panel. Lite-trol Service Company, the company that originally installed the lighting system, will repair it in May, as soon as the part comes in. Ms. Martin reported that on April 25, 2018 a lamppost that was accidentally damaged by a snow plow last winter was replaced with a double head with LED bulbs. Ms. Martin reported that she arranged for a series of three staff Customer Service meetings to be conducted by Nicole Scherer, Outreach Services Specialist at the Nassau Library System. Ms. Martin reported that four new museum passes were added to the museum pass program: Children’s Museum of the East End, Planting Fields Arboretum, New York State Empire Pass and the Oyster Bay Railroad Museum. Through the generous donations of the community and the Friends of Syosset Library, this year’s gifts to the library will be the funding of all three children’s summer reading club program events, a revolving board bookcase for the children’s playroom and lendable STEM Play and Learn Binge Boxes for children. In addition, Ms. Martin reported that on May 1, 2018, she attended the TOBAY meeting that was designed to allow public comments on the developer’s proposal for the Syosset Park. The Board accepted the Department Heads’ reports and statistics for filing.

Trachtman – Shorin
Aye: Trachtman, Shorin, Evans

Personnel Activity Report: The report of one (1) internal move was accepted by the Board for filing.
Trachtman – Shorin  Aye: Evans, Trachtman, Shorin

Committee Reports: None

Response from the Public: None

Old Business: None
New Business:

   Trachtman – Shorin   Aye: Evans, Trachtman, Shorin

2) The Board unanimously approved reimbursement for one (1) staff member who attended the Innovative Users Group Conference in Orlando, FL on April 24 - 27, 2018.
   Trachtman – Shorin   Aye: Trachtman, Shorin, Evans

3) The Board unanimously approved the purchase of hardware equipment for servers.
   Trachtman – Shorin   Aye: Evans, Trachtman, Shorin

4) The Board of Trustees unanimously approved the first reading of the revised Administration/Staff Conference Attendance Policy.
   Trachtman – Shorin   Aye: Evans, Shorin, Trachtman

Adjournment:

The meeting was adjourned at 7:10 PM.
Trachtman – Shorin   Aye: All

Respectfully submitted,

Angela Khilnani

Secretary to the Board