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

Present - Jane Evans, President; Robert Glick, Vice-President; Alene Shorin, Chandra Ganeshkumar, Trustees; Christine Belling, Director; Pamela Martin, Assistant Director; Angela Khilnani, Secretary and Lawrence Israeloff Treasurer/Accountant were also present.

Absent: Reid Goldsmith, Trustee, absent with prior notice.

Lawrence Israeloff, Treasurer/Accountant, departed at 6:43 PM.

None

The minutes of the regular meeting of October 9, 2018 were unanimously approved.

Glick - Shorin  Aye:  Shorin, Evans, Glick, Ganeshkumar

The Treasurer’s and Accountant’s reports for September 2018 were accepted for filing.

Glick – Shorin  Aye:  Shorin, Evans, Glick, Ganeshkumar

Treasurer’s and Accountant’s reports for October were tabled.

Mr. Israeloff reviewed and approved the bank reconciliation for September 2018 for all bank accounts.

Unanimously accepted: No. 11 for $227,678.79, No. 12 for $160,635.52 and No. 13 for $87,171.02.

Glick – Shorin  Aye:  Evans, Shorin, Ganeshkumar, Glick

The letter from A. Holly Patterson Extended Care Facility was accepted for filing.
Director’s Report: As submitted. Ms. Belling reported that the carpet for the Children’s Playroom has been ordered and the furniture is scheduled to be shipped to the installer’s warehouse. Ms. Belling stated that she would like to work with Calgi Construction Company, Inc. to fully assess the condition of the exterior of the library building. Some of the exterior projects Ms. Belling is considering are repairing the sidewalks, power washing the building and sidewalks, repairing the non-brick areas of the building, cleaning the exterior of the second and third floor windows, checking and possibly repairing window caulking, converting the lampposts to LED lights and slightly reconfiguring the parking lot. Ms. Belling spoke about new legislation, passed by New York State, regarding workplace sexual harassment and reporting procedures. The library’s revised Sexual Harassment Policy will now include information on all forms of harassment and discrimination. Ms. Belling reported that the Nassau Library System (NLS) is requesting Member Library support for 2019 and 2020. NLS uses a four factor formula to determine the support fees requested from each library. The four factors are population chartered to serve, materials expenditures, resident cardholders and net circulation. These numbers are based on information that was sent to New York State for the 2017 Annual Report. In addition, Ms. Belling reported that on October 1, 2018 she was contacted by a production company hired by Daniel Gale Sotheby’s to create a promotional real estate video about Syosset. On Friday, October 26, 2018, before the library was opened to the public, a small production crew and two actors came to the library to film scenes for the video. The library’s inclusion in the video is a true testament to the importance of the library to the Syosset-Woodbury community.
Assistant Director’s Report:  As submitted.  Ms. Martin reported that Westbury Window Cleaning and Maintenance Corp. was contracted for 2018-2019 for interior and exterior first floor window cleaning. The library’s annual fire drill was held on Friday, October 9, 2018; the chiller was drained and winterized on October 23, 2018; and winterization of the in-ground sprinkler system was completed on October 31, 2018. Ms. Martin reported that on October 13, 2018, libraries across Long Island participated in the Great Give Back. At Syosset Library, children of all ages prepared craft kits and cards for hospitalized children. On November 1, 2018, these kits and cards were delivered to the Child Life Department at Cohen Children’s Medical Center. Teens created tie-dyed tote bags that they filled with non-perishable food items that were distributed to food banks throughout Long Island. Ms. Martin reported that the Friends’ book sale was held on October 19 through October 21 and it was a great success again this year. Ms. Martin reported that she and Patrice Benneward of the Reference Department worked with Tobay Printing to create the new Syosset Library newsletter, The Next Chapter. In addition, Ms. Martin reported that Chris Romance of the Emergency Response Consulting Group presented a training session in Workplace Violence Prevention. Also, Mr. Romance will be reviewing and updating the library’s Emergency Response Plan where necessary. The Board accepted the department heads’ reports and statistics for filing.

Glick – Shorin  Aye: Evans, Shorin, Ganeshkumar, Glick

Personnel Activity Report:  None

Committee Reports:  None

Response from the Public:  None

Old Business:  None

New Business:  1) The Board of Trustees unanimously approved the first reading of the revised Sexual Harassment Policy.

Glick – Shorin  Aye: Ganeshkumar, Evans, Shorin, Glick

2) Resolved, the Board of Trustees unanimously approved the Director working with Calgi Construction Company, Inc. to review exterior building and parking lot repairs.

Glick – Shorin  Aye: Evans, Glick, Ganeshkumar, Shorin
3) Resolved, The Board of Trustees unanimously approved the Nassau Library System (NLS) Member Library Support request for 2019 and 2020.
Glick – Shorin   Aye: Evans, Glick, Shorin, Ganeshkumar

4) Mr. Ted Schlomann of Baldessari & Coster LLP presented the audit report for the fiscal year ending June 30, 2018. The Board unanimously accepted the auditor’s report as submitted for filing.
Glick – Shorin   Aye: Ganeshkumar, Glick, Evans, Shorin

Adjournment: The meeting was adjourned at 7:00 PM
Glick – Shorin   Aye: All

Respectfully submitted,

Angela Khilnani
Secretary to the Board