Time: The regular meeting was called to order at 6:35 PM by Ms. Evans, President.

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

Absent: Alene Shorin. Trustee absent with prior notice.

Lawrence Israeloff, Treasurer/Accountant, departed at 6:42 PM.

Public: None

Pledge of Allegiance:

Minutes: The minutes of the regular meeting of November 20, 2018 were unanimously approved.

Glick - Ganeshkumar Aye: Evans, Glick, Goldsmith, Ganeshkumar

Treasurer’s/Accountant’s Reports: The Treasurer’s and Accountant’s reports for October and November 2018 were accepted for filing.

Glick – Ganeshkumar

Aye: Evans, Goldsmith, Ganeshkumar, Glick

Bill Schedules: Unanimously accepted: No. 14 for $222,835.83, No. 15 for $147,076.38 and No. 16 for $518,716.53

Glick - Ganeshkumar Aye: Ganeshkumar, Evans, Goldsmith, Glick

Correspondence: Letter from Mr. Sheldon Kalvar was accepted for filing.
Director’s Report: As submitted. Ms. Belling reported that during the second week of December 2018 the Children’s Playroom would be painted, followed by the removal of the tile flooring and installation of the new carpet. Ms. Belling spoke about the circulation of the mobile hotspots, laptops and charging cables. The library has five hotspots available for circulation with a loan period of 14 days. Laptops and charging cables are for in-house use only. Ms. Belling reported that in the twelve years since the library has reopened, we have not had the ducts cleaned and sanitized. As per the library’s Procurement Policy, she got proposals from three different vendors. Ms. Belling called Nick Romuno, Facilities Manager at Nassau Library System (NLS), to get feedback about the work IAC had performed for them. After careful review of the proposals, Ms. Belling is recommending Indoor Air Care (IAC) for the duct cleaning project. Indoor Air Care can complete the work after the library closes for business each night. Ms. Belling held a Librarian-in-Charge meeting on November 30, 2018 for 21 full-time librarians. The presentation was a review of various procedures and strategies for librarians to follow in the event of an emergency, patron issues, and/or disruptions to library operations. In addition to reviewing how to handle situations, the librarians discussed maintaining professionalism and authority when an issue does arise.

Assistant Director’s Report: As submitted. Ms. Martin reported that in the month of December, Eldor Electrical Construction will work on replacing the missing light fixture covers throughout the building; Cesar’s Landscaping, Babu and Ms. Martin discussed the best way to handle future cleanup after snowfalls to maximize library parking spots. Ms. Martin met with two tree trimming companies about trimming the trees on the library property. Off the Top Tree Service recommended trimming the pine tree branches back that are hanging over the parking lot because the branches could snap during heavy snow and from a tree in the garden that is too close to a wire running from the building to the pole. Ms. Martin reported that NaNoWriMo (National Novel Writer’s Month) is an Internet creative writing initiative encouraging aspiring writers of all ages to write a 50,000 word novel during the month of November. The library was listed in Newsday as a “Come Write in Location.” The library held launch and wrap-up programs for the writers. Laura Cerrone, the Municipal Liaison of NaNoWriMo for Nassau County, was an inspiring mentor. This was the library’s first year supporting the program; the library will plan this as an annual event for the future. Ms. Martin reported on Stop the Bleeding Coalition that provides resources to train and equip people and organizations to reduce the loss of life due to traumatic bleeding. The library has purchased two Stop the Bleed kits and posters. Ms. Martin will be setting up a meeting for both staff and the public to provide training to stop traumatic bleeding. Department Heads’ reports and statistics were accepted for filing.
Personnel Activity Report: None

Committee Reports: None

Response from the Public: None

Old Business: 1) The Board of Trustees unanimously approved the second reading of the revised Sexual Harassment Policy.
   Glick – Ganeshkumar   Aye: Evans, Glick, Goldsmith, Ganeshkumar

New Business: 1) The Board of Trustees unanimously approved the attendance for two (2) staff members at the Computers in Libraries 2019 Conference in Arlington, VA on March 26 – March 28, 2019.
   Glick – Ganeshkumar   Aye: Ganeshkumar, Goldsmith, Evans, Glick

   2) The Board of Trustees unanimously approved the reimbursement for two (2) staff members who attended the New York Library Association (NYLA) Conference in Rochester, NY.
   Glick – Ganeshkumar   Aye: Glick, Evans, Ganeshkumar, Goldsmith

   3) Resolved, The Board of Trustees unanimously approved the duct cleaning and sanitizing proposal from Indoor Air Care.
   Glick – Ganeshkumar   Aye: Ganeshkumar, Evans, Goldsmith, Glick

Adjournment: The meeting was adjourned at 6:54 PM.   Glick - Ganeshkumar
   Aye: All

Respectfully submitted,

Angela Khilnani

Secretary to the Board