SYOSSET PUBLIC LIBRARY
BOARD OF TRUSTEES

APPROVED MINUTES
MEETING OF TUESDAY, JANUARY 8, 2019

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

Attendance: Present – Jane Evans, President; Robert Glick, Vice-President; and Alene Shorin, Trustee. Christine Belling, Director; Pamela Martin, Assistant Director; Angela Khilnani, Secretary; and Lawrence Israeloff, Treasurer/Accountant.

Absent: Reid Goldsmith and Chandra Ganeshkumar, Trustees, were absent with prior notice.

Lawrence Israeloff, Treasurer/Accountant, left at 6:37 PM.

Public Attendance: Leela Maret of 11 Parkway Drive, Syosset.

Minutes: The minutes of the regular meeting of December 11, 2018 were unanimously approved.

Glick – Shorin
Aye: Evans, Shorin, Glick

Treasurer’s / Accountant’s Reports: The Treasurer’s and Accountant’s Reports for December 2018 were accepted for filing.

Glick – Shorin
Aye: Evans, Glick, Shorin

Bill Schedules: Unanimously approved: No. 17 for $128,565.56, No. 18 for $220,184.08 and No. 19 for $62,166.30

Capital Improvement: Unanimously approved: No. 1 for $5,319.59

Glick – Shorin Aye: Evans, Shorin, Glick

Correspondence: 1) Letter from White Oaks Rehabilitation & Nursing Center was accepted for filing.

2) Letter from Long Island Coalition for the Homeless was accepted for filing.
Director’s Report:  As submitted. Ms. Belling reported that in the third week of December the painting was done and carpet was installed in the Children’s Play and Learn Center. On January 2, 2019, new furniture, book and toy shelving units, play mats and the LEGO Discovery Table were all delivered and installed in the Children’s Play and Learn Center. In the spring, the library will be hosting a grand re-opening for the new Play and Learn Center. Ms. Belling discussed replacing the old programming chairs that are at least 25 years old with new light weight Sled Base Mesh Chairs. Ms. Belling reported that Schindler Elevator enabled two convenience features for the elevators. From now on, the elevators will work together. Pressing either elevator button will summon the closest elevator car. When the elevators are not in use, each car now has a home position. Ms. Belling spoke about the newly revised Harassment and Non-Discrimination Policy. All employees have received a copy of the revised policy for their review and have been asked to sign the Acknowledgement Form. In addition, Ms. Belling reported that Nassau Library System (NLS) held its Annual Meeting on Wednesday, December 12, 2018. Caroline Ashby, the newly appointed Director of NLS, gave a brief year in review summary and an overview of the 2019 NLS Operating Budget.

Assistant Director’s Report:  As submitted. Ms. Martin reported that she met with Timothy Kropp of A.R. Kropp Company to discuss shelving in the adult magazine and music area and the children’s room. They discussed the space in the magazine section and the best way to utilize that area for comfortable seating. The story room was used as a temporary play room while the Children’s Play and Learn Center was being renovated. Ms. Martin reported that she met with two vendors to discuss shades in the front lobby and the children’s room. The children’s librarians stated that excessive sun glare in the children’s room bothers the children’s librarians sitting at the desk. A solution is to have shades installed on the interior windows and replace some of the shades in the children’s room with more densely woven shades. Ms. Martin reported that the Emergency Action Plan was updated by Chris Romance of the Emergency Response Consulting Group and was distributed to Department Managers. Ms. Martin reported that on December 3, 2018, Dr. Uzma Syed, President and Founder of ALIGN US, met at the Syosset Library to present this program. ALIGN US, a non-profit organization, is an innovative student mentorship program for high school students. This program pairs students with professional internships in the fields of medicine, law, government and more. In addition, Ms. Martin reported that on December 31, 2018, the Children’s Department held a Noon Year’s Eve festive family celebration that included a dance party, noisemakers, a juice “toast,” confetti and a countdown at noon. The Board accepted the reports and statistics for filing.

Glick – Shorin  Aye: Shorin, Evans, Glick
Personnel Activity Report: The report of one (1) transfer, one (1) retirement, and three (3) internal moves was accepted by the Board for filing.
Glick – Shorin Aye: Shorin, Evans, Glick

Committee Reports: None

Response from the Public: Ms. Maret asked questions about the library budget and about the Library Board of Trustees.
Ms. Belling, Director, answered her questions about the budget. Ms. Evans and Mr. Glick, Trustees, answered her questions about the Library Board of Trustees.

Old Business: None

New Business: 1) The Board of Trustees unanimously approved the attendance of staff members at the Long Island Library Conference on May 9, 2019.
Glick – Shorin Aye: Glick, Evans, Shorin

2) The Board of Trustees unanimously approved both the purchase and delivery of Sled Base Mesh Chairs from KI.
Glick – Shorin Aye: Shorin, Evans, Glick,

3) The Board of Trustees unanimously approved attendance for one (1) staff member at the Innovative Users Groups (IUG) Conference May 5-May 8, 2019 in Phoenix, AZ.
Glick – Shorin Aye: Shorin, Glick, Evans

Adjournment: The meeting was adjourned at 7:05 PM
Glick – Shorin Aye: All

Respectfully submitted,

Angela Khilnani

Secretary of the Board