SYOSSET PUBLIC LIBRARY
BOARD OF TRUSTEES

APPROVED MINUTES
MEETING OF TUESDAY, MARCH 12, 2019

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

Attendance: Present - Jane Evans, President; Robert Glick, Vice-President, Reid Goldsmith, Chandra Ganeshkumar and Alene Shorin, Trustees; Christine Belling, Director; Pamela Martin, Assistant Director; Angela Khilnani, Secretary.

Absent: Lawrence Israeloff, Treasurer/Accountant, was absent with prior notice.

Public Attendance: Debra Honen of 36 Calvin Ave., Syosset
Leela Maret of 11 Parkway Drive, Syosset

Minutes: The minutes of the regular meeting of February 12, 2019 were approved.
Glick – Shorin Aye: Goldsmith, Evans, Shorin, Glick, Ganeshkumar

Treasurer’s/Accountant’s Reports: Tabled.

Bill Schedules: Unanimously accepted: No. 24 for $228,106.48, No. 25 for $139,102.56 and No. 26 for $78,561.13.
Glick – Shorin Aye: Goldsmith, Shorin, Evans, Ganeshkumar, Glick

Correspondence: None
Director’s Report: As submitted. Ms. Belling reported that the chalkboard for the Children’s Play and Learn Center was installed on Friday, March 1, 2019. Ms. Belling and Ms. Martin met with Jackie Fithian of Vital Signs Plus Inc. to discuss wall decorations for the Play and Learn Center. The grand opening for the new Play and Learn Center will be Sunday, April 7, 2019 from 12:30 PM – 1:30 PM. Ms. Belling discussed two new policies for adoption: Unattended Vulnerable Adult and Exam Proctoring. The Unattended Vulnerable Adult Policy will help guide the staff with a defined set of procedures when dealing with an individual over the age of 18 who is mentally or physically challenged. After multiple requests for exam proctoring and to better serve and meet the needs of the community, an Exam Proctoring Policy was developed. Ms. Belling spoke about a new notification service called Patron Point. Patron Point is a fully automated marketing platform that connects the library with the patrons. It notifies the patrons of new, existing, or trending services, if their cards are expiring, closures due to weather, circulation notices, etc. The rollout for Patron Point will be slow and start with a “welcome campaign” for patrons getting a new library card. In addition, Ms. Belling reported that Digital Provisions spent several days installing new indoor and outdoor cameras and installing a new network attached storage (NAS) devise. Most of the work is completed, but Digital Provisions is still making a few changes to camera positions. The library now has 45 cameras covering the library’s property.

Assistant Director’s Report: As submitted. Ms. Martin reported that Pop-Up Programs have become a welcome addition to library programming. Patrons have commented that their children look forward to library visits because they never know what fun and surprising activity they will find. One such Pop-Up Program in February was a Pokemon Scavenger Hunt that celebrated National Pokemon Day. Three offsite locations, Mario’s Pizzeria, Panera and Celebrity Diner displayed the Pokemon flyer in their windows to advertise the program. Barney Levantino, Local History Librarian, has been in contact with a local resident who is in the process of restoring the home and the grounds of one of the oldest houses in Syosset, the Schenck Property. Ms. Martin reported that from March 2 through March 27, 2019, the Syosset High School Photo Club will be exhibiting their work in the main floor art gallery and in the lower level lobby. Ms. Martin and Clare Badke worked together to compile the statistics and content for the New York State Annual Report for Public and Association Libraries. Ms. Martin presented the 2018 Annual Report of the Syosset Library. In addition, Ms. Martin discussed the Friends of the Library proposed gift idea and décor for the theater. The Board accepted the department heads’ reports and statistics for filing.
Board Minutes – 3/12/19
Page 3

Personnel Activity Report: The report of one (1) new hire and one (1) internal move was accepted by the Board for filing.
Glick – Goldsmith
Aye: Evans, Ganeshkumar, Shorin, Glick, Goldsmith

Committee Reports: None

Response from the Public: Debra Honen was observing the meeting for her class.

Old Business: None

New Business:
1) The Board approved the Annual Report to New York State.
Glick – Shorin Aye: Evans, Shorin, Goldsmith, Ganeshkumar, Glick

2) The Board of Trustees unanimously approved the attendance of staff members at Book Expo 2019.
Glick – Shorin Aye: Shorin, Ganeshkumar, Evans, Goldsmith, Glick

3) The Board of Trustees unanimously approved the 1st reading of the revised Creation Station Policy.
Glick – Shorin Aye: Evans, Goldsmith, Glick, Shorin, Ganeshkumar

4) The Board of Trustees unanimously approved the 1st reading of the Unattended Vulnerable Adult Policy.
Glick – Shorin Aye: Shorin, Ganeshkumar, Evans, Goldsmith, Glick

5) The Board of Trustees unanimously approved the 1st reading of the Exam Proctoring Policy.
Glick – Shorin Aye: Ganeshkumar, Goldsmith, Evans, Shorin, Glick

Executive Session: The Board entered into executive session at 6:45 PM to discuss a legal issue and reconvened the regular meeting at 7:20 PM.

Adjournment: The meeting was adjourned at 7:22 PM.
Glick - Shorin Aye: Ganeshkumar, Evans, Glick, Goldsmith, Shorin

Respectfully submitted,

Angela Khilnani
Secretary of the Board