SYOSSET PUBLIC LIBRARY
BOARD OF TRUSTEES

APPROVED MINUTES
MEETING OF TUESDAY, JULY 9, 2019

Time: The meeting was called to order at 6:31 PM by Ms. Evans, President.

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

Absent Chandra Ganeshkumar, Trustee and Lawrence Israeloff, Treasurer/Accountant

Public: Michael Smith of Smith & Pucillo Architects
Dominic Calgi of Calgi Construction Company Inc.
Gino Tedesco of R&M Engineering

A) Oath of Office: Alene Shorin was sworn in for a five-year term. Ms. Alene Shorin, Trustee departed at 6:34 PM.

B) Election of Officers: The Board voted to elect the following officers for the 2019 -2020 term:

Jane Evans as President.
Glick - Goldsmith Aye: Glick, Goldsmith, Shorin

Robert Glick as Vice President.
Evans - Goldsmith Aye: Evans, Goldsmith, Shorin

C) Appointment of Treasurer/Accountant, Legal Counsel, and Secretary:
Approved for 2019 - 2020:
Mr. Lawrence Israeloff as Treasurer/Accountant.
Mr. Benjamin J. Truncale, Jr. of Spellman Gibbons Polizzi Truncale & Trentacoste, LLP as Legal Counsel.
Ms. Angela Khilnani as Board Secretary.
Glick – Goldsmith Aye: Goldsmith

D) Close-out Fiscal Year 2018- 2019: The Board approved the Accountant’s close-out report for the fiscal year ending 6/30/19.
Glick - Goldsmith Aye: Evans, Glick, Goldsmith

E) The Board approved the designation of official banks and deposit limitations as
First National Bank of Long Island and HSBC Bank
Glick – Goldsmith Aye: Evans, Glick, Goldsmith
F) The Board approved the Reaffirmation of the Library By-Laws and the Board’s Policy Statement. Glick – Goldsmith  Aye: Glick, Evans, Goldsmith

G) The Board approved the Library Bill of Rights and its Interpretations and the Freedom to Read Statements.
   Glick – Goldsmith  Aye: Glick, Evans, Goldsmith

H) The Board approved the designation in the amount of $750.00 for the petty cash fund.
   Glick - Goldsmith  Aye: Evans, Goldsmith, Glick

I) The Board approved the designation in the amount of $5,000.00 for the Administrative Discretionary Fund.
   Glick – Goldsmith  Aye: Glick, Goldsmith, Evans

J) The Board approved the official newspapers for library notices as the Syosset Advance and the Syosset/Jericho Tribune.
   Glick – Goldsmith  Aye: Glick, Evans, Goldsmith

K) The Board approved the designation of the Board meeting dates and times as the second Tuesday of each month at 6:30 PM with the Board’s option to change if necessary.
   Glick – Goldsmith  Aye: Evans, Glick, Goldsmith

Minutes: The minutes of the regular meeting of June 11, 2019 and Special Meeting of June 18, 2019 were unanimously approved.
   Glick – Goldsmith  Aye: Glick, Evans, Goldsmith

Treasurer’s Report: The Treasurer’s/Accountant reports were tabled.

Bill Schedules: The Board accepted: No. 36 for $125,330.76, No. 37 for $78,500.00
   No.38 for $233,743.41, No. 39 for $789,052.27 and No. 1 for $104,182.80.
   Glick – Goldsmith  Aye: Evans, Glick, Goldsmith

Correspondence: Letter from Lawrence Israeloff was accepted for filing.
Director’s Report: As submitted. Ms. Belling reported that a fully executed contract for the parking lot expansion project was delivered to the library on Monday, June 25, 2019. Out of caution and the advice of the library’s Attorney, Phyllisann Polizzi Kalenka, a new survey was ordered for 7 Jeffrey Court to verify whether there are any encroachments or out of possession issues due to shrubbery, fences or other structures on the lot. Ms. Belling contacted the library’s insurance broker, Brian Regan, to ask about insurance coverage for 7 Jeffrey Court after the closing. The Regan Agency has agreed to cover 7 Jeffrey Court for property and liability coverage at no charge from the time of closing until demolition. On Thursday, June 20, 2019, Ms. Belling, Director, and Ms. Martin, Assistant Library Director, met with Dominic Calgi of Calgi Construction, Gino Tedesco of R&M Engineering and Michael Smith of Smith and Pucillo Architects to discuss the parking lot expansion. Ms. Belling is happy to report that the current draft of the parking lot expansion includes thirty-seven (37) new parking spaces. This is an increase of nearly 35% to our current parking capacity. Ms. Belling spoke about Patron Point Email Service which is a fully automated marketing platform that connects the library with patrons by email to notify them of new, existing, or trending services, if their cards are expiring, closures due to weather, circulation notices and much more. On June 11, 2019 Patron Point went live. From the period of June 12 – July 5, 2019, 206 emails were send out, 554 emails about library cards nearing expiration and approximately 128 cards were renewed after the thirty (30) days warning email. A completely redesignedCourtesy Notice, which notifies patrons of items that are due back to the library soon, will be the next Patron Point email campaign. In addition, Ms. Belling spoke about the library participation in a specialized training for Office 365 given by Microsoft employees from the Microsoft Store in Huntington. We are working on building a relationship with the Microsoft Outreach staff to provide one-on-one staff training for Office 365 and to offer hands-on instruction for public programs.
Assistant Director’s Report: As submitted. Ms. Martin reported that Cesar’s Landscaping planted flowers in both gardens. The crew also did some shrub and branch trimming and manicuring of the lawn. Building clean-up continued in preparation for the Virtual Tour photographer and the carpet cleaning will be done on July 21, 2019. Ms. Martin reported that the 2019 Nassau Library Tour will be taking place this summer from July 1 through August 31, 2019. This tour was initiated by Nassau Library System to encourage children and adults to explore libraries and communities throughout Nassau County. By visiting the libraries in Nassau County, it will increase awareness of public library resources and services. Participants will get a sticker, supplied by Nassau Library System (NLS), to put on a map of the libraries they visited and in many libraries, visitors will also receive a special prize. Syosset Library will be giving out branded hand-held fans and bubbles to participants. In addition, Ms. Martin stated that the 2018 Annual Report is available on the website. Librarian Donna Burger created this year’s report, which is colorful and appealing. The Board accepted the Department Heads’ reports and statistics for filing.

Personnel Activity Report: The report of two (2) new hires was accepted by the Board for filing. Glick – Goldsmith  Aye: Evans, Glick, Goldsmith

Response from the Public: None

Committee Reports: None

Old Business: None

New Business: 1) The Board unanimously approved the 2019 – 2020 Salary Scale for submission to the Nassau County Civil Service Commission. Glick – Goldsmith  Aye: Evans, Goldsmith, Glick

2) The Board unanimously approved the library closing dates for 2020. Glick – Goldsmith  Aye: Evans, Glick, Goldsmith

3) Resolved, The Board unanimously approved the Treasurer’s/Accountant’s annual fee for 2019 – 2020. Glick – Goldsmith  Aye: Glick, Evans, Goldsmith

4) Resolved, The Board unanimously approved the Authorization of Certain Payments between Board Meetings. Glick – Goldsmith  Aye: Évans, Goldsmith, Glick
5) The Board unanimously approved reimbursement for one (1) staff member who attended the ALA (American Library Association) Annual Conference in Washington, DC.
Glick – Goldsmith  Aye:  Evans, Glick, Goldsmith

Glick – Goldsmith  Aye:  Glick, Evans, Goldsmith

7) The Board unanimously approved attendance for three (3) staff members to attend the NYLA (New York Library Association) 2019 Conference in Saratoga Springs, New York on November 13 – 16, 2019
Glick – Goldsmith  Aye:  Glick, Evans, Goldsmith

8) The Board unanimously approved to keep the library open from 6:30 – 9:00 PM on Friday, September 13, 2019 and Friday, October 11, 2019.
Glick - Goldsmith  Aye:  Evans, Glick, Goldsmith

Executive Session: The Board entered into executive session at 6:38 PM to discuss a legal issue and reconvened the regular meeting at 7:22 PM.

Adjournment: The meeting was adjourned at 7:23 PM.
Glick - Goldsmith  Aye:  Goldsmith, Evans, Glick

Respectfully submitted,

Angela Khilnani

Secretary to the Board