The meeting was called to order at 6:37 PM by Ms. Evans, President.

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

Reid Goldsmith, Trustee, was absent with prior notice.

None

The minutes of the regular meeting of December 10, 2019 were unanimously approved.

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

The Treasurer’s and Accountant’s report for November 2019 was accepted for filing. The December 2019 report was tabled.

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

Unanimously approved: No. 17 for $217,508.80, No. 18 for $140,813.55, No. 19 for $128,878.37, and No. 20 for $101,533.75.

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

Unanimously approved: No. 5 for $16,153.97

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

Letter from Ms. Linda Weiss of We Care Blankets.

Letter from Pam Martin to Mr. Alfred McDonald of the Long Island Coin Club.

Both letters were accepted for filing.
Director’s Report: As submitted. Ms. Belling reported on a delay in approval for the parking lot expansion project from the NYSED. In an effort to keep the project moving forward, the construction management firm, Calgi Construction and architect, Michael Smith, are preparing the front end bid documents. Calgi Construction is confident that barring any unforeseen issues, a three month construction schedule timeline is achievable and that we can complete the project by the end of June 2020. Ms. Belling then discussed two new policies for the Board’s consideration: Disposal of Library Property and an Employee Computer Use Policy. Ms. Belling also discussed requests for proposals for security guard services and IT services. Ms. Belling reported on the treasurer’s recommendation to move to online banking and the school district’s use of online banking to electronically download financial transactions into their accounting software. Ms. Belling then informed the trustees of a visit to the Village School Library and Innovation Station. The visit was another great opportunity to see the investment the school district has made in their libraries and technology labs for students.

Assistant Director’s Report: As submitted. Ms. Martin reported that we successfully completed our annual fire drill on the morning of Monday, December 9. Ms. Martin also reported on a heartfelt thank you that librarians Sharon Long and Jessikah Chautin received from Mercy First. Sharon and Jessikah created and customized specialized programs and activities for the Mercy First children that were designed to make them feel comfortable, welcome, and happy in the library. To show their appreciation for all their efforts, the children presented Jessikah and Sharon with Certificates of Appreciation and a signed thank you poster. Next, Ms. Martin reported that she and Community Engagement librarian, Jessikah Chautin, visited Valerie Lewis, Administrator of Outreach Services at the Suffolk Cooperative Library System, to discuss and evaluate the library to ensure we are doing all that we can to accommodate patrons with disabilities. We will review our short and long term strategies for accessibility to make our library environment better for all of our patrons.

The Board of Trustees accepted the department heads’ reports and statistics for filing.
Glick – Shorin Aye: Evans, Shorin, Glick, Ganeshkumar
Personnel Activity Report: The report of one (1) termination was accepted by the Board of Trustees for filing.
Glick – Shorin   Aye: Evans, Shorin, Glick, Ganeshkumar

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 Disposal of Library Property Policy.
   Glick – Shorin   Aye: Evans, Shorin, Glick, Ganeshkumar

2) The Board of Trustees unanimously approved the first reading of the Employee Computer Use Policy.
   Glick – Ganeshkumar   Aye: Evans, Shorin, Glick, Ganeshkumar

3) The Board of Trustees unanimously approved the first reading of the revision of the Procurement Policy.
   Glick – Shorin   Aye: Evans, Shorin, Glick, Ganeshkumar

4) The Board of Trustees unanimously approved to move forward with setting up online access for all library bank accounts.
   Glick – Ganeshkumar   Aye: Evans, Shorin, Glick, Ganeshkumar

5) The Board of Trustees unanimously approved one (1) staff member to attend the Innovative Users Group (IUG) Conference April 15 – 18, 2020 in Minneapolis, MN.
   Glick – Shorin   Aye: Evans, Shorin, Glick, Ganeshkumar

6) The Board of Trustees unanimously approved staff members to attend the Long Island Library Conference, May 14, 2020 at the Melville Marriott.
   Glick – Shorin   Aye: Evans, Shorin, Glick, Ganeshkumar
Executive Session: The Board of Trustees entered into executive session at 6:55 PM to discuss a legal matter.

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

Exit Executive Session: The Board of Trustees reconvened the Regular Meeting at 8:31 PM.

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

Adjournment: The meeting was adjourned at 8:32 PM

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

Respectfully submitted,

Christine Belling
Library Director