The meeting was called to order at 6:15 PM by Ms. Evans, President.

Present - Jane Evans, President; Robert Glick, Vice President; Reid Goldsmith, Alene Shorin, and Chandra Ganeshkumar, Trustees; Christine Belling, Director; Pamela Martin Assistant Director; Brian Cleary, Treasurer/Accountant; and Benjamin Truncale, Legal Counsel.

None.

The minutes of the regular meeting of March 10, 2020 were unanimously approved.
Glick - Ganeshkumar Aye: Evans, Glick, Goldsmith, Shorin, Ganeshkumar

The minutes of the special meeting of March 26, 2020 were unanimously approved.
Glick - Ganeshkumar Aye: Evans, Glick, Goldsmith, Shorin, Ganeshkumar

The Treasurer’s and Accountant’s reports for February 2020 and March 2020 were accepted for filing.
Glick - Ganeshkumar Aye: Evans, Glick, Goldsmith, Shorin, Ganeshkumar

Unanimously approved: No. 27 for $232,146.30, No. 28 for $127,693.98, and No. 29 for $64,418.41.
Glick - Ganeshkumar Aye: Evans, Glick, Goldsmith, Shorin, Ganeshkumar

Unanimously approved: No. 8 for $1250.08.
Glick - Ganeshkumar Aye: Evans, Glick, Goldsmith, Shorin, Ganeshkumar

None.
Director’s Report: As submitted. Ms. Belling reported that on March 15, for the health and safety of patrons and staff, the library closed due to the novel coronavirus. On March 20, Governor Cuomo issued Executive Order 202.8 which closed all public and private non-essential businesses and directed employees to work remotely from home. Originally scheduled to expire on April 19, Executive Order 202.8 was recently extended through April 29. With the building closed, Ms. Belling and the staff met to determine how to modify the service the library provides to the community. The staff worked quickly to post information to the library’s various social media sites with messaging about all the resources that are available from home and how to use them. In addition, email blasts were sent to update patrons about the status of the library and its new services. In a matter of days the library offered its first online programs. Ms. Belling next reported that a digital library card application was added to the library’s website and that it has been very popular. The goal was to provide ease of access to online library resources for Syosset-Woodbury residents that may not have already had a library card. In four weeks, 46 new library cards have been created and nearly 300 existing cards have been updated. The new digital access library cards are currently set expire on June 30. For now, the book and media drops remain open Monday through Friday from 8 AM – 4 PM. Due dates for all checked-out items have been extended to May 31. The library has purchased two subscriptions to Zoom not only for online library programs, but also to accommodate the increasing demand for internal staff meetings. Ms. Belling expressed to the Board how appreciative she is of the staff. Despite the seriousness and uncertainty of a global pandemic, the library staff has been right there; ready to pitch-in with new ideas for service models, programs, social media campaigns and ways to connect with the community. It was important to all staff to find a way to maintain a connection to patrons and provide them with the best service they can during these challenging times. In addition, the Governor’s directive for employees to work remotely from home created a fair amount of technical support work and stress for the library’s Systems Manager Megan Kass. Ms. Belling commended Megan for all her hard work. On a positive note, two of the library’s 3D printers were shipped to the Suffolk Cooperative Library System to join in a large bi-county public library effort to print plastic shields for medical workers at local area hospitals in the fight against COVID-19. Ms. Belling thanked Head of Teen Services Sharon Long for making the arrangements with the Nassau Library System and the Suffolk Cooperative Library System. As of this report, it is not known when the library will reopen. However, Ms. Belling reported that she and the staff are already thinking ahead to how the
canceled through May 31. The library’s program coordinators are planning to continue with online programming over the next few months. The return to something close to normal library service is going to take a long time for patrons and staff. Ms. Belling then reported that in addition to closing the library, Governor Cuomo’s Executive Order 202.8 also closed the offices of the New York State Education Department. With that, approval for the parking lot expansion is on hold. The Governor has also issued an Executive Order halting all non-essential construction projects. The construction bid with Stasi Brothers Asphalt Corp. is still open and pending approval from the SED. Ms. Belling stated that since we don’t know yet exactly what is going to happen with respect to COVID-19, when Executive Order 202.8 will expire, or when the SED will approve this project, the parking lot expansion is on hold for now. Lastly, Ms. Belling reported that on March 30, Governor Cuomo issued Executive Order 202.13 which states, in part, any school board, library board, or village election scheduled to take place in April or May of 2020 is hereby postponed until at least June 1, 2020, and subject to further directive as to the timing, location or manner of voting for such elections. Ms. Belling has been in contact with the Syosset Central School District regarding the budget vote and all parties are still waiting direction from New York State regarding how to conduct the budget vote and trustee election. When Ms. Belling has more information, she will inform the Board of Trustees. In the meantime, she will continue revising the budget and discussing potential issues with the upcoming fiscal year with library treasurer Brian Cleary.

Assistant Director’s Report: As submitted. Ms. Martin reported the library and staff have faced many emergencies over the years: 9/11, the Eastern seaboard power outage, seasons of ice storms, blizzards, building emergencies, Super Storm Sandy, hurricanes, and now a pandemic. Each time library staff has stepped up and has creatively, efficiently, and quickly gotten up to speed, with their only purpose that of helping the community. This March we again faced a challenge, the likes of which we have never seen, but again the staff responded in a truly remarkable way. The library closed to the public on Sunday, March 15, and during that week with increasing regularity we communicated to the public through Instagram and Facebook posts (from 299 in February to 529 in March), website, phone messages and emails. Digital library cards were also issued. The next week we moved to virtual programs, including four online cooking
lectures, which had 231 views, more social media posts, and more time spent rescheduling programs and

learning new skills. New procedures had to be quickly put in place, all the while maintaining a somewhat normalized work flow. Authors’ permissions had to be obtained before we could conduct online storytimes, which they are graciously allowing during this time. There were online Title Swaps, Teen programs and Children’s programs, including Baby programs, virtual story times and crafts, Lego challenges and a virtual book club. There was even a “Turn the Page Live Show”, a live podcast focused on the theme of “isolation.” The databases were used extensively: Tumblebooks which usually averages 68 books/month had a count of 669 books in March; Kanopy, which averages 177/month, increased to 543 this month; and Lynda.com doubled from 30 hours to 64 hours this month. Every staff member pitched in and wanted to be involved. Ms. Martin next reported that on March 28, a Healthcare Supply Drive organized by Legislator Josh Lafazan and the Syosset Woodbury Chamber of Commerce was held in the library parking lot. It was a huge success and many boxes of Personal Protective Equipment were collected. Local volunteers and leaders were on hand to collect the items which were donated to the Office of Emergency Management in Bethpage, which will then be distributed to hospitals and other facilities in the local area. We were happy to be able to participate in this important event. Ms. Martin then reported that Ms. Belling asked her to create a staff committee to prepare for the time that we reopen to the public. Acting in compliance with New York State and CDC directives, this proactive approach to plan for what services we will be providing and how, a possible timeline and discussions about what will occur in each phase, including the purchase of personal protective equipment to protect the staff and public in accordance with New York State recommendations, will be an ongoing dialogue with the staff. We will also talk about communicating to the public through signs, online publicity, and social media. With this committee we hope to address staff needs and concerns and discuss what the future of library service will be in this transitional period.

The Board of Trustees accepted the department heads’ reports and statistics for filing.

Glick - Ganeshkumar
Aye: Evans, Glick, Goldsmith, Shorin, Ganeshkumar
Personnel Activity Report:  None

Committee Reports:  None

Response from the Public:  None

Old Business:  None

New Business:  1) The Board of Trustees unanimously approved the reimbursement of one (1) staff member who attended the PLA Conference in Nashville, TN.
Glick - Ganeshkumar
Aye:  Evans, Glick, Goldsmith, Shorin, Ganeshkumar

Adjournment:  The meeting was adjourned at 6:57 PM
Ganeshkumar - Shorin
Aye:  Evans, Glick, Goldsmith, Shorin, Ganeshkumar

Respectfully submitted,

Christine Bellinger
Library Director