SYOSSET PUBLIC LIBRARY
BOARD OF TRUSTEES

APPROVED MINUTES
MEETING OF TUESDAY, MAY 12, 2020

Time: The meeting was called to order at 6:30 PM by Ms. Evans, President.

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

Public: None.

Minutes: The minutes of the regular meeting of April 14, 2020 were unanimously approved.

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

Treasurer’s/Accountant’s Report: The Treasurer’s and Accountant’s report for April 2020 was accepted for filing.

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

Bill Schedules: Unanimously approved: No. 30 for $226,294.53, No. 31 for $26,732.10, and No. 32 for $36,393.03.

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

Capital Improvement: Unanimously approved: No. 9 for $3,818.75.

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

Correspondence: The letter from Baldessari and Coster LLP was recognized and filed.
Director’s Report: As submitted. Ms. Belling reported that Governor Cuomo has extended Executive Order 202.13 keeping New York State on PAUSE through May 15, but she expects there soon will be an update to this Executive Order and hopefully some guidance on resuming library operations. Next, Ms. Belling reported that for the safety of patrons and staff, all in-house library programs have been suspended through August 31 and all in-house exercise programs have been postponed through the end of the year. All programs will continue in an online format until we are confident that we can safely resume using the common meeting spaces. In addition, she made the decision to modify the newsletter schedule and issue a June only edition, rather than the traditional June, July, August Summer Edition. Ms. Belling felt that issuing a full three month newsletter without having more information and guidance from New York State regarding how and when the library could reopen was not in the best interest of the community and the library. It also gives the program coordinators extra time to revise their summer program schedules to conform to the online format because not all previously scheduled events are a good fit for Zoom. The book and media drops remain open Monday through Friday from 8 AM – 4 PM and there continues to be a steady flow of patrons returning their materials. Ms. Belling reported that as critical as online services and resources have been to providing service to the community, we have not forgotten the importance of simple customer service interactions. To that end, and in an effort to maintain personal connections with the community, several library staff members have been making phone calls to patrons to check in with them, see how they are doing, and to inform them of the library’s online programs and digital services. The library has received very positive feedback from patrons as they are happy to hear a familiar voice and have a pleasant conversation, especially during a time when people may be feeling isolated at home. Ms. Belling then reported that she still does not know when the library will reopen to the public, but a reopening committee has been formed and is being led by Pam Martin. As Governor Cuomo has mentioned for other regions of New York State, we do anticipate that the library’s reopening will occur in phases. The committee is currently working to develop procedures for curbside pick-up. With respect to when and how the library will reopen, the library will follow all guidance from New York State and we will continue to keep the community informed through the library’s website, the newsletter, and social media sites. Ms. Belling next reported the parking lot renovation plans were officially approved by the New York State Education Department on April 27 – the final day to move forward with Stasi Brothers Asphalt Corp. Attorney Ben Truncale is currently reviewing a draft contract between the library and Stasi Brothers for the parking lot.
project. At this time we do not have an official start date for parking lot construction. Although the timing of the parking lot expansion did not work out as originally expected, there is a silver lining. Ms. Belling can now apply for a New York State Construction Aid Grant since we are coming into a new grant cycle. In addition, since all onsite library programming has been canceled through August 31 due to COVID-19, parking lot construction will not interfere with the library’s summer program schedule. Ms. Belling also reported that on May 1, Governor Cuomo issued Executive Order 202.26 giving guidance and direction on the budget vote and trustee election. The school and library budget votes and trustee elections will take place on Tuesday, June 9 by absentee ballot only due to COVID-19. Ballots will be mailed to each registered voter in the Syosset School District with paid return postage. Ms. Belling was in touch with the district clerk, the library’s attorney, and the library board president shortly after the executive order was issued to talk about the ballot process and the budget hearing. The library’s budget hearing has been rescheduled for Thursday, May 28 at 6:30 PM.

Assistant Director’s Report: As submitted. Ms. Martin reported that in creating a virtual library this month, procedures for staff, handling materials, maintenance of library operations and outreach to the community all had to be developed and implemented quickly. This involved both flexibility and creative ideas on the part of the staff who have all worked with dedication and energy under less than optimal circumstances. In addition, all staff were working under the stress of the pandemic so work schedules and home life had to be adjusted as we were attempting to bring the library to the community.

Throughout the month, the staff posted 1,253 adult social media posts and there were 6,726 virtual passive program views on social media. One highlight from this month is from Chris Crosby, the Programming and Circulation clerk. He posted videos about different kinds of guitars from his personal collection that received 997 views and recorded his original song, Bookface Friday, that received 662 views! Ms. Martin also reported that the digital collection statistics continue to be very high in all categories; the total digital collections circulation this month was 13,512 compared to 6,313 in April 2019. Ms. Martin next reported that regular maintenance of the building has been ongoing and the sprinkler system and chiller were adjusted for the season. With the building closed, in addition to their regular cleaning and upkeep tasks, the custodians have been focusing on doing projects that require more detail work than they could do when the building was open. Ms. Martin then reported that in the weekly reopening committee meetings we have discussed how we will be phasing in library operations and what preparations are necessary to do
to keep the patrons and staff safe. Ms. Martin noted that we have been ordering supplies and procedures have been discussed as well as numerous issues related to the phased reopening of the library. Lastly, Ms. Martin wanted to express a special thank you to Janice Cosenza, Teen Librarian, who this month created over 100 designs for Syosset social media pages using the Canva website. These designs were for Teens, Programming, Media, Community Outreach and Readers’ Services.

The Board of Trustees accepted the department heads’ reports and statistics for filing.
Glick-Shorin
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 annual report to New York State.
Glick-Shorin
Aye: Evans, Glick, Goldsmith, Shorin, Ganeshkumar

Adjournment: The meeting was adjourned at 7:16 PM
Glick-Shorin
Aye: Evans, Glick, Goldsmith, Shorin, Ganeshkumar

Respectfully submitted,

Christine Belling
Library Director