Time: The meeting was called to order at 6:02 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 May 12, 2020 and the budget hearing of May 28, 2020 were unanimously approved.

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

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

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

Bill Schedules: Unanimously approved: No. 33 for $261,772.73, No. 34 for $3,756.00, No. 35 for $92,479.61, and No. 36 for $67,181.03.

Glick - Shorin
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: None.
Director’s Report: As submitted. Ms. Belling reported that on May 20, the Empire State Development Corporation changed the operating status of public libraries statewide permitting a return of 50% of the workforce to the building and allowing curbside service. The change in operating status came as a surprise since public libraries had previously been classified in the education sector and had planned to be part of the Phase 4 regional reopening plan. As a result of the change in operating status, Ms. Belling quickly developed a safety plan, which is required by New York State Department of Health. In addition, Ms. Belling continued working on the library’s phased reopening plan which is required by the New York State. New rules for the workplace were also drafted by Pam Martin for each employee to read, acknowledge and sign. Ms. Belling next reported on the launch of Library Takeout which started on June 3 and is available Monday – Friday, 10 AM – 4 PM and Saturdays 10 AM – 2 PM. Patrons can place an “order” for library materials either by phone or through the online catalog; staff will find the materials and call patrons to schedule a date for pick up. When patrons arrive at the library they are asked to call the circulation desk and staff will then place the requested items on the takeout table at the front entrance. Ms. Belling stated that feedback on Library Takeout has been overwhelmingly positive and patrons are very happy to place holds and check out library materials again. Ms. Belling next reported that they are working on a plan to convert digital library cards to traditional library cards and will contact the digital cardholders in the coming weeks. Ms. Belling also reported that on June 2 the New York State Education Department (NYSED) issued a warning to school districts and school district libraries that plexiglass or acrylic sneeze guards cannot be used in our buildings. The warning from the NYSED stated in part that, “the plexiglass glazing used to construct sneeze guards is flammable and does not meet NYSED Manual of Planning Standards-1998 requirements or the 2020 Building & Fire Codes of New York State.” The sneeze guards initially ordered for the library’s public service desks did not meet NYSED code. The vendor was immediately contacted and was able to switch to polycarbonate sneeze guards, which is compliant with NYSED code. Unfortunately, the change order has delayed the installation. The vendor will contact the library when a new installation date can be confirmed. Ms. Belling reported that the parking lot project contract with Stasi Brothers Asphalt Corp. was signed and sent back to Calgi Construction Company. Ms. Belling also reported that the parking lot expansion will require testing and inspection services. The list of items to be tested includes verification and inspection of soil, density and compaction testing, classification and description of materials, etc. Calgi Construction sent a Request for Proposal (RFP) to fifteen firms. Three
firms acknowledged receipt of the RFP and of those, two declined to bid on the project. Calgi Construction has submitted for the Board’s review and approval, a bid for testing and inspection services from Municipal Testing Laboratory, Inc. (MTL). The full list of testing and inspection services as well as unit pricing can be found on pages 7 and 8 of MTL’s proposal. There is an item listed under New Business on the agenda requesting the Board to approve MTL’s proposal for testing and inspection services. Ms. Belling concluded her report by discussing the process for canvassing the ballots for budget vote and trustee election that will take place on Tuesday, June 16. Ms. Belling informed the Board that ballot canvassing will be livestreamed by the Syosset School District.

Assistant Director’s Report:  As submitted. Ms. Martin reported that this month was spent preparing to open the library. She was also pleased to report that we are providing Library Takeout (curbside pick-up), which has made the patrons very happy! Ms. Martin stated that numerous hours were spent in figuring out the details of how to go about providing services, how to approach the new rules regarding staff in the library and finding equipment and hard and soft goods for safety and cleanliness to be able to provide library services at each step of a phased reopening. Ms. Martin drafted the Staff Rules During COVID-19 and gave each staff member a copy along with a signature page for staff to sign that they received and read the rules. Ms. Martin next reported that she and Ms. Belling measured each staff chair to check its proximity to other chairs, so that we could advise department managers on how to schedule the staff for social distancing. In addition, the New York State Department of Health requires that staff complete a health assessment prior to starting each shift regarding possible COVID-19 symptoms, diagnosis or possible contact with it. Each staff member has been advised of the health assessment and to stay home if they feel ill. Ms. Martin also reported that before the staff came back into the building, she made 10 different signs about rules for social distancing, wearing masks, washing hands, working at every other work station, etc. The signs have been placed in all the public areas, work areas and on restroom doors. In addition, posters and banners were made for Library Takeout, which began on June 3. We purchased large A frame sign holders to place outside with posters indicating the rules to social distance and to wear masks when approaching the building, and small A frame poster holders for social distancing when we reopen to the public. Ms. Martin next discussed cleaning and disinfecting products for library use and personal protective equipment for the staff. With the multitude of guidelines,
directives, and requirements, and changing guidelines from the CDC, Department of Health, and New York State, sorting through what the exact products the library would need to keep surfaces sanitized and staff safe was challenging. The Nassau Library System coordinated an order for disposable masks, gloves, and face shields. Other products that we determined were necessary included disinfecting wipes, disinfectant spray, cloth masks, and hand sanitizers. Ms. Martin reported that it has been exceptionally challenging to get disinfecting wipes in the quantity the library needs. She has reached out to several suppliers and asked them to investigate alternatives to disinfecting wipes, perhaps alcohol wipes, in the amounts that we need. As staff prepared to enter the building, she directed Babu Kareem about where to put the disinfecting and sanitizing products for staff to clean work surfaces. Babu was also able to provide us with a disinfecting spray cleaner to use on hard surfaces that has no odor, so that staff can use this with paper towels to clean wide expanses of surfaces. The staff has been instructed to clean off all of the public service desks, and their personal desks, so that they may be sanitized properly. Sneeze guards have been ordered for all public desks and the staff room.

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 proposal from Municipal Testing Laboratory, Inc. for testing and inspections for the parking lot expansion project.
Glick - Shorin
Aye: Evans, Glick, Goldsmith, Shorin, Ganeshkumar

Adjournment:

The meeting was adjourned at 6:43 PM
Glick - Shorin
Aye: Evans, Glick, Goldsmith, Shorin, Ganeshkumar

Respectfully submitted,

Christine Belling
Library Director