SYOSSET PUBLIC LIBRARY
BOARD OF TRUSTEES

APPROVED MINUTES
MEETING OF TUESDAY, JULY 14, 2020

Time: The meeting was called to order at 6:32 PM by Ms. Evans, President.

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

Public: None.

A) Oath of Office: Ms. Jane Evans was sworn in for a five-year term.

B) Election of Officers: The Board voted to elect the following officers for the 2020-2021 term:

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

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

C) Appointment of Treasurer, Legal Counsel, Financial Auditors, and Claims Auditors:

   Approved for 2020-2021:
   Mr. Brian Cleary as Treasurer/Accountant.
   Mr. Benjamin J. Truncale, Jr. of Spellman Gibbons Polizzi Truncale & Trentacoste, LLP as Legal Counsel.
   Baldessari & Coster, LLP as Financial Auditors
   Nawrocki Smith as Claims Auditors.

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


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


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

F) The Board approved the Reaffirmation of the Library By-Laws and the Board’s Policy Statement.

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

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

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

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

Executive Session: The Board of Trustees entered into Executive Session to discuss a legal matter at 6:39 PM.
   Glick – Ganeshkumar    Aye: Evans, Glick, Goldsmith, Shorin, Ganeshkumar

Exit Exec. Session: The Board of Trustees reconvened the Regular Meeting at 6:54 PM.
   Glick – Shorin    Aye: Evans, Glick, Goldsmith, Shorin, Ganeshkumar

Minutes: The minutes of the regular meeting of June 9, 2020 were unanimously approved.
   Glick – Shorin    Aye: Evans, Glick, Goldsmith, Shorin, Ganeshkumar

Treasurer’s Report: The Treasurer’s/Accountant report for June 2020 was unanimously approved.
   Glick - Ganeshkumar    Aye: Evans, Glick, Goldsmith, Shorin, Ganeshkumar

Bill Schedules: The Board accepted: No. 37 for $219,666.37, No. 38 for $99,569.06
   No. 39 for $68,447.28, No. 1 for $106,289.93, No. 2 for 98,879.70, Capital
   No. 10 for $655.00 and Capital No. 1 for $3000.00.
   Glick - Ganeshkumar    Aye: Evans, Glick, Goldsmith, Shorin, Ganeshkumar

Correspondence: None.
Director’s Report: As submitted. Ms. Belling reported that Library Takeout, which launched on June 3, has been very successful while continuing to make adjustments to keep things moving smoothly. On Thursday, June 18 the polycarbonate sneeze guards were installed at all public service desks and in the staff room. On Wednesday, June 24 we reopened to the public, which also meant the start of Phase 2 of the Library’s Reopening Plan. During this phase our services are limited to browsing the collection, borrowing materials, reference and research assistance with librarians, and reading recommendations. The photocopy machines, scanner and fax are also available for use. In preparation for the reopening of the building, each public service desk was outfitted with cleaning products, gloves, disposable masks and social distancing markers. In addition, a last minute meeting of the Reopening Committee was held to address any concerns of the staff and procedural issues. As expected, traffic coming into the building was slow, but the patrons who did come in were very happy to browse the collection and see the staff again. From Wednesday, June 24 through Saturday, June 27 the library operated with limited hours and everything went well. On Monday, June 29, the library resumed normal operating hours with a full staff complement in the building. In addition, the security guard also returned to working the evening shift at the library. Ms. Belling also reported that she and Pam Martin have been regularly talking to staff about how things are going, addressing concerns they may have with respect to the setup of the public service desks and if patrons are respecting boundaries. In addition, they have also been asking about any services patrons may be asking about in anticipation of the next phase of the library’s reopening. Although there is no set date for the next phase, Ms. Belling expressed a need to plan ahead based on the immediate needs of the community and the services that she feels the library can safely offer. Ms. Belling then discussed the growing rate of infection of COVID-19 in the rest of the country and her concerns and considerations in evaluating the library’s phases of reopening. As always, the primary concerns are for the safety, health and wellbeing of the community and the staff with regular monitoring of any guidelines from New York State and the CDC. Ms. Belling next reported that on Wednesday, June 17 there was a pre-construction meeting with Dominic Calgi and Fred Sullo from Calgi Construction Company Inc., Joe Stasi from Stasi Brothers Asphalt Corp., Steve Ditta from R&M Engineering, Pam Martin, and Babu Kareem. Fred Sullo from Calgi Construction will be the project manager for the parking lot project. At the meeting, Mr. Stasi indicated that he is in the process of rehiring and restarting other projects that were delayed due to COVID-19. During the meeting various aspects of the project were discussed, including length of project, responsibility for permits, progress schedules, construction schedules, testing and inspections, COVID-19/OSHA safety, change orders, applications for payment and the schedule for weekly construction meetings. Phase one of the project will start with the renovation of the front parking lot area. The main South Oyster Bay Road entrance will
be permanently closed off to make room for additional parking spaces. The current South Oyster Bay Road exit will be widened to eventually become an entrance and exit. During this phase of construction though, all traffic will have to temporarily exit onto the LIE Service Road. Also during this phase of construction curbside pickup will move to the rear library entrance and all patrons will enter and exit through this door as well. As of the writing of this report, Jason Dellaratta from Stasi Brothers believes the concrete and paving work will begin the first week of August. Finally, there is a contract from RMB Development Consultants Inc. listed as a new item on the agenda for the Board’s consideration. RMB Development has worked with the library previously to assist with streamlining the Town of Oyster Bay permitting process. Ben Truncale has reviewed and approved the contract from RMB Development. Ms. Belling next reported on the results of the Budget Vote and Trustee Election. The canvassing of the ballots for the Budget Vote and Trustee Election took place on the evening of Tuesday, June 16 and resumed the morning of Wednesday, June 17. The results are as follows:

**2020-2021 Budget**
Yes – 4146
No – 1870

**Trustee Election**
Jane Evans was reelected to a five-year term.

**Asst. Director’s Report:**
As submitted. Ms. Martin reported that June was spent getting the building and staff ready for reopening to the public. From signs, posters, memos to the many different kinds of PPE that were necessary, we were able to begin opening because we had the necessary disinfecting and protective equipment. Ms. Martin reported on the challenges in tracking down and verifying a stock supply of PPE that is currently in high demand and low in availability. Due to the size of the library and hours of operation, the amount of PPE required for the safety and wellbeing of patrons and staff is substantial. Ms. Martin next reported that opening the library in a slow, steady and careful phased reopening is necessary for the safety of the staff and community. She noted the public’s expectation of service has had to be managed at each phase of the reopening because many are not aware of the close contact library staff have when providing services to patrons. Each time library staff help someone at the computer, with a Kindle or Nook, find a DVD or book, they are in very close proximity to a patron. Therefore, it takes many detailed discussions with staff to figure out ways to provide the best service while keeping patrons and staff safe. Each department and the
services they provide are somewhat different, so discussing what these procedures should be takes creativity and imagination about what they will be now and in the future. Ms. Martin informed the Board of a thank you letter received from Michelle Burget, Principal of South Woods Middle School. Sharon Long spoke to 150 students at their Unity Day Virtual Meeting on June 12 about Summer Reading, accessing ebooks, teen summer programs and how to access all of the library’s virtual services on the website. Lastly, Ms. Martin shared a letter from Project Renewal, non-profit organization whose programs serve 16,000 people each year, providing health services, housing, and a jobs clearinghouse that empower individuals and families to renew their lives. After reaching out to the library with a special request, we donated 95 books to Project Renewal’s Fort Washington Men’s Shelter, which helped to replenish their library shelves that were cleared during March and April. Since the donations our library received could not be sold at this time, we used those books to stock their shelves and help the 200 men they serve. They were very grateful for the books because, as they said, “…reading may be an essential means for filling our clients’ time with a meaningful, productive activity.”

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

Personnel Activity Report: The report of one (1) resignation was accepted by the Board for filing.
Glick - Ganeshkumar
Aye: Evans, Glick, Goldsmith, Shorin, Ganeshkumar

Response from the Public: None

Committee Reports: None

Old Business: None

New Business: 1) The Board unanimously approved the 2020 – 2021 Salary Scale for submission to the Nassau County Civil Service Commission.
Glick - Ganeshkumar
Aye: Evans, Glick, Goldsmith, Shorin, Ganeshkumar

2) The Board unanimously approved the library closing dates for 2021.
Glick - Ganeshkumar
Aye: Evans, Glick, Goldsmith, Shorin, Ganeshkumar
3) Resolved, The Board unanimously approved the Treasurer’s/Accountant’s fees for 2020 – 2021.
Glick - Ganeshkumar
Aye: Evans, Glick, Goldsmith, Shorin, Ganeshkumar

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

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

6) Resolved, The Board unanimously approved the authorization of certain payments between Board Meetings.
Glick - Shorin
Aye: Evans, Glick, Goldsmith, Shorin, Ganeshkumar

7) Resolved, The Board unanimously approved to renew the By The Cover Insurance Policy.
Glick - Ganeshkumar
Aye: Evans, Glick, Goldsmith, Shorin, Ganeshkumar

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

9) Resolved, The Board unanimously approved the contract for RMB Development Consultants Inc.
Glick - Shorin
Aye: Evans, Glick, Goldsmith, Shorin, Ganeshkumar

Adjournment: The meeting was adjourned at 7:27 PM.
Glick - Ganeshkumar
Aye: Evans, Glick, Goldsmith, Shorin, Ganeshkumar

Respectfully submitted,
Christine Belling
Director