The meeting was called to order at 6:30 PM by Mr. Glick, President.

Present - Robert Glick, President; Reid Goldsmith, Vice President; Chandra Ganeshkumar, Trustee; Christine Belling, Director; Pamela Martin, Assistant Director; and Brian Cleary, Treasurer/Accountant.

Absent: Alene Shorin, Trustee with prior notice.

The Board entered into executive session at 6:31 PM to discuss the qualifications of a candidate for the Board of Trustees.

Goldsmith – Ganeshkumar Aye: Glick, Goldsmith, Ganeshkumar

The Board resumed the regular meeting at 6:39 PM.

Goldsmith – Ganeshkumar Aye: Glick, Goldsmith, Ganeshkumar

The Board of Trustees unanimously accepted the resignation of Trustee Jane Evans.

Goldsmith – Ganeshkumar Aye: Glick, Goldsmith, Ganeshkumar

The Board of Trustees unanimously approved the appointment of Sam Sochet to fill the vacant Trustee seat.

Goldsmith – Ganeshkumar Aye: Glick, Goldsmith, Ganeshkumar

None.

The minutes of the November 10, 2020 regular meeting were unanimously approved.

Goldsmith – Ganeshkumar Aye: Glick, Goldsmith, Ganeshkumar, Sochet

The Treasurer’s report for November 2020 was accepted for filing.

Goldsmith - Ganeshkumar
Aye: Glick, Goldsmith, Ganeshkumar, Sochet
Bill Schedules: Unanimously approved: No. 19 for $115,982.86, No. 20 for $512,240.47, No. 21 for $128,302.95 and No. 22 for $155,537.90.
Goldsmith – Ganeshkumar
Aye: Glick, Goldsmith, Ganeshkumar, Sochet

Capital Improvement: Unanimously approved: No. 6 for $28,699.50.
Goldsmith – Ganeshkumar
Aye: Glick, Goldsmith, Ganeshkumar, Sochet

Correspondence: 1 letter from Donna Zaino, St. Edwards Parish was accepted for filing.

Presentation: Chris Leonardi from BAI Design presented to the Board of Trustees about a “Syosset Then and Now” art exhibit.

Director’s Report: As submitted. Ms. Belling reported that unfortunately, the positivity rate for COVID-19 has continued to rise in New York State and locally on Long Island. We continue to keep an eye on the numbers as well as any information from state and local officials, in addition to routinely reviewing the library’s procedures, services and the safety of the public and staff. In response to New York State’s recently developed Micro Cluster Initiative which identifies COVID positive clusters and categorizes them into one or more color-coded zones: Yellow, Orange and Red Zones, we have created a plan to modify library services should the Syosset/Woodbury area be designated a micro cluster. The plan, which is attached to this report, is a guide based on the current Micro Cluster Plan, rules, restrictions and metrics. The situation remains fluid, as does the Micro Cluster Plan and the metrics used by New York State. Ms. Belling next reported that she and Pam Martin implemented a plan to move staff around the building to create additional space between all employees, as well as provide certain departments with instructions on staffing (how many people during a shift and where they will work) to reduce instances of close contact. Additionally, should the library need to reduce its workforce due to restrictions from New York State, the library’s Systems Manager, Megan Kass, and the library’s IT consultants are working to upgrade existing laptops to Windows 10 to improve performance. We have ordered 15 Microsoft Surface laptops with headsets with microphones to be used for remote work and for staff in the building as we continue to hold programs and meetings virtually. Ms. Belling next informed the Board that we are in a holding pattern waiting...
for approval for the demolition permit for 7 Jeffrey Court from the Town of Oyster Bay. Most recently, there was a question from the Town of Oyster Bay with respect to Stasi Brothers Asphalt Corps and if they had previously been licensed as a demolition contractor. As a result, Stasi has subcontracted the job to AVF Development Corp. With that, some of the original paperwork that was submitted to the Town for the demolition permit must be amended and resubmitted. In a bit of good news, the library received the first check from New York State in the amount of $283,000 for the construction aid grant for the purchase of 7 Jeffrey Court. The funds have been deposited in the capital fund savings account. The remainder of the grant funds will be received following completion of some additional paperwork. The deadline to complete the grant paperwork and file all relevant documents is June 30, 2021. Ms. Belling also discussed the one remaining item of Old Business on the agenda. The item is Change Order #1 which was tabled at the November 10, 2020 meeting. Change Order #1 is an asphalt proposal for the parking lot project. Change Order #1 has two options – the first in the amount of $70,030.00 and the second in the amount of $105,194.00. Ms. Belling next reported that the New York State Archives has updated and consolidated the retention and disposition schedules for records for local governments. The new single comprehensive retention schedule for local governments is LGS-1. New York State requires that local governing boards adopt Retention and Disposition Schedule LGS-1 before January 1, 2021.

Assistant Director’s Report:  As submitted. Ms. Martin reported that In October the library held a food drive for the Great Giveback, a three-year-old initiative that shows how much can be accomplished by working together. The food drive was so successful and because of the many people facing food insecurity this year, we decided to continue through November until Thanksgiving. We are so proud to report that 27 full cartons of food and basic need items were collected and delivered to St. Edward’s Parish, a contributor to the Island Harvest Food Bank. We were overwhelmed with the generosity and kindness of the staff and community whose donations helped 90 families, many of whom were new to the food pantry. Ms. Martin next reported that the annual fire drill was held on Thursday, November 19 at 5:30 PM. The Emergency Evacuation Plan is followed during the fire drill. Traditionally fire drills are held during the day, but the night staff was never tested during a building evacuation, so a fire drill was scheduled for the evening. For the most part it was very successful and the building was evacuated in record time. We did notice some areas of weakness which were addressed the following week. Ms. Martin next discussed that we continue to hold
weekly meetings with the Reopening Committee whose members represent each department of the library. Through this team effort we receive suggestions from all the staff and work together to brainstorm creative solutions to various problems that have arisen during this challenging period. During these past months, the staff room was outfitted with polycarbonate screens for eating, but we have asked staff who do not have offices, to take their lunch, dinner, and daily breaks either outside or in their car if they have one. As it has become increasingly colder, we had to find a way for staff to take a mask-less break somewhere in the building. Five spaces in the building were identified as not being used for group programs or meetings. We listed them on Picktime, the online scheduling platform that we use to allocate tables for patron use. Due to safety issues, these spaces for the staff will be limited to one staff person per time period. We feel confident that this solution will help provide an equitable arrangement for the staff throughout these difficult times.

The Board of Trustees accepted the department heads’ reports and statistics for filing.
Goldsmith – Ganeshkumar
Aye: Glick, Goldsmith, Ganeshkumar, Sochet

Personnel Activity Report: The report of two resignations was accepted for filing.
Goldsmith - Ganeshkumar
Aye: Glick, Goldsmith, Ganeshkumar, Sochet

Committee Reports: None

Response from the Public: None

Old Business: 1) The Board of Trustees unanimously resolved to approve Parking Lot Project Change Order #1 (asphalt proposal) in the amount of $105,194.00.
Goldsmith - Ganeshkumar
Aye: Glick, Goldsmith, Ganeshkumar, Sochet
New Business: 1) The Board of Trustees unanimously resolved to adopt the New York State Archive retention and Disposition Schedule for New York Local Government Records LGS-1. Goldsmith - Ganeshkumar Aye: Glick, Goldsmith, Ganeshkumar, Sochet

Adjournment: The meeting was adjourned at 7:34 PM Goldsmith - Ganeshkumar Aye: Glick, Goldsmith, Ganeshkumar, Sochet

Respectfully submitted,

Christine Belling
Library Director