

BOARD of TRUSTEES
Regular Meeting
December 22, 2020 – 10:00 a.m.

Board Members Present: Ellen Rieger, Vice President
Renee Boyer, Finance Officer
Jenny Shore, Secretary
David Clemens, Trustee

Library Staff: Ryan Athanas, Library Director
Katherine Rath, Senior Account Clerk

Absent: Joyce Hilgeman, Ph.D., President
Cristina Spinelli, Treasurer

PLEDGE OF ALLEGIANCE

The meeting was called to order at 10:05 a.m. by Mrs. Rieger, Vice President.

PUBLIC PARTICIPATION

There was one member of the community present, Mr. Ken-Patrick Johnson.

APPROVAL OF MINUTES

Motion by Mr. Clemens to approve the minutes of the regular meeting of November 24, 2020, as presented.
Second, Mrs. Shore. AYES: ALL. Motion carried.

CALL FOR NEW BUSINESS

There was no new business added to the agenda.

FINANCIAL REPORTS

Motion by Mrs. Shore to approve the financial reports for the period ended November 30, 2020, as presented.
Second, Ms. Boyer. AYES: ALL. Motion carried.

Motion by Mrs. Shore to approve the payment of the following Warrants for December, 2020:
Supplemental Warrant, dated November 30, 2020, in the amount of \$165,459.43.

Warrant 12-20-1	\$ 110,096.68
Warrant 12-20-2 Gift	\$ 1,530.00
Warrant 12-20-3	\$ 2,707.59

Second, Ms. Boyer. AYES: ALL. Motion carried.

Mrs. Spinelli, Treasurer, reviewed the financial statements, warrants and payroll records for the December 11th and the December 24th, 2020, payrolls.

Ms. Boyer reviewed and approved the Payroll Register for the December 11th, 2020, payroll.

DIRECTOR'S REPORT

- Mr. Athanas presented photos of the newly painted boiler room stairs and hallway. This represents the final part of the boiler room project and is a significant overall improvement to the room.
- Mr. Athanas presented photos of the HVAC replacement done by Thermal Solutions, which included hoisting the unit on to the roof in the early hours of the morning. This project was partially funded through a NYS Construction Grant and will help to make the overall heating and cooling of the library much more energy efficient.
- The shades that we ordered to cover the windows in the non-fiction stacks came in and were installed by S. Klahr. It greatly improves the look of the area and now the vent pipes and other construction items are hidden from view.
- Mr. Athanas thanked the volunteers from the Friends Little Book Shop for their hard work during this time of increased donations. Since there was such a demand for the Book Shop to be opened and available as it was before the pandemic, we are now offering donated books for sale at Circulation with the maintenance of the annex being

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...coordinated by Friends' volunteers and the money going to the Friends. It has been very successful and our patrons are grateful for the opportunity to take advantage of purchasing these greatly discounted books every day.

- Although the foot-traffic in the library is less than before the pandemic, our staff is busier than ever offering expanded services including digitization services, craft videos, outreach, virtual book discussion groups and ESL in the Reference Department. Our YA Department has continued to offer TeensConnect volunteer projects and their personalized book subscription service, Purrfect Picks. The Children's Department is busy with their take-home crafts and corresponding Take, Make, Create Videos and STEM Kits. The Programming and Publicity Department is keeping up with patron demand for virtual exercise classes, topic lectures, as well as painting and cooking classes. He also noted the outstanding job of each department on their room decorations, which creates a lovely and welcoming environment for our patrons. And finally, Mr. Crowley has been working with Mr. Athanas to develop a thorough list of necessary building maintenance and improvement items. Currently, the need for new outdoor signage will be addressed, as many of the signs are faded and no longer legible. They have been ordered and should be replaced in January and February.
- Mr. Athanas thanked the Circulation Department for their hard work in continuing to accommodate curbside pick-ups, the quarantining of books and increased effort in helping with the Friends' Book Shop Annex sales. He also noted the beautiful displays, created by Mrs. Wickers and her staff, which greet the patrons upon entry.
- Mr. Athanas thanked Ms. Schnepf for her outstanding work on the Library's website. The new website will go live on January 5th, 2021 and many hours of dedicated work has gone into a smooth transition. He also thanked Mrs. Hope and Mrs. Handler for their work on the website calendar and Mrs. Hope's input during the entire project. Staff will begin to train on how to navigate the website with an online training module in January.
- Patrons will begin to sign-up for programs online, through the website on January 5th, but they can also call the library for help in walking through the process or to have staff sign them up as before.
- Our Winter Reading Club, Frosty Reads, will begin on January 2nd and carry through until February 28th. It will be conducted online and through the READsquared App and readers can earn points and collect "cool" digital badges.
- We had our first snow day of the year and it went very smoothly considering the tremendous amount of snow that fell. The library closed at 5:00 p.m. on December 16th and closed for the entire day on the 17th, although all virtual programs continued per normal thanks to our dedicated staff working from home. Thank you to the custodial staff for their diligent snow removal, which was no small task for this particular storm.
- Mr. Athanas attended the virtual Zone Director's meeting and the Directors shared their current policies regarding COVID traveling and return to work policies. Elwood Library also presented a telework policy.
- Mr. Athanas recently attended the SCLS Library Directors' Meeting. The following were items discussed...
 - 7-8 Suffolk County libraries have closed their doors and gone back to curbside only pick-up.
 - Overdrive usage is 30% higher than last year.
 - Annual Lobby Day in Albany will be virtual on Feb. 26th and NYLA is doing their own training on Feb. 22nd on how to be an effective online lobbyist.
 - Suffolk County libraries are cooperating with their local school districts on allowing students who use the SORA App to borrow e-books and audiobooks from their school to also allow them to borrow from their local library using the same app with their school credentials. This could potentially increase our usage statistics. However, there are currently only 4 libraries who are actively participating.
 - SCLS is prepared to move forward with a new Internet Service Provider contract in July 2021, which will increase our current bandwidth from (2) 40 Mbps lines to (1) 500 Mbps line. This should prevent any future issues with patron connectivity. We will retain Crown Castle for this service and SCLS will also purchase a new firewall as a part of the plan.
 - FFCRA, the Family First Coronavirus Relief Act, is tied-into the Coronavirus Relief Bill which is about to be passed in Congress. The Act could be renewed in its entirety or just certain portions. One we know how this will affect us, we will discuss.
 - The Equal Employment Opportunity Commission (EEOC) put out guidance that businesses can mandate that employees get vaccinated and that it does not violate the ADA. We are waiting for additional guidance regarding this issue.
 - Although libraries are currently lumped into the "retail business" categorization on the priority list for vaccinations at the state level, there are efforts being made to lobby for library workers to be moved up the list and be grouped with educators or teachers.

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DEPARTMENTAL REPORTS

Due to the holidays, there were no Board reports this month, although the staff remained busy as ever. The reports that they submit in January will recount their November and December, 2020, activities.

PERSONNEL REPORT

There was no Personnel Report this month.

CORRESPONDENCE

The Board reviewed correspondence from Mr. Dennis Troup and from The Shore Family Foundation, which made a significant donation to the library. Mr. Athanas noted that this particular donation will be used to purchase books for the lending libraries at Paumanack and Carillon, which will accommodate those patrons who are at highest risk due to this pandemic and who cannot get to the library. The books purchased for these libraries will contain bookplates showing that the books were donated by The Shore Family Foundation.

OLD BUSINESS

There was no old business discussed.

NEW BUSINESS

The Annual Budget Vote and Trustee Election will take place on Tuesday, April 6th, 2021. In preparation for making a final decision on any budget increase, Mr. Athanas provided detailed budget information to the Board including some long-range plans for needed building improvements. He noted that the tax-cap for this year is between 1.3% - 1.4% and since we opted for a 0% increase last year, there is still money available from 2020 if we decided to pierce the tax cap. The Board responded that they appreciate that Mr. Athanas presented options which were able to rearrange our current resources without increasing the budget. Mr. Athanas also noted that most of the neighboring zone libraries will increase their budgets. We must vote on the final budget in January, in order to publish and present it to the public prior to the vote.

PUBLIC PARTICIPATION

Mr. Ken-Patrick Johnson posed a question to the Board of Trustees regarding the library accepting donations from local 501c3 charities. Mrs. Rieger noted that donations should be directed to the Friends of the Harborfields Public Library, a registered 501c3 organization, as they fund many of worthwhile purchases made by the library including our Museum Passes.

ADJOURNMENT

Motion by Mrs. Shore, seconded by Ms. Boyer, to adjourn the meeting. There being no further business, the meeting was adjourned at 11:13 a.m.

Respectfully submitted,

Katherine Rath for
Jenny Shore, Secretary