



**Board of Trustees  
Regular Meeting via Teleconference  
March 26, 2020**

**Board Members Present:** David Clemens, President  
Joyce Hilgeman, Ph.D., Vice President  
Ellen Rieger, Finance Officer  
Jenny Shore, Secretary  
Renee Boyer, Trustee

**Director:** Carol Albano

**Assistant Director:** Ryan Athanas

**Absent:** Cristina Spinelli, Treasurer

**PLEDGE OF ALLEGIANCE**

The teleconference meeting was called to order at 1:15 p.m. by Mr. Clemens, President, and a recorded transcription was made available to the public via an interactive link on the library's website following the call.

**PUBLIC PARTICIPATION**

Under NYS Executive Order 202.2, due to the current state of emergency, there is no public participation on this call, but members of the community dialing-in may feel free to e-mail questions or concerns to the Library's Director or directly to members of the Board of Trustees and a response will be issued in a timely manner. The dial-in number for this call was posted on our website prior to the meeting.

**APPROVAL OF MINUTES**

Motion by Dr. Hilgeman to approve the minutes of the Regular Meeting of February 27, 2020, as presented.  
Second, Mrs. Shore. AYES: ALL. Motion carried.

Motion by Ms. Boyer to approve the minutes of the Special Meeting of March 13, 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 February 29, 2020, as presented.  
Second, Dr. Hilgeman. AYES: ALL. Motion carried.

Motion by Mrs. Shore to approve the payment of the following Warrants for March, 2020:

Supplemental Warrant, dated February, 2020, in the amount of \$182,525.04.

Warrant 3-20-1 \$184,971.93

Warrant 3-20-2 Gift A/C \$ 2,487.32

Second, Dr. Hilgeman. AYES: ALL. Motion carried.

Mrs. Spinelli, Treasurer, was unable to review the financial statements, warrants and payroll records for the March 6th and the March 20<sup>th</sup>, 2020, payrolls, nor was she able to review the bank statements and bank reconciliations for the month ending February 29, 2020, due to the NYS mandate requiring the closure of non-essential businesses and social distancing. These items will be presented in their entirety to Mrs. Spinelli, and payroll records will be approved by the library's Finance Officer, Mrs. Rieger, upon the return to normal business.

**DIRECTOR'S REPORT**

- This is a very different time than has ever been experienced by the staff of the library and many of us are working from home for the first time. Zoom meetings are being conducted on a regular basis with our Department Heads, and the

Programming Department has been coordinating the issuance of our May newsletter with the many changes to our normal program schedules.

- The library will not be scheduling any in person programs for the month of May.
- Mrs. Albano and Mr. Athanas are participating in weekly calls with Library Directors and Assistant Directors in the Town of Huntington and all of Suffolk County. The sharing of ideas and initiatives has been invaluable.
- Mrs. Albano and Mr. Athanas participated in calls with County Executive, Steve Bellone, and County Commissioner of Health, Gregson Pigott, both of whom discussed the current situation within NYS and Suffolk.
- In February, the Board accepted a letter of retirement from Adult Reference Librarian, Stephanie Knepper. Her original retirement date was set for April 17<sup>th</sup>, 2020, but due to the current backlog at the NYS Employees Retirement System, her official retirement date has been postponed until May.
- Mrs. Albano, Mr. Athanas and Department Heads are keeping in touch with the entire staff through texting and e-mail and the staff has been receiving information as necessary, including wellness updates.
- A limited number of essential employees are allowed into the building for short periods of time, but the building is being monitored and maintenance is being conducted by our Building Supervisor, Kevin Crowley, and Mike Cronin.
- The Board thanked the staff and administration for their commitment & coordination of service to the community during this stressful time.

### ASSISTANT DIRECTOR'S REPORT

- Due to the Governor's Executive Order requiring the library to close immediately, Mr. Athanas was able to provide technology to staff that were in need in order for them to work at home.
- Online training, provided through SafeSchools, has been valuable to keep our staff engaged. Mr. Athanas is sending out mandatory training videos every Monday with the expectation that they be completed by that Friday. Mr. Athanas tracks the completions and notifies Department Heads.
- Department Heads have been in daily contact with their staff to discuss tasks that may be completed while working from home and planning for future programs and activities.
- Department Heads have also been provided with conference call capabilities and access to Zoom conferencing so that they may conduct remote meetings with their staff.
- We are a unique library in that we have a phone system which allows calls to be directly forwarded to staff members' cell phones so that they can be "on call" for our patrons. There have been calls coming through and each department is sharing the responsibility by splitting shifts. Calls have been taken regarding tech equipment, AARP Tax Counseling, HOOPLA, homebound services, unemployment, passwords & online access, to name a few. Our staff has been able to provide help to patrons, even though we are "closed".
- There was an e-mail blast sent to all adult cardholders with e-mails in our Sierra system through a program called LibraryAware. 7,342 e-mails sent, 52% of which were opened on mobile devices.
- The Library doubled the monthly amount of items that could be borrowed by patrons using HOOPLA.
- Usage of Live-brary downloads (Overdrive) for borrowing eBooks, audiobooks, etc. skyrocketed to 3,322 downloads, with 1,800 being borrowed in the past 10 days alone.
- The Suffolk Cooperative Library System enabled a feature that allows patrons to obtain temporary library cards online giving them access to our Digital Services. Mrs. Wickers runs a daily report using a mobile version of our Circulation System to convert them to permanent cards.
- Wi-Fi is still available to our patrons and is accessible from outside of the library.
- Mr. Athanas sent a picture to the Board of SCLS's massive coordination of 3D Printers collected from libraries across Suffolk County to create a "Printer Farm". These printers are being used to print the plastic components needed to create face shields for medical in coordination with Stony Brook University. There are currently 78 printers being used around the clock at SCLS, two of which were printers sent from our library. This effort will be highlighted on our website and in our newsletter.

The Board thanked Mrs. Albano and Mr. Athanas for their ingenuity and outstanding service to both the community and the staff during this pandemic and being an example to other libraries across Suffolk.

### DEPARTMENTAL REPORTS

There were no Departmental Reports this month.

**PERSONNEL REPORT**

There was no Personnel Report this month.

**CORRESPONDENCE**

There was no correspondence this month.

**NEW BUSINESS**

**WEBSITE**

Mrs. Albano and Mr. Athanas discussed the necessity of updating our website to fall in-line with the current technological standards and to better serve the community. Mr. Athanas is currently updating the website as necessary, but the platform is extremely outdated.

Due to the decision to operate on last year's budget, the funding for the update of our website is no longer included in the total budget. The Board agrees that it is extremely important for our community and patrons to have a user-friendly and seamless experience when accessing the library's many services while on their computers or mobile devices.

Motion by Dr. Hilgeman to approve the necessary expenditures in order to update the Library's website, at a cost not to exceed \$35,000, which will be paid from our Capital Reserves Unassigned Funds Account and that such expense, is considered imperative to the operation of the library.

Second, Mrs. Rieger.

AYES: ALL. Motion carried.

**APRIL PAYROLL**

Mrs. Albano discussed the specific details regarding how staff may be compensated during the closing of the library resulting from the COVID-19 Coronavirus Emergency and answered questions from the Board regarding stoppage of any over-time payments, including Saturday and Sunday premium pay rates.

Motion by Mrs. Shore;

Resolved, that during the present health emergency, all full-time staff will continue to receive their normal compensation;

And it is further resolved, that during the present health emergency, part-time staff will be compensated for the month of April, based upon their April work schedules, and thereafter compensated based upon the average number of hours they have been scheduled to work over a typical two week period;

And it is further resolved, that during the present health emergency, all staff that were scheduled to work weekends during the month of April will receive their regular rate of pay. If the Library remains closed beyond April, there will be no scheduled weekends.

And it is further resolved, that on any day that staff is or would be scheduled to work, and the staff member is not working either remotely or in person or is not on call to do so, that the staff member take an accrued sick, vacation or personal day.

And it is further resolved, that the library policy manual will be deemed amended:

*In the event of an emergency closing on a weekend, scheduled staff will receive their regular rate of pay.*

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

**PUBLIC PARTICIPATION**

There was no public participation.

**ADJOURNMENT**

Motion by Mrs. Shore, seconded by Mrs. Rieger, to adjourn the meeting. There being no further business, the meeting was adjourned at 2:13 p.m.

Respectfully submitted,  
Katherine Rath for Jenny Shore, Secretary