

**Glen Cove Public Library
Board of Trustees Meeting
Minutes for June 16, 2020**

Attendance:

Present were Trustees N. Ackerman, R. Leff, M. Maher, A. Petrash, Treasurer R. Abbondandolo; Director K. Flynn, Assistant Director J. Cabo

Absent with prior notice: S. Jackubiak.

The meeting was called to order at 6:46

The library building has been closed since March 14, 2020 due to the global outbreak of the COVID-19 virus. The library has continued its mission online to the extent possible by providing virtual meetings and performances. The Nassau libraries have made the decision to cancel all live performances through the end of 2020.

In the Glen Cove Library, we are providing curbside pick-up for library materials that patrons have requested and bags of supplies that children can use during our virtual programming sessions. We also make copies and send faxes and have made use of our remote printing software.

I. Minutes:

A motion was made by N. Ackerman to accept the minutes of the May 19, 2020 meeting. Seconded by A. Petrash. All in favor.

II. Bills:

The warrant for June covering the period 05/15/20 – 6/16/20 for total transactions of \$123,430.43 was presented for approval. A motion to approve the warrants was made by R. Leff. Seconded by A. Petrash. All in favor.

The Treasurer's Report for May 2020 was presented for approval. A motion to accept the reports was made by N. Ackerman. Seconded by R. Leff. All in favor.

III. Director's Report as COVID-19 continues:

Current status of the Glen Cove Library:

As per the NYS Governor, the NYS PAUSE has been extended to June 6, 2020. This means that non-essential businesses (such as the library) cannot open before that time and must meet the required 7 criteria before they do open. Nassau County does not meet the criteria at this time as we have not had 14 days of decreased hospitalization and deaths related to COVID-19.

All mail and return materials are left in the entrance hall way for at least 3 days. A workflow plan is in place to ensure all returns are untouched for 3 days, then cleaned, then checked into the inventory system and then shelved.

Masks, gloves, face shields and disinfection cleaners are available for all staff. Staff is also placed 6 feet apart as they return to the building. A thermal scanner is being ordered to take everyone's temperature as they enter the building.

Preparing for reopening:

- The Library will be in compliance with CDC guidelines, the Governor's Executive Orders and Nassau County recommendations upon opening
- We will arrange for no-contact delivery to our home bound patrons.
- All deliveries will be quarantined for a minimum of 3 days.
- There will be no public access to building for at least 2 weeks after the staff returns. Access will be limited in number and only the checking out of materials will be permitted. No congregating.
- Live programming will resume by September 1st at the earliest as per a recommendation from Nassau County.
- TBD: Consideration will be given as to non-compliance by staff or patrons to the new hygiene conditions. Closure may be a consideration should staff members test positive.
- Additional hotspots have been ordered and Glen Cove Library is on the list of parking lots that are covered by library wifi.

Personnel:

Lydia Wen has been working in the Library as a Librarian Trainee since February 2019. She has received her Master's degree in Library Science as well as her Archivist degree. She has also received her certificate from the State of New York permitting her to work in a public library. Lydia has been a tremendous asset to the History Room of the Library in applying her knowledge of archives to the Glen Cove collection. The Director request that Lydia be hired as a part-time Librarian I at \$31.00 per hour retroactive to April 1, 2020 which is when the hire would have taken place if not for COVID-19. Lydia has been teaching classes and creating online programming from home during this time. A motion was made by R. Leff to approve this hire. Seconded by A. Petrash. All in favor.

IV. Old Business:

A motion was made by Richard Leff to pass the resolutions for the Board of Election inspectors. Seconded by A. Petrash. All in favor.

V. New Business:

New business pertaining to salaries, a budget increase and use of vacation time were referred back to the motion made at the March 27th special meeting proposing that the Director make all decisions going forward during this time of the COVID-19 pandemic.

There was a request that the Director gather more information from the library attorney regarding the necessity of holding a budget vote and trustee election as the budget will not be increased and the trustee is running unopposed. The response was that the Library does have to hold an election but it does not have to be by mail.

V. Adjournment:

There being no further business to bring before the Board of Trustees, a motion was made to adjourn by R. Leff at 7:31. The next meeting of the Board of Trustees will be held on Tuesday, July 21, 2020 at 6:45 in the Library. The public should call ahead (516-676-2130) if they plan to attend as the building will be locked.

Recorded by:



Kathie Flynn, Director

Approved by:



Susan Jakubiak, Secretary

