

**Glen Cove Public Library
Board of Trustees Meeting
Minutes for November 17, 2020**

Attendance:

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

The public can register to attend a meeting through video conferencing using Zoom.

The meeting was called to order at 7:02

I. Minutes:

A motion was made by R. Leff to accept the minutes of the September 15, 2020 meeting. Seconded by N. Ackerman All in favor.

II. Bills:

The warrant for November covering the period 10/21/20 –11/17/20 for total transactions of \$186,993.23 was presented for approval. A motion to approve the warrants was made by S. Jakubiak. Seconded by R. Leff All in favor.

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

A request was made for approval to pay the bills in December 2020 as the board does not meet that month. A motion was made by R. Leff and seconded by N. Ackerman.

III. Director's Report:

Bestseller Club:

The Glen Cove Library has a new offering for their patrons. "Favorite Authors" are now listed on the website. A patron can select up to ten authors and when any of them publish a new book, it will automatically be put on hold for that patron. The Library will then notify the patron that [favorite author] has released a new book.

Virtual Author Visits:

Our author visits continue to be popular to the point where we had to raise the number of visitors allowed from 100 to 500. The Library has invited authors from around the world and will add this to our programming schedule even after social distancing is no longer necessary it has been so successful.

Social Work Intern:

The Library has acquired a second social worker intern from Stony Brook University's School of Social Work. Samantha Stein's experience includes work in skilled nursing homes and

rehabilitation centers. She is tested each week for the COVID-19 virus. Both of our interns this year will split their services between virtual meetings and in-person discussions.

Part-time library staff:

Some consideration should be given as to plan options for the part-time staff if a second wave of COVID-19 breaks out. We have staff who have been here for many, many years and they have expressed that they want to stay. While our virtual programs have done extremely well our in-house visits are still very slow. The part-timers are all working on less hours than they were pre-COVID. Should the Library have to close again, our choices will be lay-offs, discharge or continue to pay their salaries.

ILS & NLS Budget:

Budget dues payable to NLS decreased by \$637. Their budget funds have been reduced by \$600,000 by New York State.

Record Retention:

The 2006 edition of the records retention manual from the State Education Department has been updated and made available online.

Pandemic Plan:

Each library in NYS has to have a Pandemic Plan. It is recommended that it be reviewed by the Library attorney and given to the union by January so they can review it and forward any comments or questions by February.

IV. Old Business:

The board tabled the question on continuing with the collection agency or not.

V. Executive session:

The board entered an executive session at 7:22 to discuss an employee problem. They exited executive session at 7:35.

V. Adjournment:

There being no further business to bring before the Board of Trustees, a motion was made to adjourn by M. Maher 7:38. The next meeting of the Board of Trustees will be held on Tuesday, January 19, 2021, at 6:45 in the Library.

Recorded by:


Kathie Flynn, Director

Approved by:


Susan Jakubiak, Secretary