I  Approval of March 21, 2019 Board of Trustees Minutes

II  Approval of March 2019 Warrants

III Approval of March 2019 Staff Changes

IV Financial
   a) March Financial Report
   b) Budget Transfers – General Fund

V  Director’s Report
   a) ESOL Update
   b) Lobby Update
   c) Dividend Checks - Workmen’s Compensation, Package Policy, Auto
   d) HVAC System Analysis
   e) Local History Website
   f) Strategic Plan
   g) PortFest/Harborfest
   h) LGBT Training

VI President’s Report
   a) Budget/Trustee Election Results
   c) Prioritization Committee
   d) Facilities Committee

VII Councils
   a) Music Advisory Council – Minutes of Meetings – March 20, 2019
   b) Nautical Advisory Council – Minutes of Meeting – February 11, 2019
   c) Books for Dessert – Minutes of Meeting – January 16, 2019

VIII Foundation
   a) Minutes of Meeting –
   b) Financial Report –

IX Friends of the Library
   a) Minutes of Meeting – March 13, 2019
   b) Book & Author Luncheon – May 10, 2019

   (over)
Correspondence
a) Patron Comments – March 2019

Staff Association

Public Comments

Unfinished Business:
  a) Aggregate Vendor List 2017-2018

Adjournment
PORT WASHINGTON PUBLIC LIBRARY
UNAPPROVED MINUTES OF
THE BOARD OF TRUSTEES MEETING
MARCH 20, 2019

Attending: John O'Connell, Presiding Lee Aitken
Patricia Bridges Nancy Comer
William Keller Michael Krevor
Sima Vasa Keith Klang

BUDGET HEARING

Mr. O'Connell opened the meeting at 7:50 p.m. stating that the Board met at
7:00 p.m. and resolved to go into Executive Session contractual matters. The
public portion of the meeting began with the second public budget hearing to
review the 2019-20 budget draft.

Mr. Klang noted Introduction written by Mr. O'Connell looking over the past
year and to the future. Mr. Klang presented a brief page by page review of
the proposed 2019-2020 Budget noting the budget decrease of -1.24% and
the proposed tax levy of 0.00% for a total budget of $7,382,264.

Ms. Bridges thanked Mr. O'Connell, Mr. Keller and Mr. Krevor on the Budget
Committee and Mr. Klang for their work in preparing a fiscally responsible
budget.

Ms. Horn, a community member and prospective candidate, asked who
prepared the grant applications. Mr. Klang responded that some grants were
submitted by the librarians and Mr. O'Connell noted that Construction Grants
were prepared by the Director.

Mr. O'Connell thanked everyone for attending and stated that there will be a
Budget Information Session on March 27, 2019 followed by a Meet the
Candidates.

REGULAR MEETING

Mr. O'Connell welcomed Mr. Bill Barrett, from Rynkar, Vail, and Barrett LLP,
who presented the Financial Statements and Supplementary Information with
Independent Auditor’s Report ending June 30, 2018. Mr. Barrett thanked the
responsive library staff for their help in gathering the information.

Mr. O'Connell requested approval of the February 20, 2019 Board of Trustees
minutes. Ms. Bridges motioned to approve. All agreed.

Mr. O'Connell requested approval of the February Warrants 19-02-8A and 19-
02-08B. Mr. Aitken motioned to approve. All agreed.

UNAPPROVED MINUTES OF MEETING - MARCH 20, 2019
Ms. Bridges motioned to accept the Staff Changes of one departure, Maria Elena Castro. All agreed.

Mr. O'Connell requested comments on the February Financial Report representing 67% of budget expensed. Mr. Keveror questioned why the miscellaneous revenue did not coincide with the spread sheet total revenue. Mr. Klang will provide the answer and the corrective action taken.

Mr. O'Connell requested a motion to approve the general fund budget transfers for year ending June 30, 2018 dated March 20, 2019 amounting to $26,500 from various codes as recommended by the Library accountants. Mr. Keller motioned to approve. All agreed.

Mr. Klang presented the Annual Report that is prepared by the library for New York State containing information on circulation, patron usage, programs, types of programs. The Board thanked Ms. West, Mr. Hutter, and Ms. Bennett, for their help in preparing the report. Ms. Comer had a question on where Books for Dessert statistics were entered. Mr. Keller asked if there were other library’s report to compare to this report. Mr. Keller motioned to accept the report as amended with minor corrections. All agreed.

Mr. Klang spoke to the Board about replacing the twenty-year-old EPDM roof as part of the 5-year plan. Mr. Klang requested that the Board resolve to agree to be the Lead Agency on the EPDM roof repair for application to the NYSED. Ms. Vasa motioned to approve. All agreed.

Mr. Klang updated that Board of the ESOL and meeting spaces. An air flow issue with the HVAC system is being resolved. Light fixtures have been installed, as well as fire alarms and strobes. Painting and carpeting will follow. Mr. Klang expects a completion date in late April.

Mr. Klang stated that the date for the Volunteer Brunch will be June 9, 2019 at 10:30 am before the Library opens.

Mr. Klang requested the Board approve changing the first Summer Sunday closure date from June 23rd to June 30th due to the school district’s later last day of school. Ms. Vasa motioned to approve. All agreed.

Mr. Klang requested the Board approve keeping the Library opened after hours on Sunday, October 6, 2019 for a Susan Isaacs author event with reception following. Ms. Vasa motioned to approve. All agreed.

Mr. Klang noted that Nancy Wright, vice president of the FOL, is an honoree in this year’s 2019 May W. Newburger Women’s Roll of Honor. Ms. Wright has given so much to the library and the Board congratulates her on this well-deserved honor.
Mr. Klang requested that the Board approve the Collateralization Agreement that was reviewed and edited by the Library’s lawyers. Ms. Bridges motioned to approve. All agreed

Mr. O’Connell reminded all present the Budget Information Session/Meet the Candidates is scheduled for March 27, 2019 and the Library Budget Vote/Trustee Election will be on April 9, 2019.

Mr. O’Connell noted that the Architectural Interior Design Contract was discussed in Executive Session.

Mr. Keller informed the Board that the Volunteer Outreach Committee met with Mr. Klang and his staff about reaching out to the Ed Foundation to apply for a grant to purchase additional loanable hot spots.

The committee’s goals are to determine how to meet the needs of the underserved population and to bridge the digital divide. One new service the library can provide is assisting patrons with the online filing of the 2020 Census. Mr. Krevor and Mr. Keller will meet with librarian Peggy O’Hanlon and a number of Manorhaven community members to brainstorm other potential services.

Mr. O’Connell noted the Art Advisory Council minutes of February 8, 2019; the Children’s Advisory Council minutes of February 26, 2019; and the Music Advisory Council minutes of February 27, 2019.

Mr. O’Connell noted the Foundation minutes of January 14, 2019.

Mr. O’Connell noted the Friends of the Library minutes of February 13, 2019.

Mr. O’Connell noted the increase in Patron Comments for the month. Mr. Traguardo received some compliments on his Music of 1969 program.

Ms. Comer motioned to accept Ms. Emerman’s unrestricted donation. All agreed.

The Local History Research Request report will be emailed to the Board.

Mr. LoRusso was the Staff Association representative at this meeting.

Mr. Klang presented and reviewed a list of “Other Codes” as requested at last month’s meeting. Mr. Krevor requested that a list of vendor transactions be provided to the Board. Mr. O’Connell requested that the 2017-2018 aggregate vendor list be provided to the Board for amounts over $500.

Mr. Klang researched the cell phone policy and reported that the Standards of Conduct section of the policy manual addressed this issue. The Board agreed that no changes were necessary to the cell phone policy at this time.
Mr. Klang informed that Board that he had voted in support of allowing East Meadow to place RFID tag on untagged items that arrive at their facility. The Board discussed the pros and cons of using this system.

Ms. Bridges questioned the Database statistics requesting the full 2018 year. The second page of the excel workbook will be emailed to the Board.

Mr. Krevor motioned to adjourn. All agreed.
PORT WASHINGTON PUBLIC LIBRARY
BOARD MEETING
MARCH 2019 REPORTS

WARRANTS TO BE VOTED ON

<table>
<thead>
<tr>
<th>Warrant Number</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>19-03-09A</td>
<td>$64,057.66</td>
</tr>
<tr>
<td>19-03-09B</td>
<td>$227,291.94</td>
</tr>
</tbody>
</table>

Warrant Total $291,349.60

<table>
<thead>
<tr>
<th>Payroll Date</th>
<th>Gross</th>
<th>Net</th>
<th>Processing</th>
<th>Tax Liability</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/7/2019</td>
<td>$128,411.43</td>
<td>$91,077.55</td>
<td>$254.86</td>
<td>$38,775.95</td>
</tr>
<tr>
<td>3/21/2019</td>
<td>$146,028.92</td>
<td>$96,437.44</td>
<td>$1,473.41</td>
<td>$40,662.70</td>
</tr>
</tbody>
</table>

PAYROLL TOTAL $274,440.35 $187,514.99 $1,728.27 $79,428.65

Prepared By:
Paul Thomaidis
Finance Office
Port Washington Public Library
Board Resolution
April 17, 2019

General Fund Budget Transfers
Resolved: To make the following general fund budget transfers for the year ending June 30, 2019:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>430.06</td>
<td>Information Services</td>
<td>300.00</td>
</tr>
<tr>
<td>440.02</td>
<td>Audit</td>
<td>400.00</td>
</tr>
</tbody>
</table>

$ 700.00

From:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>430.04</td>
<td>Community Information</td>
<td>300.00</td>
</tr>
<tr>
<td>440.07</td>
<td>Payroll</td>
<td>400.00</td>
</tr>
</tbody>
</table>

$ 700.00
March 21, 2019

Mr. Keith Klang
Port Washington Public Library
1 Library Drive
Port Washington, NY 11050

RE: DIVIDEND – PREFERRED ACCOUNT
Policy Type: Workers Compensation
Policy #: 3598236
Dividend Period: 7/1/2017 to 7/1/2018

Dear Mr. Klang:

We are pleased to advise that the Utica National Insurance Co. has issued a Dividend for the captioned policy due to your excellent experience. Great News!!

Enclosed is a check in the amount of $4,807.36, which represents the Dividend issued.

Thank you for the opportunity to be of service. Please feel free to contact our office with any questions.

Very truly yours,

Nicole L. Morton
NLM: jc
Enc.

Previous Years Dividends
2016-2017 - $4,440.19
2015-2016 - $4,638.84
2014-2015 - $4,421.78
2013-2014 - $3,737.86
2012-2013 - $4,687.01
2011-2012 - $3,191.18
2010-2011 - $3,655.79
2009-2010 - $0 (due to losses)
2008-2009 - $3,743.77
<table>
<thead>
<tr>
<th>POLICY NUMBER</th>
<th>DESCRIPTION</th>
<th>AGENT</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>03598236</td>
<td>SCH A, B OR C DIV PLAN EFF. 07-2017</td>
<td>Y9825</td>
<td>4,807.36</td>
</tr>
</tbody>
</table>

CHECK TOTAL: $4,807.36
CHECK NO.: 0000122139
CHECK DATE: 02/27/2019

UTICA NATIONAL INSURANCE GROUP
P. O. Box 530
Utica, NY 13503-0530

M&T Bank
Manufacturers and Traders Trust Company
Commercial Banking

DATE OF ISSUE: 02/27/2019

AMOUNT OF CHECK: $4,807.36
VOID AFTER 90 DAYS

FOUR THOUSAND, EIGHT HUNDRED SEVEN AND 36/100 DOLLARS

Pay to the order of
PT WASHINGTON PUBLIC LIBRARY
1 LIBRARY DR
PORT WASHINGTON, NY 11050

AUTHORIZED SIGNATURE: [Signature]
April 4, 2019

Mr. Keith Klang  
Port Washington Public Library  
1 Library Drive  
Port Washington, NY 11050  

RE: DIVIDEND – PREFERRED ACCOUNT  
Policy Type: Package  
Policy #: CPP3377089  
Dividend Period: 9/1/2017 to 9/1/2018  

Dear Keith:

We are pleased to advise that the Utica National Insurance Co. has issued a Dividend for the captioned policy due to your excellent experience. Great News!!!

Enclosed is a check in the amount of $4,703.85, which represents the Dividend issued.

Thank you for the opportunity to be of service. Please feel free to contact our office with any questions.

Very truly yours,

[Signature]

Nicole L. Morton  

NLM:jc  
Enc.

<table>
<thead>
<tr>
<th>Dividend History</th>
</tr>
</thead>
<tbody>
<tr>
<td>10-11 = $4,636.30</td>
</tr>
<tr>
<td>11-12 = $6,508.65</td>
</tr>
<tr>
<td>12-13 = $6,560.55</td>
</tr>
<tr>
<td>13-14 = $6,742.65</td>
</tr>
<tr>
<td>14-15 = $3,081.22</td>
</tr>
<tr>
<td>15-16 = $4,341.45</td>
</tr>
<tr>
<td>16-17 = $6,559.35</td>
</tr>
<tr>
<td>POLICY NUMBER</td>
</tr>
<tr>
<td>--------------</td>
</tr>
<tr>
<td>003377089</td>
</tr>
</tbody>
</table>

GROSS DIVIDEND 4,703.85
LESS PARTIAL PAYMENT
LESS PREMIUM BALANCE OWED
NET DIVIDEND 4,703.85

CHECK TOTAL $4,703.85
CHECK NO. 0000123126
CHECK DATE 03/28/2019

THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND - NOT A WHITE BACKGROUND

UTICA NATIONAL INSURANCE GROUP
P. O. Box 530
Utica, NY 13503-0530

M&T Bank
Manufacturers and Traders Trust Company
Commercial Banking

DATE OF ISSUE 03/28/2019

AMOUNT OF CHECK $4,703.85
VOID AFTER 180 DAYS

FOUR THOUSAND, SEVEN HUNDRED THIRTY AND 85/100 DOLLARS

Pay to the order of
PORT WASHINGTON PUBLIC LIBRARY ETAL
1 LIBRARY DRIVE
PORT WASHINGTON, NY 11050

THE BACK OF THIS DOCUMENT CONTAINS AN ARTIFICIAL WATERMARK - HOLD AT AN ANGLE TO VIEW
April 4, 2019

Mr. Keith Klang  
Port Washington Public Library  
1 Library Drive  
Port Washington, NY 11050

RE: DIVIDEND – PREFERRED ACCOUNT  
Policy Type: Business Auto ( |H1e δ + λαν - νυντδ )  
Policy #: 5059055  
Dividend Period: 9/1/2017 to 9/1/2018

Dear Mr. Klang:

We are pleased to advise that the Utica National Insurance Co. has issued a Dividend for the captioned policy due to your excellent experience.

Enclosed is a check in the amount of $22.16, which represents the Dividend issued.

Thank you for the opportunity to be of service. Please feel free to contact our office with any questions.

Very truly yours,

Nicole L. Morton

NLM: jc  
Enc.
<table>
<thead>
<tr>
<th>POLICY NUMBER</th>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>005059055</td>
<td>381 DIVIDEND PAYMENT AT 10.6000% FOR 2017 TERM</td>
<td>22.16</td>
</tr>
<tr>
<td></td>
<td>GROSS DIVIDEND</td>
<td>22.16</td>
</tr>
<tr>
<td></td>
<td>LESS PARTIAL PAYMENT</td>
<td></td>
</tr>
<tr>
<td></td>
<td>LESS PREMIUM BALANCE OWED</td>
<td></td>
</tr>
<tr>
<td></td>
<td>NET DIVIDEND</td>
<td>22.16</td>
</tr>
</tbody>
</table>

CHECK TOTAL $22.16
CHECK NO. 0000123124
CHECK DATE 03/28/2019

THE BACK OF THIS DOCUMENT CONTAINS AN ARTIFICIAL WATERMARK - HOLD AT AN ANGLE TO VIEW
April 8, 2019

Mr. Keith Klang  
Director  
Port Washington Library  
One Library Drive  
Port Washington, NY 11050

Dear Mr. Klang,

Thank you for taking the time to meet with us to discuss the Library’s HVAC and Building Automation requirements. Per our discussion, the following items are projected to require either upgrade or replacement in the future.

1-3 Years
A. MZ1-3 are original equipment serving the Library for over 30 years. They are in relatively good condition, but you should budget for bearing, shaft, and blower wheel replacement in the future.  
Budget Per System: $7,500.00 - $12,500.00

B. Upgrade for the Schneider/TMBA Control System to current state-of-the-art equipment.  
Budget Cost: $17,500.00

3-5 Years
C. Trane package units serving the Components Lab and the Hagedorn Meeting Room will be approaching the end of their useful life. Because of the magnitude of the installation, it would be wise to replace them at the same time.  
Budget Cost: $55,000.00 - $60,000.00

D. Upgrade V.F.D.’s.  
Budget For VFD’s: $8,000.00/Yr., for each of the 6 remaining Drives that need upgrading.

Because of the comprehensive maintenance program incorporated by the Library, the rest of the equipment has at least 7-10 more years before any major work is anticipated.

If I can be of further service please call.

Very truly yours,

Joe DeLuca  
Sr. Vice President
COLLECTION HIGHLIGHTS

Welcome to the Local History Center. Archives and Special Collections.

WASHINGTON, NY
CROSS CURRENTS: LIFE ON THE WATER IN PORT

Sights and Sounds

Our collection includes a variety of formats and subject areas:
- Photographs
- Manuscripts
- Special Collections
- Library and also contains periodicals, newspapers.

You can also explore our expanding collection of:
- Historical materials in a number of formats and subject areas.
- Books and periodicals.
- Special Collections.

Our mission is to promote the preservation and collection of local history, culture, and community.

The Local History Center is open to the public.

Visit us today!
<table>
<thead>
<tr>
<th>Facilities</th>
<th>Renovate Lobby and MakerSpace lavatories, including the addition of a single, ADA compliant, unisex restroom in the MakerSpace.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lobby</td>
<td>Resurface the front part of the circulation desk.</td>
</tr>
<tr>
<td>Lobby</td>
<td>Install new digital monitors above checkout desk.</td>
</tr>
<tr>
<td>Facilities</td>
<td>While working on two large facility projects we will also begin work towards our five-year facility plan beginning with replacement of the EPDM portion of the Library’s roof. Other smaller projects include improvements to the Lapham Meeting Room (lighting, projector, railing for the stage), Lobby improvements, and various smaller facility projects listed in our five-year plan.</td>
</tr>
<tr>
<td>Facilities</td>
<td>Install a new door counter that digitally tracks building traffic and can provide easily accessible data for reports.</td>
</tr>
<tr>
<td>Facilities</td>
<td>Repaint and epoxy the Library parking lot and patch sidewalk areas that need attention.</td>
</tr>
<tr>
<td>ESOL</td>
<td>ESOL Meeting Rooms Construction Project</td>
</tr>
<tr>
<td></td>
<td>January 2019</td>
</tr>
<tr>
<td></td>
<td>Ongoing</td>
</tr>
<tr>
<td>Lobby</td>
<td>Continuing to evaluate how the Lobby Area is being used.</td>
</tr>
<tr>
<td></td>
<td>2016</td>
</tr>
<tr>
<td></td>
<td>Ongoing</td>
</tr>
<tr>
<td><strong>ESOL</strong></td>
<td>ESOL Meeting Rooms Construction Project</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td><strong>Lobby</strong></td>
<td>Continuing to evaluate how the Lobby Area is being used.</td>
</tr>
<tr>
<td><strong>Facilities</strong></td>
<td>Repainting and recarpeting Phase 2 (remaining staff areas) to be completed in 2019.</td>
</tr>
<tr>
<td><strong>Facilities</strong></td>
<td>JAG Architects has been chosen to assist with five-year facility plan. Finalize a priority list for the next 3 years and present this information to staff and public.</td>
</tr>
<tr>
<td><strong>Facilities</strong></td>
<td>Start and complete renovation of ESOL/New Meeting Room areas. Start and complete the renovation of the restrooms in Lobby and in Lower Level MakerSpace. <em>These are our biggest facility-related initiatives for the next 12 months.</em></td>
</tr>
<tr>
<td><strong>Facilities</strong></td>
<td>While working on these two facility projects we will also begin work towards our 5-year facility plan beginning with an evaluation of the replacement of the EPDM portion of the Library’s roof. John A. Grillo Architects have been chosen to assist the Library with a design and scope of work. Nick Amoruso from SCC Construction has been retained as a project manager to assist with the planning and execution of the capital projects plans. <em>Working with JAG and facility consultant we will finalize a capital projects priority list for the next 3 years and present this information to the board, staff and public.</em></td>
</tr>
<tr>
<td>Space Planning</td>
<td>Pursue and choose an architectural interior designer to create design standards and help us facilitate changes throughout the building.</td>
</tr>
<tr>
<td>----------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Technology</td>
<td>Use the upcoming year to test out new technology and layout for the MakerSpace on the Lower Level. Temporary clear walls are being investigated as a possible solution for a sound recording area.</td>
</tr>
<tr>
<td>Children’s Room</td>
<td>Children’s Room renovation near completion. Tree to be fabricated, some millwork to be redone, decals to be applied and numerous punch list issues. Soft opening scheduled for Halloween.</td>
</tr>
<tr>
<td>General</td>
<td>H2M conducted an exhaustive review of the facility, and submitted a report outlining and prioritizing expected repairs/replacements over a five-year period.</td>
</tr>
<tr>
<td>Children’s Room</td>
<td>The Hal and Jackie Spielman Children’s Library has been completed and opened in November of 2017.</td>
</tr>
<tr>
<td>Children’s Room</td>
<td>Children’s Garden to re-open in Summer of 2018.</td>
</tr>
<tr>
<td>Children’s Room</td>
<td>Some playful installations for the garden will be installed. Repair and or repaint the black steel gate that was badly worn at the top of the garden perimeter. Garden installer, Steve Dubner, will return to replace plants that have not survived after installation.</td>
</tr>
<tr>
<td>ESOL</td>
<td>Retained architect Steve Zalben to create a plan for converting the Computer Services area into a series of small meeting rooms. The plan was submitted, discussed and agreed on. Because of alterations to existing HVAC, it is necessary to send the plans to NYS for approval.</td>
</tr>
<tr>
<td>ESOL</td>
<td>A vendor estimate is being developed, after which plans will be submitted to the NYSED for approval.</td>
</tr>
<tr>
<td>Category</td>
<td>Description</td>
</tr>
<tr>
<td>----------</td>
<td>-------------</td>
</tr>
<tr>
<td>ESOL</td>
<td>Plans have been approved by the New York State Facilities Planning Bureau and will go out to bid in September. Plan to begin work on this in the late Fall 2018.</td>
</tr>
<tr>
<td>Lobby</td>
<td>Plan to allow patrons to pick up hold materials themselves.</td>
</tr>
<tr>
<td>Facilities</td>
<td>Re-imagine Media Services, Public Computing and South Wing spaces and assign new or revised program and service roles for each area.</td>
</tr>
<tr>
<td>Collection</td>
<td>Continue to weed media collection to reflect actual usage. Will revisit when construction project is completed, and materials are moved back on site.</td>
</tr>
<tr>
<td>Collection</td>
<td>A decision was made to repurpose the space that was once Media Services. The existing collections of CDs, DVDs, blu rays and video games will be shelved on the main level along with the library’s other adult collections.</td>
</tr>
<tr>
<td>Collection</td>
<td>The collection is being transferred to new cases that are much less space intensive that the ones currently in use. This means that the collection will take up considerably less shelf space than it did previously.</td>
</tr>
<tr>
<td>Collection</td>
<td>Media Services staff will be assigned to public service desks near the collection but will also take on new and different job assignments and office locations.</td>
</tr>
<tr>
<td>Technology</td>
<td>3D printer now available for public use with change of location to Public Computing area. After the completion of the Children’s Room renovation, the 3D printer will move to the “old” Media space, where it will be part of a larger group of Labs for the public to use.</td>
</tr>
<tr>
<td>Technology</td>
<td>Continue to work with electrician to add electrical outlets in areas that do not have power</td>
</tr>
</tbody>
</table>
### Space Planning

Laurie Cotumaccio, Head of Community Relations, is working with Keith on a facility update that will be presented to the public in the Fall 2018 to keep them updated on current projects along with projects be planned for in 2019.

<table>
<thead>
<tr>
<th>Space Planning</th>
<th>Fall 2018</th>
<th>Completed</th>
<th>Fall 2018</th>
</tr>
</thead>
</table>

As part of the process, the library has retained Doris Neuman of LRM to determine whether plans to move and/or consolidate the library’s collections are practical and realistic.

<table>
<thead>
<tr>
<th>Space Planning</th>
<th>2016</th>
<th>Completed</th>
<th>Fall 2018</th>
</tr>
</thead>
</table>

Plans have been completed, and new carpeting will be installed before the moves/changes are made. Working with Shaw Carpet and a designer (Dawn Murnak) to choose carpet tiles for North and South Wings, Reading Room, Mezzanine, Maker Space.

<table>
<thead>
<tr>
<th>Space Planning</th>
<th>October 2017</th>
<th>Completed</th>
<th>Spring 2018</th>
</tr>
</thead>
</table>

Phase 1 (public portion some staff areas) of re-carpeting and painting have been completed.

<table>
<thead>
<tr>
<th>Space Planning</th>
<th>September 2018</th>
<th>Completed</th>
<th>Winter 2018 / 2019</th>
</tr>
</thead>
</table>

### Goal 2: Staffing/Succession Planning

**Staffing**

Continue to mentor new Agency Heads to better prepare newer staff to assume leadership roles. Working closely with new managers to develop a strong awareness of organizational culture and history is extremely important during this critical timeframe.

<table>
<thead>
<tr>
<th>Staffing</th>
<th>Started</th>
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<td>Staffing</td>
<td>2016</td>
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Identify gaps in staffing and address as needed/appropriate.

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<th>Staffing</th>
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<td>Staffing</td>
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Staffing gaps in Collection Management are being filled, making that department full service.

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<tr>
<td>Staffing</td>
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Staffing gaps in Collection Management are being filled, making that department full service.

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Additional staffing gaps that are anticipated because of upcoming retirements in Collection Management, Acquisitions and Procession, and Building Services are being addressed now.

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<th>Staffing</th>
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<td>Staffing</td>
<td>2016</td>
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Hire an Assistant Director who is responsible for the general supervision of the Library’s day-to-day operation, supervises agency heads and

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<th>Staffing</th>
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<td>Staffing</td>
<td>2018</td>
<td>Ongoing</td>
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<tr>
<td>Staffing</td>
<td>Continue to mentor new Agency Heads to better prepare newer staff to assume leadership roles.</td>
<td>2016</td>
<td>Ongoing</td>
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<td>Staffing</td>
<td>Working closely with new managers to develop a strong awareness of organizational culture and history is extremely important during this critical timeframe.</td>
<td>2016</td>
<td>Ongoing</td>
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<tr>
<td>Staffing</td>
<td>Hire employees who represent the community we serve. Recent hiring of bilingual staff is a good representation of this.</td>
<td>2016</td>
<td>Ongoing</td>
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<tr>
<td>Staffing</td>
<td>Additional staffing gaps that are anticipated because of upcoming retirements in Collection Management, Acquisitions and Procision, and Building Services are being addressed now.</td>
<td>2016</td>
<td>Completed</td>
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<tr>
<td>Staffing</td>
<td>The addition of two full time Technology Librarians has made it possible to move forward with team-based initiatives at an accelerated pace, as well as providing a cohesiveness that was previously lacking. This includes better training of Computer Service Aides, more and better individualized help for members of the public, more group training sessions for both public and staff, brainstorming about new projects and services, and more visibility for same.</td>
<td>2016</td>
<td>Completed</td>
</tr>
<tr>
<td>Staffing</td>
<td>Keith Klang has been hired as the new Director.</td>
<td>2018</td>
<td>Completed</td>
</tr>
<tr>
<td>Staffing</td>
<td>Paul Thomaidis has been hired to fill Chris DiPasquale’s position as Director of Finance.</td>
<td>2017</td>
<td>Completed</td>
</tr>
<tr>
<td>Staffing</td>
<td>Phil Lorusso has been hired for Head Custodian Position.</td>
<td>January 2018</td>
<td>Completed</td>
</tr>
<tr>
<td>Staffing</td>
<td>Laurie Cotumaccio has been hired for Community Relations Position.</td>
<td>2018</td>
<td>Completed</td>
</tr>
<tr>
<td>Staffing</td>
<td>Sharon Maier-Kennelly has been hired to be the new Adult Program Coordinator.</td>
<td>2018</td>
<td>Completed</td>
</tr>
<tr>
<td>Goal 3 : Evolving Services</td>
<td>Started</td>
<td>Status</td>
<td>Date Completed</td>
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<td><strong>Staffing</strong></td>
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<tr>
<td>Reconfigure/redefine library departments to reflect current services and resources. Be prepared to integrate technological advances into planning and services as they become apparent. Ongoing. Talking about how to better address community needs for technology assistance, job search assistance, health and wellness research assistance now that these are more pressing needs than traditional reference.</td>
<td>2016</td>
<td>Ongoing</td>
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<td><strong>Staffing</strong></td>
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<tr>
<td>Bring new Technology Librarian on board to better integrate and oversee a variety of services and programs and round out the library team. (June 2016) Completed. IT Librarian, James Hutter, hired to take on multiple projects library-wide. (Ongoing and progressing very well.) Technology Librarian Melanie Davidoff hired in January 2018. Melanie, James and the technology department are continuing to innovate and expand services in MakerSpace Lab.</td>
<td>June 2016</td>
<td>Ongoing</td>
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<tr>
<td><strong>Technology</strong></td>
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<tr>
<td>Additional items such as telescopes, birding kits and musical instruments have been added to this category which we now call Loanable Items. We will continue to add items to the collection.</td>
<td>September 2018</td>
<td>Ongoing</td>
<td></td>
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<tr>
<td><strong>Technology</strong></td>
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<tr>
<td>Self-Check usage from January to May of 2017 averaged just over 13% of total checkouts. As of March 2019, that number has increased to 20% of monthly circulation. Additional self-check machines are being pursued for the Lobby area and other locations in the building.</td>
<td>July 2016</td>
<td>Ongoing</td>
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<tr>
<td><strong>Technology</strong></td>
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<tr>
<td>Increase MakerSpace technology including a ‘Memory Lab’ for digitization of material, recording/podcasting studio, and space for small-scale programs/workshops in robotics, metalwork, digital sewing and others.</td>
<td>March 2019</td>
<td>Ongoing</td>
<td></td>
</tr>
<tr>
<td>Technology</td>
<td>Have purchased GoPro cameras and are now circulating them to the public.</td>
<td>April 2017</td>
<td>Completed</td>
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<tr>
<td>Staffing</td>
<td>More effective delivery of services Bring the two departments that now deal with materials management under one supervisor: Collection Management = Circulation Services; Technical Services = Acquisitions and Processing. Create Office Manager position in Technical Services Dept. as first step in integrating the two departments. (January 2016) <strong>Update: In March 2019 we have decided to incorporate Technical Services (Acquisitions and Processing) into the Adult/Young Adult Services Department</strong></td>
<td>January 2016</td>
<td>Completed</td>
</tr>
<tr>
<td>Facilities</td>
<td>The Space Planning Team has moved forward without an outside facilitator. This interdepartmental team has successfully identified and addressed some necessary changes to the building. These changes involve moving collections, services, and furniture to create new patterns of use and service. The process is ongoing, and the plan should begin to be implemented in late summer 2017.</td>
<td>June 2017</td>
<td>Completed</td>
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<tr>
<th><strong>Goal 4: Sustainability</strong></th>
<th><strong>Started</strong></th>
<th><strong>Status</strong></th>
<th><strong>Date Completed</strong></th>
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</thead>
<tbody>
<tr>
<td>Facilities</td>
<td>Investigate the New York Library Association’s (NYLA) Sustainable Library Certification Program.</td>
<td>March 2019</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Facilities</td>
<td>Use cleaning products that are on the NYS Green Products list (at a minimum), and work/consult with other local groups to move effectively toward an optimum indoor environment. It is important that the cleaning of the building overall be improved, particularly with the anticipated opening of the new Children’s Room. Maintaining a clean environment library-wide is a challenge.</td>
<td>June 2016</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Facilities</td>
<td>Installation of LED lighting library-wide. Last phase of this project (phase 4) has been</td>
<td>June 2016</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Facilities</td>
<td>A new cleaning company, Jan Pro Commercial Cleaning, began servicing the building in July 2018.</td>
<td>July 2018</td>
<td>Completed</td>
</tr>
</tbody>
</table>

| **Goal 5: Strategic Planning and Visioning** | **Started** | **Status** | **Date Completed** |
| Planning | Pursue and choose a consultant to assist with facilitating a 2020 visioning project/strategic plan. | March 2019 | Ongoing |
| Planning | Collaborate with local organizations and individuals to create an incubator of services within Port Washington Community. | January 2019 | Ongoing |
| Planning | Expansion of services beyond the walls of the Library, including classes/workshops with our community partners. | January 2019 | Ongoing |
| Planning | Prepare staff and building for upcoming 2020 Census. Much of the data collection will be online for the first time and it is anticipated that the Library will have a large role to play in getting a full and accurate count for the community. | April 2019 | Ongoing |
PORTFEST 2019 IS ON SUNDAY!
SAME GREAT FESTIVAL,
DIFFERENT DAY OF THE WEEK.

PORTFEST
Port Washington Music, Arts & Community Festival

SUNDAY, MAY 19, 2019
12PM-5PM

More details about PortFest 2019 to follow!
HARBORFEST DOCK DAY AND CRAFT FAIR - June 2, 2019: This is our 29th year of HarborFest, a day of fun and excitement for the entire family. Located on the Town Dock, Manhasset Bay and lower Main Street in Port Washington, NY. Learn More >> (/events/details/harborefest-dock-day-and-craft-fair-2)

BOARD OF DIRECTORS MEETINGS: The next meeting of the board of directors of the Port Washington Chamber of Commerce is scheduled for Tuesday, April 9, 2019, 8AM at f.i.s.h. on Main, 286 Main Street. All are welcome.

Login (/login) | Email (mailto:office@pwcoc.org) | (516) 883-6566 (tel:(516) 883-6566)

(https://www.facebook.com/portwashingtonchamber/ ) (/weather)

HarborFest Dock Day and Craft Fair

Name: HarborFest Dock Day and Craft Fair

Date: June 2, 2019

Time: 10:00 AM - 5:00 PM EDT

Event Description:

PRESENTED BY THE TOWN OF NORTH HEMPSTEAD
AND THE
PORT WASHINGTON CHAMBER OF COMMERCE

March 27 2019

To Whom it May Concern:

Thank you for scheduling a training with the LGBT Network, Inc. The Community Educator, Aaron Braun, will present the LGBT 101 workshop to staff at Port Washington Public Library. The workshop will take place on Wednesday, May 22nd from 9:30am – 11:00am. The invoice for this presentation is below.

If you have any questions or need any further information, please contact Aaron Braun, Community Educator, at 631-665-2300 or by email: abraun@lgbtnetwork.org.

LIGALY Tax ID # 11-3192966

Please make checks payable to: Long Island Gay and Lesbian Youth, Inc. You can mail the check to 20 Crossways Park Drive North, Suite 110, Woodbury, NY 11797.

Thank you again for choosing the LGBT Network to provide this important service for your staff.

Sincerely,

Aaron Braun
Community Educator

LGBT 101 $150.00

Total: $150.00
BUDGET VOTE/TRUSTEE ELECTION RESULTS
APRIL 9, 2019

BUDGET
YES: 770
NO: 68

TRUSTEES
Adrienne Saur - 397
Matthew R. Straus - 189
Beth Horn - 227

6 write-ins —
ESPECIALLY FOR
International Visitors

ORIENTATION
A special introduction to ALA, the conference, and the city of Washington, D.C. ALA members will recommend programs and social activities to help you make the most of your conference experience.

INTERNATIONAL POSTER SESSIONS
A chance to promote your library’s activities; showcase innovative programs, and share ideas with your colleagues worldwide.
Deadline: mid-February.

INTERNATIONAL PAPERS
ALA invites you to submit a proposal for a presentation on how your library or country is addressing a selected topic. Contact ALA International Relations Office to learn more.
Deadline: January 1st.

INTERNATIONAL RECEPTION
A special evening reception will be held on your honor so you can meet other international guests as well as colleagues from the U.S.

INTERNATIONAL VISITORS CENTER
A place where you can relax, review the conference program, or hold small meetings with new-found colleagues and friends. A computer with Internet access is provided, and ALA volunteers will be on hand to answer questions.

REGISTRATION OPENS IN JANUARY 2019
Information on hotels and registration will be available in January 2019. A preliminary schedule of conference programs will be available in April 2019.

If you need a letter of invitation for visa purposes, please send a request to the International Relations Office at intl@ala.org.

We look forward to welcoming you to Washington, D.C., in June 2019!
Music Advisory Council
Minutes of March 20, 2019 Meeting

Present: Betty Bock, Joyce Bruno, Louise Cazazian, Judy Farrar-Feuss, Nettie Jonath, Sharon Maier-Kennelly, Jane Murphy
Absent: Stanley Gerard, Jill Hackett

Location: Betty Bock’s House.

1. The Council was thrilled to welcome back Jane Murphy who chaired the meeting and opened with a lovely thank you to the committee for their hard work and especially Betty who worked tirelessly on the 2019-20 season.

2. Minutes of February’s Meeting were reviewed and it was noted that under 5c the date of the final MAC concert had a typo – should be 5/5/19.


4. Old Business
   A. No news re: Harrison bequest. Judy asked if a letter could be written to the family to try to force the issue. The committee agreed that there’s no way to know if the instruments are still in place.

5. New Business
   A. Betty reported that all classical programs are booked for 2019/20. The only remaining slots to fill is for the Folk and Jazz Concerts.
   B. There was discussion about the 12/8/19 Brandon Ridenour (Trumpet) concert. Council agreed that we could ask for some holiday music but not to ask for the program to be tweaked to prescribe ratio of classical and pop. This should be a the artists’ discretion.
   C. Discussion about Folk: Jane agreed Janis Ian would be a good next ask. She commented that Peggy Seeger sent a very beautiful note back from the booking inquiry. Her age/health prevents her from touring in the US (she lives in England).
   D. Discussion about the Jazz concert included thoughts on Michelle Coltrane, Ted Rosenthal, Matt Wilson and Free Range Chicken. The Council suggested Sharon move forward with inquiring about Michelle Coltrane.
   E. There was some discussion about other artists performing at PWPL this spring, especially jazz musicians Mala Waldron and Zach Broch.
   F. There was a request to Sharon to provide the minutes to the Council earlier.
   G. There were discussions about parking for events and about coordinating calendars with other groups in town. Sharon mentioned to the committee that it would be challenging to ask other groups not to schedule their events opposite PWPL events because in addition to MAC concerts, there events regularly around the calendar.

6. Monitors
   a. April 14: Yoo-Jin Jang: Betty will be monitor one. Nettie & Jill will do food. Judy will page turn (if necessary). Stan will be monitor 3.
   b. May 4: Argus String Quartet: Louise will be monitor 1; Betty will do 2 & food; Nettie & Jane will be monitor 3. Jane agreed that entire committee should unite on stage to introduce.

7. Next Meeting: Wednesday, April 17, 2019 1:15 PM.

8. Meet adjourned with Jane passing on nice wishes she’s received from previous artists like Nathan Lee.

9. Respectfully submitted, Sharon Maier-Kennelly
Nautical Advisory Council – Minutes for February 11, 2019

Attendees: Andrea Watson, Leslie Wollin, Holly Byrne, Mary Lu Dempsey, Bill Palafox, Josh Smith and Jeff Zeh.

The meeting began at 7:35 pm. The minutes from the 1/14/19 meeting were approved unanimously.

The budget report indicated a balance of $19,864.92 as of 2/6/19.

We began by reviewing the upcoming “Making Waves” series which will begin with Adam Green from Rocking the Boat on Feb. 27th. Jeff said he was in the process of creating a publicity flyer that will be distributed. He also mentioned that Adam had offered to come early to meet with people if we wanted him to. The cost for this event is a $250.00 honorarium. We also discussed making an announcement at the Making Waves events acknowledging that the series is presented in honor of Ginger Marshall Martus. This would include a brief description of the many ways that Ginger contributed to the library, and in particular, to the NAC and to the Local History Dept. Jeff also reported that there are plans to print an article in the April newsletter acknowledging Ginger’s gift to the library.

There were a number of questions about how the funds for the Ginger Marshall Martus gift will be managed and the logistics of requesting funds. Questions included: is the gift set up as an endowment? How do we make a proposal? Is there a written description of how the money will be distributed? Jeff said he would follow up on these questions.

Next, we turned to part two of the Making Waves series, KP Women: Breaking the Gender Barrier scheduled for March 19th. Jennifer McCabe, who curated the museum exhibit will be here to discuss it in detail. Her presentation will include photos from the exhibit. She is being given a $250.00 honorarium. And Jeff said he would be following up with further details including her tech needs for that night.

The third part of the series, Heroines at the Helm, is scheduled for April 17th and will be presented by an educator from the Cold Spring Harbor Whaling Museum. This topic is the current special exhibit at the museum and Holly was able to persuade them to make Heroines at the Helm the subject of their presentation. They have a set of other regular outreach programs that they offer, and so we are happy that they were willing to create this special presentation for us. Jeff has not received an invoice yet but the expense for this program is approximately $250.00. Also, the Council was still interested in helping support and pay for some children’s programming based on some of the other offerings from the Whaling Museum. There are no specific dates or times yet, but Jeff is going to be following up with Amy Christake from the Children’s Dept.

The next topic was the possibility of funding a future boat trip or trips out on Manhasset Bay. Andrea was able to gather some specific details about Angler Fleet and the boats they have
available and their pricing. They have 3 different boats, 2 of which appear to be suitable to our
needs. They do offer a discount for public institutions. The smaller boat fits up to 38 people and
the bigger boat fits up to 60 people and is less noisy and would be more comfortable for one of
our tours. The smaller boat is $500 and the bigger is $600. Our previous tours with Matt Meyran
charged us $15 per person (or $450 per trip of 30 passengers) and these price quotes are in line
with that pricing. Angler Fleet does not have an age restriction and there is limited handicapped
access. There are steps onto the boat, but the captain did say that a foldable wheel chair could be
accommodated on board. They were also willing to accommodate any type of trip that we
wanted; i.e. fishing, cruising, lighthouse trips, etc. As part of our discussion we agreed that we
would still need to charge a small fee in order to insure attendance. And while Angler Fleet does
not require people to sign a waiver we would most likely require people to sign a waiver through
the library.

There was further discussion about the type of trip we were considering. The Council was
interested in offering a boat trip to people who do not have easy access to an opportunity to go
out on a boat trip. At past meetings we had discussed offering a chartered trip to ESOL students
and their families. Another idea was to offer a trip to school aged kids, similar to the Soundwaters
educational trips that were done in the Bay years ago. And the final idea was an
intergenerational trip, similar to the bus trips that are organized through the Children’s Dept.
After further discussion we preferred the idea of offering a trip or trips to ESOL students and
their families. And that the theme of the trip would be to connect it to Port Washington and its
rich nautical history. The first step in moving forward on this would be to schedule an
exploratory trip on board one of the boats to get a feel if the boat suits our purposes. Andrea
said she would be in contact with Kenny Tokar at Angler Fleet about this. Council members were
concerned that if these boats are used regularly for fishing trips, they might not be particularly
sanitary for a regular cruise.

Bill Palafox provided an update on the upcoming Model Boat Regatta, which is scheduled for the
morning of Harborfest in June. He said that permission to use Baxter Pond had been secured and
that they also had the necessary permission from the schools. Classroom scheduling was
underway and would begin in May. He said the supplies were being replenished and that he
would confirm the dollar amount that we have used to support the event and send it along to me.
In the past the amount had been $800.00.

And one final item was a possible program idea. Bill Bleyer, who is a writer for Newsday, has a
new book coming out in April entitled “Long Island and the Sea: A Maritime History.” It was
suggested that we check out the book to see how it is and to consider this at a future meeting for
a possible program in the Fall.

In the meantime, Council members were asked to help spread the word about the Making Waves
series. Our next meeting was scheduled for April 10th at 7:30 pm.

The meeting was adjourned at 8:49 p.m.
Port Washington Public Library
Books for Dessert Advisory Board Meeting
Minutes
January 16, 2019

Present: Annmarie Benzinger, Nancy Comer, Georgia DeYoung, Keith Klang, Marion Rosenbaum, Evelyn Schonbrun, Marian Weissman

The meeting was called to order at 11:35.

I. Minutes from the December 5, 2018 meeting were approved.

II. Report from leaders
Evelyn Schonbrun
Ms. Schonbrun’s group is continuing to make progress reading Judy Blume’s novel Blubber. There have been wonderful conversations about bullying - as it is the main theme of the book. Another question raised was, “What makes someone a victim?” Ms. Schonbrun noted that her high school interns will be graduating later this year and she will need assistance in recruiting some new ones. Mr. Klang noted that he will connect with Lori Gerbasi, the Young Adult Librarian who coordinates the volunteers, to find some candidates.
Annmarie Benzinger
Ms. Benzinger’s group started a new book about a tennis player called Grand Slam. Ms. Benzinger reported that it is a very interesting book for the group because the main character is a tennis player who has a disability. Ms. Benzinger reported that the group is making good connections with the vocabulary in the book. The Jericho hubsite recently came late with a larger than normal group so Ms. Benzinger reached out to the hubsite manager and worked out the issue.

III. Financial Report & Grants
The total balance for Books for Dessert funding is reported as $11,537.91 as of January 15. Ms. Comer noted that she had come across a potential grant opportunity and would find the information to share with the committee at a later meeting.

IV. Evaluation Update
Mr. Klang mentioned that he recently spoke with Dr. Jenny Roberts regarding payment for the work she has performed for the program. Dr. Roberts explained that she would rather the monies go back into the Books for Dessert evaluation process and suggested renewing our college intern partnership this year. Mr. Klang notified the committee that he would be reaching out to Dr. Roberts in the coming weeks to set up a time to meet and discuss plans for 2019.

V. Meet the Author Event
Ms. Comer announced that our proposal to the Friends of the Library to support an upcoming author event for Books for Dessert had been accepted. The request for $1,600 was approved as follows by the FOL: for an honorarium to the author ($1,000), travel expenses ($250), and refreshments ($350). The author whom we’ve recruited is James Preller, a well-known children’s and YA writer, and the tentative date for the event is Monday, April 29. The book chosen for the groups to read is a mystery titled, The Case of the Bicycle Bandit. Books for the event will be purchased in-kind by the Library. There was a discussion among the committee about when the books should be ordered, read and completed in preparation for the event. Mr. Klang will work Laurie Cotumaccio, Head of Community Relations, to order copies of the book immediately. It was decided that the group leaders would do a conference call with Mr. Preller sometime in February or March to prepare for the event. Ms. Rosenbaum noted that Mr. Preller is coming to Weber Middle School on January 30 to do an event with the sixth grade. Ms. Schonbrun, Ms. Benzinger and Ms. Comer expressed interest in attending the event and speaking with Mr. Preller afterward. Mr. Klang stated that he would connect with the Weber School Librarian, Kate Herz, to see if it would be alright for us to attend as a group. Mr. Klang also noted that PWPL is a sponsor for the event.

There was a discussion among the committee as to who would assist the day of the event. Several committee members agreed to assist and Ms. Comer suggested that perhaps some of the FOL volunteers would like to attend.

V. Next Meeting Date
A sub-committee meeting was scheduled for Wednesday, February 13, 2019 at 11:30 a.m. to discuss the Meet the Author Event. A later date will be chosen for the full committee to meet.

VI. Adjournment
The meeting was adjourned at 12:40.

Respectfully submitted,
Keith Klang
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<tr>
<th>Received From</th>
<th>Date</th>
<th>Comment</th>
<th>Forwarded/Responded</th>
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<tbody>
<tr>
<td>P.P.</td>
<td>3/5/2019</td>
<td>Please make announcement About turning off cell phones at Programs</td>
<td>L.C.</td>
</tr>
<tr>
<td>M.D.</td>
<td>3/5/2019</td>
<td>Keep doing what you're doing! Everyone who works here is so friendly &amp; helpful. I'm from another Nassau Co. library but I visit this one since I have to drop paperwork off nearby &amp; I really appreciate this library &amp; staff!</td>
<td>L. C.</td>
</tr>
<tr>
<td>Anonymous</td>
<td>3/5/2019</td>
<td>For monthly guide (events calendar) please use calendar format meaning grid-like former monthly flyers. Now it's too hard to read-so much simpler before.</td>
<td>N/A</td>
</tr>
<tr>
<td>B.S.</td>
<td>3/5/2019</td>
<td>No parking space 2/13 and 2/14 the reason Landmark has a program. We need a Security Guard. (Another similar)</td>
<td>K.K.</td>
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<td>R.G.</td>
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<tr>
<td>N.L</td>
<td>3/29/19</td>
<td>In the past when I was at the Library, I would scan the available museum passes and often take one for an enjoyable day. Now that they are hidden behind the 1st floor counter, I can't see the titles and can't ask the clerk to read them to me. Can you fix?</td>
<td>J.G.</td>
</tr>
<tr>
<td>R.H.</td>
<td>3/29/19</td>
<td>Toby Walker was fantastic. We are so glad that Sharon Kenneally is programming. Thank you.</td>
<td>K.M.</td>
</tr>
<tr>
<td>M.F.</td>
<td>3/29/19</td>
<td>Please purchase chairs with lumbar support (inexpensive). Had to leave film screening because of lower back pain. Wire mesh has opening. Suggest molded one piece stackable or similar chair.</td>
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<tr>
<td>T.H.</td>
<td>3/29/19</td>
<td>The exhibition women in history is fabulous. It should not be put away so fast there must be a wall somewhere it could be displayed longer.</td>
<td></td>
</tr>
</tbody>
</table>