

**PORT WASHINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
August 12, 2020
AGENDA**

- I Approval of July 1, 2020 Board of Trustees Minutes
- II Approval of July 2020 Warrants
- III Approval of July 2020 Staff Changes
- IV Financial Report
 - a) Covid-19 Analysis
 - b) CARES - NLS
- V Director's Report
 - a) Phase 4 In-Person Services
 - b) Protocols for In-Person Service Availability During Covid-19
 - c) Strategic Planning – Areas of Focus
 - d) Lavatory Update
 - e) Payroll Internal Controls
 - f) Anti-Racism Conversations
- VI President's Report
 - a) Committee Appointments 2020-2021
 - b) Finalized Board Goals and Objectives for 2020-2021
- VII Assistant Director
 - a) Technology Update
 - b) Fine Forgiveness
- VIII Correspondence
 - a) Patron Comments
- IX Donations
 - a) Cooper Foundation - Unrestricted
- X Friends of the Library
 - a) Minutes of Virtual Meeting – July 1, 2020
- XI Foundation
 - a) UnGala
- XII New Business
 - a) Generator
- XIII Public Comments
- XIV Adjournment

PORT WASHINGTON PUBLIC LIBRARY
UNAPPROVED MINUTES OF
THE BOARD OF TRUSTEES ORGANIZATIONAL MEETING
JULY 1, 2020

Attending:	Patricia Bridges, Presiding Bill Keller Adrienne Saur Sima Vasa	Nancy Comer Michael Krevor Matthew Straus Keith Klang
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Ms. Bridges opened the organizational teleconference meeting at 7:35 p.m.	OPENING
Ms. Bridges administered the Oath of Office to Matthew Straus as a Library trustee for a five-year term, and Michael Tomicich as Treasurer for a one-year term. Lynn Moessner took the Oath of Office as District Clerk for a one-year term. The Board congratulated all.	OATHS OF OFFICE
Ms. Bridges requested approval of the June 17, 2020 Board of Trustees minutes. Ms. Comer motioned to approve. All agreed.	APPROVAL OF MINUTES
Ms. Bridges requested approval of warrants 20-06-12A and 20-06-12B, with two payrolls. Mr. Keller motioned approval. All agreed.	APPROVAL OF WARRANTS
Ms. Bridges noted there was one salary adjustment in the Staff Changes. Mr. Keller motioned to approve. All agreed.	STAFF CHANGES
Ms. Bridges requested approval of two payrolls for May 2020. Ms. Vasa motioned to approve. All agreed.	MAY PAYROLLS
Ms. Bridges requested a motion to approve the General Municipal Law – Section 104b relating to attorney, accountant, auditor, and technology specialist consultants. Ms. Vasa motioned to approve. All agreed.	GENERAL MUNICIPAL LAW
Ms. Bridges requested a motion to accept the Investment and Purchasing policies. Mr. Krevor questioned 3.0 regarding RFPs and suggested amending the credit card paragraph to include “his/her designee”. Mr. Klang stated an RFP will be sent out next year due to the coronavirus pandemic this year. Mr. Keller motioned to approve as amended. All agreed.	INVESTMENT/ PURCHASING POLICY
Ms. Bridges requested approval of Bond, Schoeneck & King General Counsel Services June 24, 2020 proposal for the fee of \$12,000. Ms. Vasa motioned approval with page two amended. All agreed.	GENERAL COUNSEL
Ms. Bridges requested approval of the Cullen & Danowski Accounting Services proposal for the fee of \$57,600 dated June 16, 2020. Mr. Keller motioned to approve. All agreed.	ACCOUNTING SERVICES
Ms. Bridges requested approval of Gryphon Technologies 2020-2021 proposal dated May 12, 2020 in the amount of \$58,916. Ms. Vasa questioned the library review shifting from on-site to digital if privacy issues were included in the IT	TECHNOLOGY CONTRACT

proposal. Mr. Hutter addressed her concerns stating the platform was reviewed by Gryphon and Zoom has tightened security. All meetings require a password and are monitored by a staff member. Mr. Keller motioned to approve. All agreed.

Ms. Bridges requested a motion to approve the 2020-2021 Rynkar, Vail & Barrett, LLP proposal dated May 22, 2020 for auditing services in the amount of \$19,000. Ms. Comer motioned to approve. All agreed.

**AUDITORS
CONTRACT**

Ms. Bridges requested a motion to approve the appointment of Mr. Klang as the Investment Officer. Ms. Vasa motioned to approve. All agreed.

**INVESTMENT
OFFICER**

Ms. Bridges requested a motion to approve the appointment of Mr. Klang as the Purchasing Agent. Mr. Straus motioned to approve. All agreed.

**PURCHASING
AGENT**

Ms. Vasa motioned to approve the reappointment of Michael Tomicich as the Library Treasurer for 2020-2021. All agreed.

TREASURER

Ms. Bridges requested a motion to approve Lynn Moessner as District Clerk for the 2021 Budget and Trustee Election. Mr. Straus motioned to approve. All agreed.

DISTRICT CLERK

Ms. Bridges received the nominating committee report as provided by Ms. Saur.

**NOMINATING
COMMITTEE**

Ms. Saur motioned to approve the appointment of Ms. Bridges as President. Mr. Keller seconded. Ms. Bridges abstained. All agreed. Ms. Saur motioned to appoint Ms. Vasa as Vice President. Mr. Straus seconded. Ms. Vasa abstained. All others agreed. Ms. Saur motioned to re-appoint Ms. Comer as Recording Secretary. Mr. Keller seconded. Ms. Comer abstained. All others agreed.

**APPOINTMENT OF
BOARD OFFICERS**

Ms. Bridges requested a motion to accept Sterling National Bank as the Library's depository for 2020-2021 Ms. Comer motioned to approve. All agreed.

**BANK
DESIGNATION**

Ms. Bridges requested a motion to approve \$150 in Petty Cash to be kept in the Finance Office. Mr. Keller motioned to approve. All agreed.

**PETTY CASH
APPROVAL**

Ms. Bridges requested the Board sign the Library Officer and Employee Code of Ethics and Conflict of Interest Policy form for the 2020-2021 fiscal year and return to Mr. Klang.

**CODE OF ETHICS
FORM**

Ms. Bridges requested a motion to approve the resolution dated July 1, 2020: The Board of the Port Washington Public Library resolves that it authorizes the payment in advance of audit of claims for public utility services, postage, freight and express charges. The term public utility services shall mean electric, gas, water, sewer and telephone services. All such claims shall be included in warrants presented to the Board for review. Mr. Straus motioned to approve the resolution. All agreed.

**PREPAID
SERVICES
RESOLUTION**

Mr. Klang requested the Board's thoughts on Phase IV of the re-opening plan which would include on-site services. The discussion included use of public computers by appointment, grab and go, social distancing policy, AC filtering, extending hours, crowd control, hiring monitors, FAQs, museum model.

**PHASE IV RE-
OPENING PLAN**

Mr. Klang requested the Board's approval of the Library's 2020-2021 Holiday Schedule. The Board discussed the Juneteenth Holiday. It was agreed that in the upcoming year the Library should celebrate Juneteenth with programs and events. Mr. Keller motioned to approve the holiday schedule as presented. All agreed.

**APPROVAL OF
HOLIDAY
SCHEDULE**

Ms. Vasa motioned to approve Tuesday, April 6, 2021 as next year's Personal Registration Day for the Budget Vote/Trustee Election. All agreed.

**PERSONAL
REGISTRATION
DAY**

Mr. Klang updated the Board on the lavatories project. The contractor and architect have been working expeditiously to submit and approve all vendor materials and equipment submissions. Construction phase will begin very soon.

**LAVATORIES
UPDATE**

Ms. Bridges motioned to approve the Confidential Employee Resolution for the new Assistant Director. All agreed.

**CONFIDENTIAL
EMPLOYEE**

Mr. Hutter spoke to the Board about the success of the curbside pickup that began last week, and the steps taken to promote the new service. Staff contacted everyone with a hold on a book, a Facebook ad about the service was posted on Thursday, an e-blast went out on Friday and the library newsletter also contains an article. The Board was pleased with the preliminary numbers.

**CURBSIDE PICK-
UP**

Ms. Bridges requested a motion to approve the Review of Internal Controls. Mr. Krevor suggested the Assistant Director be added under invoices to approve invoices as well as the Director. Mr. Krevor requested the name of the person approving the purchase should be on the invoice to keep a clean line of custody. Ms. Comer motioned to approve as amended. All agreed.

**APPROVAL OF
INTERNAL
CONTROLS**

Mr. Krevor suggested the tentative August meeting should be held under the current circumstances. Ms. Vasa motioned to approve with the August meeting the Board of Trustees Meeting Schedule for 2020-2021. All agreed.

**APPROVAL OF
MEETING
SCHEDULE**

Ms. Bridges requested approval of the Warrant Signing Schedule for 2020-2021 noting if necessary, dates can be swapped. Auditors suggest returning to on-site approving of warrants beginning in July. Mr. Keller motioned to accept. The Board discussed options for approving scanned copies of the warrant later in the year if the coronavirus returns. All agreed.

**APPROVAL OF
WARRANT
SIGNING
SCHEDULE**

Ms. Bridges requested the Committee Appointments for 2020-2021 be tabled for this month. Committee names and appointees to be updated prior to approval at the next meeting.

**COMMITTEE
APPOINTMENTS**

Ms. Bridges requested approval of the amended Board Objectives for 2020-2021. Mr. Keller suggested a statement be created about inclusivity in vendors the Library works with. The objective to make all programming more inclusive was also discussed. Goals and Objectives will be updated and approved at the next meeting.

**BOARD GOALS &
OBJECTIVES**

Ms. Bridges motioned to approve the Art Advisory Council members for 2020-2021. All agreed.

AAC MEMBERS

Ms. Bridges motioned to approve the Children's Advisory Council members for 2020-2021 with new member Priyanka Berry. All agreed

CAC MEMBERS

Ms. Bridges motioned to approve the Health Advisory Council members for 2020-2021. All agreed.

HAC MEMBERS

Ms. Bridges motioned to approve the Music Advisory Council members for 2020-2021. All agreed.

MAC MEMBERS

Mr. Keller motioned to approve the Nautical Advisory Council members for 2020-2021. All agreed.

NAC MEMBERS

Ms. Bridges motioned approval of the Books for Dessert Advisory Board members for 2020-2021. All agreed.

**BOOKS FOR
DESSERT BOARD**

Ms. Bridges motioned to accept ESOL tutors for 2020-2021. All agreed.

ESOL TUTORS

Ms. Bridges requested a motion to approve the Foundation Board Members for 2020-2021, with new members Allison Platt and Robert Epstein. Ms. Comer motioned to approve. All agreed.

**FOUNDATION BD.
MEMBERS**

Ms. Bridges noted the Friends of the Library Board Members for 2020-2021.

FOL LISTING

Ms. Bridges noted the Patron Comment for June 2020.

**PATRON
COMMENT**

There were no Public Comments.

**PUBLIC
COMMENT**

Mr. Keller moved that the Board adjourn in honor of their new President, Ms. Bridges. Congratulations were given for a great first meeting. All agreed.

ADJOURNMENT

**PORT WASHINGTON PUBLIC LIBRARY
BOARD MEETING
JULY 2020 REPORTS**

WARRANTS TO BE VOTED ON

Warrant Number	Amount
20-07-01A	\$ 117,878.92
20-07-01B	\$ 232,984.02
Warrant Total	<u>\$ 350,862.94</u>

<u>Payroll Date</u>		<u>Gross</u>		<u>Net</u>		<u>Processing</u>		<u>Tax Liability</u>
7/9/2020	\$	132,186.16	\$	96,179.69			\$	39,706.77
7/23/2020	\$	124,614.95	\$	81,488.83	\$	1,043.70	\$	33,756.24
PAYROLL TOTAL	\$	256,801.11	\$	177,668.52	\$	1,043.70	\$	73,463.01

Prepared By:
Paul Thomaidis
Finance Office

PWPL Ahead - Phase 4 – Beginning Monday, July 27

- **General Phase 4 Procedures and Protocols**

- Library will be open for in-person visits while there will be a continuation of curbside pickup service available.
- **Open hours to the public will be 10 am to 2 pm on Monday & Tuesday and 2pm to 6pm on Thursday & Friday.**
- Curbside pickup will continue to be available Monday-Friday, 10am-6pm.
- Building will be closed to the public all day Wednesday for cleaning and sanitizing. Curbside pickup will be available on Wednesdays.
- Patrons will be told upon entering that proper face coverings must always be on while inside the building. We will have masks available if a patron arrives to the Library without one. Per the CDC, only proper fitting face coverings will be allowed.
- Signage by front doors will be prominent asking those not feeling well or who have tested positive for COVID-19 to not enter the building.
- There will be a capacity limit of 20 patrons inside the building at any given time (subject to change). Door count sensor has special software that will allow us to actively monitor total number of patrons within building (this will be staff-assisted).
- Patrons will be given 45 minutes to be inside the Library (subject to change).
- Phone system announcement made at set intervals to remind patrons of time limit.

- **General Safety Measures and Building Changes**

- In-Charge Staff will patrol building.
- Security will be stationed in the Lobby area.
- A greeter (PWPL staff member) will also be stationed in the Lobby area welcoming patrons and thanking them for wearing a face covering.
- All public seating will be removed.
- All public service desks will have sneeze-guard protective partitions installed.
- Reading Room (aside from collections) will be repurposed for public computing.
- Mezzanine Level, MakerSpace Lab and all study rooms/meeting rooms will be closed.
- The outdoor terrace and children's garden will remain closed to the public.
- All paper flyers and handouts will be stored away. PR materials are being given to patrons during curbside or normal checkout.
- All browsable magazines and newspapers will be stored away.
- Clear signage throughout the building reminding patrons to social distance and wear face covering at all times.
- Regular cleaning and sanitizing will be continuous throughout the day.

- **Public Computing, Checkouts and Copy Machines Changes**

- 8 public computers will be available in the Reading Room for 45 minutes per patron. Appointments will be encouraged.

- Most, if not all, in-person checkouts will be via self-checkout. Barcode scanners at staff-assisted checkout desk will face outward.
- Copy machines in the Lobby and fax machine will be relocated. Copies, faxes and scans will be made by staff in the South Wing. Patrons place items on a tray, a staff member (with gloves) will handle materials.
- Paper printing will be staff assisted or remote via mobile print. 3D printing will be staff assisted and remote request.

- **Bathrooms, Elevators, and Other Spaces**

- Multi-stall public bathrooms will be single occupancy (exception made for families or caregivers). Signage stating “STOP - Please knock. Only one person or family allowed at a time.”
- Touchless garbage pails deployed.
- Toilet lids installed. “Please shut lid before your flush” signage installed.
- Elevators will be single occupancy (exception made for families or caregivers).
- Staff Lounge bathroom will be available.
- Staff Lounge will be unavailable for breaks and meals. The outdoor terrace, children’s garden and furniture behind building will be available for staff breaks and meals.
- Café Area will be closed.

- **In-Person Services**

- In-person reference assistance will be limited. Contact information will be exchanged and inquiries that require longer assistance will take place via telephone or email.
- ESOL assistance by appointment only – virtual or by telephone if possible.
- Tech assistance by appointment only – virtual or by telephone if possible.

COVID-19 PWPL Service Availability Document

Protocols that will determine PWPL increase or scale-back of services. The metrics below mirror the current guidance for re-opening NY schools. PWPL will honor COVID Health Guidance & Directives from NY State.

Level 1 – Long Island Region Infection Rate Remains Below 1% for 7 day rolling average and NY State Guidance Allows Full Capacity

Moderate in-person services available. Curbside services available.

Level 2 – Long Island Region Infection Rate Remains Between 1% and 5% for a 7-day rolling average.

Limited in-person services available. Curbside services available. Building capacity limits enforced.

Level 3 – Long Island Region Infection Rate Exceeds 5% for a 7-day rolling average.

All in-person services halted. Curbside services available. Only staff will be allowed inside the Library building. Staff capacity limits may be enforced.

Level 4 – Long Island Region Infection Rate Exceeds 9% for a 7-day rolling average.

Curbside services halted. All staff sent home to work remotely.

AREAS OF FOCUS

Be an informed citizen: local, national, and world affairs

People will have the information they need to support and promote democracy, fulfill civic responsibilities at the local, state, and national levels, and to fully participate in community decision making.

Create young readers: early literacy

Children from birth to five will have programs and services designed to ensure that they will enter school ready to learn to read, right, and listen.

Discover your roots: genealogy and local history

People and visitors will have the resources they need to connect the past with the present through their family histories and to understand the history and traditions of the community.

Know your community: community resources and services

People will have a central source for information about the wide variety of programs, services, and activities provided by community agencies and organizations.

Learn to read and write: enhanced literacy

Adults and teens will have the support they need to improve their literacy skills in order to meet their personal goals and fulfill their responsibilities as parents, citizens, and workers.

Make informed decisions: information fluency

People will understand when they need information to answer questions, and will have the skills to search for, evaluate, and effectively use the resources they need to identify and analyze risks, benefits, and alternatives before making decisions that affect their lives.

Satisfy curiosity: lifelong learning

People will have the resources they need to explore topics of personal interest and continue to learn throughout their lives.

Stimulate imagination: popular materials and activities

People who want materials to enhance their leisure time will find what they want when and where they want them and will have the help they need to make choices from among the options.

Succeed in school: homework help

Students will have the resources they need to succeed in school.

Visit a comfortable place: physical and virtual spaces

People will have safe and welcoming physical places to meet and interact with others or to sit quietly and read and will have open and accessible virtual spaces that support networking.

Build successful enterprises: business and nonprofit support

Entrepreneurs, local businesses, and non-profits will have access to space, tools, research, and expertise to better serve their community.

Celebrate diversity: cultural awareness

People will have programs and services that promote appreciation and understanding of their personal heritage and the heritage of others in the community.

Express creativity: create and share content

People will have the services and support they need to express themselves by making things and creating original content in any form, in real-world or online environments.

Find your community: Fostering affinity groups

People of all ages will have opportunities to gather and connect with others in the community that share their interests, for the purposes of continued education, entertainment, and personal enrichment, in a welcoming and supportive environment.

Make career choices: job and career development

Adults and teens will have the skills and resources they need to identify career opportunities that suit their individual strengths and interests.

Navigate the Web: digital literacy

People will have the services and support they need to access, participate, and evaluate the digital resources, services, and tools available to them, as well as the devices used for these purposes.

Spread the word: marketing and advocacy

People, including stakeholders and funders, will gain a deeper understanding of all that the library has to offer, and be given the tools they need to become advocates for sustainable library development.

Welcome to the United States: services for new immigrants

New immigrants and refugees will have information on citizenship, English language learning, employment, public schooling, health and safety, available social services, and any other topics that they need to participate successfully in American life.

From: Nicole Scherer <nscherer@nassaulibrary.org>

Sent: Monday, July 27, 2020 3:43 PM

To: staffexchange@nassaulibrary.org; mldexchange; youthserv@nassaulibrary.org

Subject: [MLDexchange] Anti-Racism in Libraries Discussion - extra session added Monday, August 3

Good afternoon all:

Anti-racism is "the work of actively opposing racism by advocating for changes in political, economic, and social life." Due to demand, we have added an additional conversation session for library staff or administrators interested in how we might advance racial equity through our work in libraries.

[Register here](#) for the session on Monday, August 3rd at 10 am. Spaces are limited, so please register early.

We ask that you engage with a few of the resources - articles, films, podcasts, and webinars - [found here](#) before the session in order to get a framework for some of the concepts we will be discussing.

A GoToMeeting access link will be sent to attendees before the session. CEUs will be awarded to those who actively participate in the conversation.

Thank you and have a great day!

Nicole Scherer
Assistant Director
Nassau Library System
516.292.8920 x 273

Shakema S. Miller
Outreach and Partnership Specialist
Nassau Library System
(516) 292-8920 ext. 254



COMMITTEE APPOINTMENTS FOR 2020/2021

Policy	Patricia Bridges, Michael Krevor, Matthew Straus
Budget	Patricia Bridges, Michael Krevor, Bill Keller
Marketing/P.R.	Patricia Bridges, Nancy Comer Sima Vasa
Facilities Planning	Patricia Bridges, Nancy Comer, Matthew Straus
Technology	Patricia Bridges, Sima Vasa, Adrienne Saur
Community Outreach	Patricia Bridges, Bill Keller, Adrienne Saur

Board of Trustees Objectives 2020-2021

1. Support the community to bridge digital and social divides brought on by Covid-19. This includes adapting our current building to the unique moment and making more technology and services available inside and outside the physical building.
2. Continue to optimize service areas and improve building infrastructure through the following projects in 2020-2021:
 - a. Complete bathroom renovations that will improve user experience and accessibility on the Lower Level and Lobby Level.
 - b. Work with architect and project manager on plans to remediate the Library's façade.
 - c. Work with the interior designer to adapt initial plan to Covid-19, and the health concerns associated with it.
 - d. Continue to enhance and improve the MakerSpace Lab. Pursue architectural proposals for reimagining of the space.
 - e. Re-evaluate PWPL's 5-year facility plan, originally created in 2017, to plan for the next 2-3 years.
3. Complete a new strategic plan with staff, stakeholders and community members.
4. Create a Diversity Statement for PWPL and ensure that the Library seeks out candidates for employment from all backgrounds.
5. Evaluate services and programs to ensure that they are representative of the diverse community the Library serves and fosters a welcoming environment for everyone.
6. Seek out vendors that are Minority and Women Business Enterprises (MBWE) when requesting quotes, bids and RFPs.
7. Assess fine-free initiative for children's and teen materials to gauge impact if it were to be implemented Library-wide.
8. Explore green initiatives and find ways to make the Library a more sustainable facility.
 - a. Complete Phase IV (final Phase) of LED light installation.
 - b. Continue to work with HVAC consultants, TMBA, to evaluate Library's systems to reduce emissions and unnecessary energy output.
9. Evaluate marketing of programs and services using defined metrics. Choose at least 3 library services and track/evaluate usage based on marketing and promotion.
10. Encourage the Library to discover 5 new diverse community partnerships.
11. Work with stakeholders, such as the FOL and Foundation, to develop future fundraising ideas and initiatives.

