UNAPPROVED MINUTES OF FEBRUARY 16, 2022

PORT WASHINGTON PUBLIC LIBRARY
UNAPPROVED MINUTES OF
THE BOARD OF TRUSTEES MEETING
FEBRUARY 16, 2022

Attending: Patricia Bridges, Presiding
           William Keller
           Adrienne Saur (virtual)
           Sima Vasa
           Nancy Comer (virtual)
           Michael Krevor
           Matthew Straus (virtual)
           Keith Klang

BUDGET HEARING

Ms. Bridges opened the meeting at 7:40 p.m. stating that the Board met at 6:45 p.m. and resolved to go into Executive Session to discuss personnel and contracts. Ms. Bridges stated that the Board held a special Executive Session on January 21st at 1:00pm to be noted in these minutes.

The public portion of the meeting began with the first public budget hearing to review the 2022-23 proposed budget. Mr. Klang gave a page-by-page summary of the Budget Brochure noting the zero (0%) percent tax levy and zero (0%) percent increase/decrease in the budget. Ms. Bridges had a question on the Permanent Funds which Mr. Klang will discuss with the accountants. Ms. Bridges thanked the Budget Committee for a nice job.

Ms. Bridges requested comments from the public. There were no public comments.

REGULAR MEETING

Ms. Bridges requested approval of the January 19, 2022 Board of Trustees minutes. Mr. Keller motioned to approve. All agreed.

Ms. Bridges requested a motion to approve warrants 22-01-07A and 22-01-07B. Ms. Vasa motioned to approve. All agreed. Ms. Bridges requested a motion to approve the two payrolls dated January 6 and 20, 2022. Ms. Vasa motioned to approve. All agreed.

Ms. Bridges noted there were no appointments, no departures, and two salary adjustments. Ms. Vasa motioned to approve the staff changes. All agreed.

Ms. Bridges requested comments or questions on the January 31, 2022 financial report. Mr. Krevor had a question on the insurance expenditure and payroll services. Mr. Klang will check with Mr. Thomaidis in Finance to clarify.

Mr. Klang reviewed changes to the PWPL Ahead Reopening Workplace Safety Plan which includes removing the strict enforcement of social distancing, while asking that individuals who are not members of the same household respect the 6-foot social distancing of other patrons. The Governor
has removed the indoor mask requirement; however, the Library is requesting that patrons using our meeting spaces continue to wear masks. The requirement of staff to remain 6 feet from each other has been removed as well as the staggering of breaks and lunchtimes. This policy will continue to be updated as conditions evolve. Mr. Klang requested the Board re-approve the plan. Mr. Keller motioned to approve. All agreed.

Mr. Klang noted the Façade and Adult Learning Center Roof Repair bid results were in the packet. H2M Architects & Engineers are reviewing the submissions and vetting the lowest bidders. They will present their contract award recommendation at the March meeting. Mr. Klang stated he is hoping to move forward with this project after the Board awards a bidder.

Mr. Klang informed the Board that the auditors are working to complete the audit for year ending June 30, 2021. Mr. William Barrett will present it to the Board when it is completed.

Mr. Klang noted the election timeline with the nominating petitions being due on March 14, 2022. Absentee ballot applications are now available. The next Budget Hearing is March 14, 2022. Another Budget Information Session will be held on March 30, 2022, along with a Meet the Candidates Night if necessary. The Budget Vote/Trustee Election will be on April 12, 2022, from 7:00 am to 9:00 pm in the Lobby of the Library.

Mr. Klang requested the Board’s approval of the Library’s policy for the video-conferencing accounts to be used only for Library meetings, programs, and events. Mr. Keller motioned to approve. All agreed.

Mr. Klang informed the Board that Sterling National Bank has merged with Webster Bank. Mr. Keller motioned to approve. All agreed.

Ms. Bridges requested a motion to appoint Ms. Diana Regino as Chief Election Inspector for the April 12, 2022, Budget Vote/Trustee Election. Mr. Keller motioned to approve. All agreed.

Ms. Bridges noted the Property Tax Cap form for year ending June 30, 2023. The tax cap will not be breached.

Ms. Bridges reminded the Board that Virtual Library Advocacy Day is March 2nd & 3rd 2022. Mr. Keller plans to attend.

The Public Library Association will host a virtual and in-person conference in Portland, Oregon on March 22-25, 2022.

Mr. Hutter noted the American Library Association will be holding workshops that staff are encouraged to attend.

Mr. Hutter reported on the circulation statistics of Library Games and Gadgets. In person attendance dropped a bit in January as expected, however, the numbers for February are up. The AARP tax help program has filled up. Port
Washington is one of the few libraries providing this service and the patrons are appreciative. Study space reservations continue to rise as patrons feel more comfortable returning to the Library. ESOL, Books for Dessert and Adult hybrid programs have also returned.

Spring and Summer events continue to build on last year’s success. Many on-site and outdoor concerts at the Bandshell are scheduled. Story times both on-site and around town, and the Great Library Card Adventure have been planned. PWPL on the Go is going strong, where staff go to events around town and setup a table promoting the Library. PWPL at the LIRR is coming back this summer. PWPL is going into 2022 on a strong footing.

Ms. Comer asked about the return of the Nancy Curtin Internship. Mr. Keller stated that having the internship in September would be fine. Mr. Klang thanked Ms. Comer for putting it back on his radar and he will follow up and report back to the Board.

Ms. Bridges noted the Art Advisory Council minutes of meetings for December 8, 2021 and January 12, 2022.

Ms. Bridges noted the Friends of the Library minutes of meeting for January 12, 2022. Book and Author sponsorship letters have gone out. April 1st is the date to begin registration for the Book and Author event. This year there is limited capacity and early registration is encouraged.

Ms. Bridges noted under correspondence the two emails received in January 2022. Ms. Vasa asked if there was any way to share these wonderful comments since it shows the value of the Library. Mr. Hutter informed the Board that NLS was collecting these comments and using them for advocacy and promotion on social media. The Library will also share the comments on social media.

Ms. Bridges noted the Second Quarter Statistics report dated January 28, 2022. Ms. Vasa was surprised with the strong self-check statistics.

Ms. Nastro was the Staff Association representative this month and had no comments for the Board. Ms. Bridges thanked Ms. Nastro for attending.

There were no Public Comments.

Ms. Bridges requested a motion to adjourn. Mr. Keller motioned. All agreed.