

**PORT WASHINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES
MAY 15, 2024
AGENDA**

- I Approval of April 17, 2024 Board of Trustees Minutes
- II Approval of April 2024 Warrants
- III Approval of April 2024 Staff Changes
- IV Financial
 - a) April Financial Report
- V Director's Report
 - a) Facilities Update
 - 1) Facility Conditions Study
 - 2) New Steel Fence Installation
 - b) OMNIA Cooperative Purchasing
 - c) Nancy Curtin Scholarships
 - d) Organizational Meeting – July 10, 2024
 - e) Utica Dividend
- VI President's Report
 - a) Nominating Committee Appointment
 - b) New York State Budget Update
 - c) Trustee Training
- VII Assistant Director's Report
 - a) In-Person Events and Services
 - b) New Online Catalog
- VIII Council Report
 - a) Art Advisory Council Minutes – April 10, 2024
- IX Friends of the Library
 - a) Minutes of Meeting – April 10, 2024
- X Correspondence
 - a) Email – April 26, 2024
 - b) Patron Comments
- XI Donations
 - c) Carole Freysz Gutierrez

(over)

- XII Staff Reports
 - a) Strategies for Managing Conflict with Patrons and Colleagues
 - b) Transforming Teen Services
- XIII Staff Association
- XIV New Business
 - a) Library Foundation – Makerspace Fund Raising Discussion
- XV Public Comments
- XVI Adjournment

PORT WASHINGTON PUBLIC LIBRARY
UNAPPROVED MINUTES OF
THE BOARD OF TRUSTEES MEETING
APRIL 17, 2024

Attending:	Bill Keller, Presiding Michael Krevor Matthew Straus Keith Klang	Nancy Comer Adrienne Saur Sima Vasa
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Mr. Keller opened the meeting at 7:45 p.m. stating the Board met at 6:30 p.m. and resolved to go into Executive Session to discuss personnel matters.

OPENING

Mr. Keller requested a motion to approve the minutes of March 20, 2024 and March 27, 2024. Ms. Vasa moved to approve. Mr. Straus seconded. All agreed.

APPROVAL OF MINUTES

Mr. Keller requested a motion to approve March warrants 24-03-09A and 24-03-09B. Ms. Saur moved to approve. Ms. Vasa seconded. All agreed.

APPROVAL OF WARRANTS

Mr. Keller requested a motion to approve two March payrolls. Ms. Comer moved to approve. Ms. Vasa seconded. All agreed.

Mr. Keller requested a motion to approve March staff changes including one appointment, no departures, and no salary adjustments. Mr. Straus moved to approve. Ms. Vasa seconded. All agreed.

STAFF CHANGES

Mr. Keller noted the March 2024 financial report reflecting 75% of budget expensed.

FINANCIAL REPORT

Mr. Klang reviewed the MLD and NLS pilot project entitled Collection Acquisition & Management (CAM). This would be a shared funding program of adult fiction (50 bestselling authors) books to float around the system. This will result in shorter wait times for patrons, better purchasing prices, reduce waste, and free up librarians time to work in other areas. The proposed cost to fund those purchases is \$5,343, which is near what the Library currently spends. All Board member questions were answered and the Board members agreed this was worth joining the program for a two-year period. Mr. Krevor moved to approve the Letter of Intent. Mr. Straus seconded. All agreed.

CAM SHARED FUNDING PROGRAM

Mr. Klang sadly noted that Michael Tomicich, Library's Treasurer, suddenly passed away and our thoughts are with his family at this time. He was a very special person. Mr. Klang thanked Ms. Saur for stepping up to fill-in. Mr. Klang started the process of looking to fill that position and spoke to Mr. Paul Thomaidis who was our recent Head of Finance. Mr. Klang recommended Mr. Thomaidis be considered for the position. Mr. Krevor moved to approve this appointment. Mr. Straus seconded. All agreed. Ms. Moessner will give him the oath of office and he will begin on May 1. Mr. Thomaidis will have to be reappointed at the July Organizational Meeting.

TREASURER

Mr. Klang informed the Board that a roof repair above the Teen Space area by the HVAC system was completed. Netting has been installed to prevent birds from nesting in some areas of the roof. The roof above the Local History on the south side of the library is also being evaluated for repair.

**TEENSPACE &
LOCAL HISTORY
ROOF REPAIR
UPDATE**

Mr. Klang requested a motion to approve the Excess Equipment list dated April 17, 2024 consisting of one item. Ms. Vasa moved to approve. All agreed.

**EXCESS
EQUIPMENT LIST**

Mr. Keller read the results of the Budget Vote/Trustee Election stating that the budget passed with 438 yes votes and 47 no votes. Ms. Saur was elected to another five-year term with 441 votes. The Board congratulated Ms. Saur. Mr. Keller said he drafted a thank you letter to the public with the help of Ms. Munoz and Mr. Hutter.

**BUDGET
VOTE/TRUSTEE
ELECTION
RESULTS**

Ms. Saur gave a brief report on the Technology Committee meeting. Mr. Keller, Ms. Davidoff, Mr. Hutter, Mr. Whittemore, Ms. Vasa and Ms. Saur met and discussed ways to protect the Library's network. The Library has separated the patron network from the employee network. Makerspace project progresses. The creation of a Technology Advisory Council was also discussed.

**TECHNOLOGY
COMMITTEE
REPORT**

Mr. Keller noted the Long Island Library Conference will be held on May 9, 2024 at the Melville Marriott. The keynote speaker will be Mr. Bill Goldstein founding editor of the New York Times books website.

**LILRC
CONFERENCE**

Mr. Keller reminded the Board that the Friends of the Library Book and Author event will be on May 10, 2024 featuring Ilyon Woo author of *Master Slave Husband Wife* in conversation with Kelly McMasters, essayist, author, and professor.

**BOOK & AUTHOR
EVENT**

Mr. Hutter reported that PWPL On-the-Go 2024 is returning. Library staff will be attending local events such as Party in the Park, Portfest, Harborfest, and Port Promenade on Main Street connecting with residents and promoting the Library events to reach new patrons. Mr. Hutter also noted staff would return to the Port Washington LIRR train station with books to lend to riders and will also be present at the Farmer's Market. The Library Eclipse Watch Party was well attended with hundreds of people picking up glasses and coming to the Library to watch the Eclipse. It was a very special day.

**PWPL ON-THE-GO
EVENTS**

Mr. Keller noted the Art Advisory Council minutes of March 13, 2024, and the Children's Advisory Council notes of March 14, 2024.

AAC MINUTES

Mr. Keller noted the Musica Advisory Council minutes and requested a motion to approve new council member, Lucille Rabinowitz. Ms. Vasa moved to approve. Mr. Straus seconded. All agreed.

**MAC
MINUTES/NEW
MEMBER**

Mr. Keller noted the Foundation minutes of January 22, 2024 stating the next Gala would be on September 21, 2024 honoring John and Pam O'Connell at Manhasset Bay Yacht Club.

**FOUNDATION
MINUTES**

Mr. Keller noted the Foundation's Financial Activity report dated March 31, 2024.

**FOUNDATION
FINANCIAL RPT**

Mr. Keller noted the Friends of the Library minutes of March 13, 2024. The paperback book swap and the highly successful Leo Ullman Landmark events.

FOL MINUTES

Mr. Keller noted the March 2024 Patron Comments.

**PATRON
COMMENTS**

Ms. Monsour was the Staff Association representative at the meeting and had no comments.

STAFF ASSOC.

Ms. Julie Lim stated the staff did a wonderful job at the Eclipse Watch Party handling a huge crowd. Ms. Lim also asked how long it would take after the release date for the consortium to get books. Mr. Klang stated they would have the books on the release date ready to be distributed.

**PUBLIC
COMMENTS**

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

ADJOURNMENT

**PORT WASHINGTON PUBLIC LIBRARY
BOARD MEETING
APRIL 2024 REPORTS**

WARRANTS TO BE VOTED ON

Warrant Number	Amount
24-4-10A	\$ 198,173.02
24-4-10B	\$ 91,217.33
Warrant Total	<u>\$ 289,390.35</u>

<u>Payroll Date</u>	<u>Gross</u>	<u>Net</u>	<u>Processing</u>	<u>Tax Liability</u>
4/11/2024	\$ 147,133.40	\$ 106,891.39	-	\$ 44,528.59
4/25/2024	\$ 143,053.69	\$ 91,472.72	2,043.25	\$ 37,912.05
PAYROLL TOTAL	<u>\$ 290,187.09</u>	<u>\$ 198,364.11</u>	<u>2,043.25</u>	<u>\$ 82,440.64</u>

Prepared By:
Mayra Fenig
Finance Department

DOCUMENT PLACE
HOLDER



Your ally in the purchasing process.

Thank You for Registering!

Your registration has been received and processed by OMNIA Partners!

Your Organization: **Port Washington Public Library**

Your Participating Agency Number: **5467228**

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Utica National Insurance Group

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Manufacturers and Traders Trust Company
Commercial Banking

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Date: Apr/09/2024

Amount: \$30.01***

void after 180 days

****THIRTY AND 1/100 DOLLARS****

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PORT WASHINGTON PUBLIC LIBRARY ETAL
1 LIBRARY DRIVE
PORT WASHINGTON, NY 11050

Authorized Signature

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M & T Bank
Manufacturers and Traders Trust Company
Commercial Banking

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50-7063/2213

Date: Apr/09/2024

Amount: \$7,271.40***

void after 180 days

****SEVEN THOUSAND TWO HUNDRED SEVENTY-ONE AND 40/100 DOLLARS****

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1 LIBRARY DRIVE
PORT WASHINGTON, NY 11050

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There was some positive news out of Albany for libraries in recent days. Library Aid, Construction Aid, and funding towards online resources, NOVELny, all saw increases in the NYS FY 2025 Budget. Thank you for all your help in advocating for libraries. It all made a difference this year. See details below (information pulled from NYLA's website):

The Assembly and Senate completed passing, and Governor Hochul signed, the final amended versions of the FY 2025 Budget Bills on Saturday, April 20, 2024.

- ***Library Aid: \$103.852***
 - *+\$1.725M increase from Executive*
 - *+\$4.252M increase from FY 2024*
- ***Library Construction: \$44M***
 - *+\$10M increase from Executive*
 - *+\$10M increase from FY 2024*
- ***Library Materials Aid: \$6.25/pupil***
 - *Flat to Executive*
- ***NOVELny: \$3M***
 - *New allocation for FY 2025*

Best,
Keith



Keith Klang
Library Director
Port Washington Public Library
516.883.4400 x1101
kklang@pwpl.org



Citizen Preparedness Corps



With severe weather events becoming more frequent and more extreme, it is more important than ever that New Yorkers are prepared for disasters. **The NY Citizen Preparedness Training Program** teaches residents to have the tools and resources to prepare for any type of disaster, respond accordingly and recover as quickly as possible to pre-disaster conditions. This training course will provide an introduction to responding to a natural or man-made disaster. Participants will be advised on how to properly prepare for any disaster, including developing family emergency plan and stocking up on emergency supplies. Each family that attends will receive one Preparedness kit.

When: Thursday, May 16, 2024
1:00PM

Where: Port Washington Public Library
1 Library Drive
Port Washington, NY 11050

*ALL PARTICIPANTS **MUST** REGISTER IN ADVANCE
THIS EVENT IS BROUGHT TO YOU BY THE GOVERNOR IN CONJUNCTION WITH:

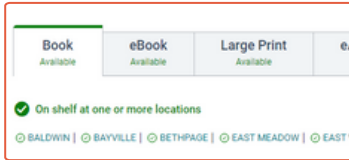
Port Washington Public Library



To register and for additional information, visit www.prepare.ny.gov or scan the QR code



Your Library Has a New Catalog!



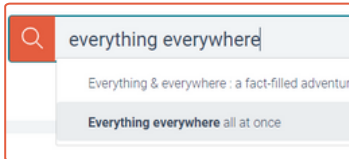
All editions & formats

All physical & digital items and editions for a title can be found in one place. Plus, you can request the soonest available copy (you get your thing faster!).



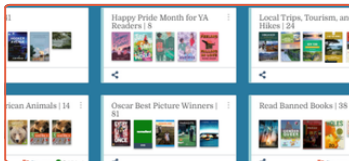
Accessible

We comply with web accessibility standards and regularly update to follow the latest recommendations. It is also compatible with screen readers and other assistive technologies.



Predictive search

Get suggestions as you type to make searching faster & easier.



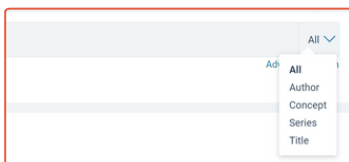
Lists, searches, & reading history

Opt-in to keep a log of what you've read. You can make as many custom lists as you want and move items around lists, and you can also save and share searches.



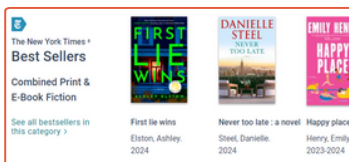
Mobile friendly

No more tiny text or missing features on the mobile site!



Narrow your search options

You can focus your searches on author, concept, series, or title.



Easy to use

Find what you're looking for with a clean, simple layout that's more visual than the old catalog.



See your home library first

When you're logged in, items from your home library are first.



search.nassaulibraries.org

AAC Meeting Minutes

April 10, 2024

In attendance: Betty Gimbel, Christie Devereaux, Jocelyn Worrall, Toby Ozure, Shellie Schneider, Craig Werle, Shelley Holtzman, Carol Kreiger

Absent: Pam Record, Raisy Derzie, Ellen Hallie Schiff, Jose Seligson, Lynda Schwartz, Linda Sandman, Patti Paris, Barbara E. Fishman

- The meeting started at 5:02pm and the March Minutes were approved. A discussion ensued regarding the selling of exhibit pieces. The Library Director will clear any modified or updated guideline language with the library's attorney, prior to any potential adoption.
- The Exhibition Guidelines have been updated by Vanessa. It is no longer required to reimburse artists up to \$100 for reception costs as the library will now be responsible for ordering refreshments.
- Exhibit chairs for the May/June exhibit discussed possibly asking the artist to remove a few pieces from the show. It was suggested Jocelyn reach out to Jim Graf to discuss.
- Shelley Holtzman will not be contacting Max Ginsburg.
- Artist Jonathan Butterick is currently in Vietnam and Shelley will contact him about a studio visit when he returns in May.
- Toby discussed transportation costs for Christina Massey. Council agreed up to \$700 will be reimbursed to the artist for shipping. Library policy for shipping reimbursement was discussed and if possible, is a tax exemption offered or could the library have a contract with shippers through invoice instead of having the artist personally lay out the initial costs?
- The Council voted in favor of Dave Bett for AAC membership. His resume will be submitted for Board approval at their next meeting.
- Betty thanked new ACC members Craig Werle, Carol Kreiger and Jocelyn Worrall for their hard work.
- Carole Freysz Gutierrez art reception is Saturday, April 13 at 2 p.m. The reception will be catered by Ayhan's Marketplace. Jocelyn will purchase new tablecloths. Council asked if an area in the Lapham kitchen could be designated to store reception supplies.
- Vanessa announced as of Monday she will have a reduced schedule and will no longer be AAC liaison. She asked that members refer to the updated Exhibition Guidelines with a listing of specific staff members' contact information for assistance with exhibit publicity, booking Artist Talks and printing art labels and reception tasks. As of now there is no replacement for AAC liaison.
- The meeting ended at 6:15PM

The next AAC Meeting will be Wednesday, April 10 at 5 p.m.

B&A : Karen Sloan and her committee will arrange a call between author Ilyon Woo and interviewer Kelly McMasters. Thus far 52 sponsors have contributed \$50,000, 233 tickets have been sold and \$920 worth of raffle tickets have been sold. A new, improved Garden City Hotel lobby schematic has been developed. Free wine and soft drinks will be available. There will be a slide show. Publicity for this event will include an email to all donors, articles in PWPL's newsletter and in local newspapers, a banner outside the library and a listing on Patch.

Port Book FOLks FB group update : Dilia Kamensky announced that 150 people signed up in just one week even though this online book discussion group has not yet been publicized ! Publicity could include emailing to all library donors, asking Kate Monsour to mention our FB group and mentioning it at B&A.

New Business : Kelly McMasters will speak at Sandwiched In on Friday, April 19 at noon.

The meeting adjourned at 9:58 AM.

From: Mitchell Schwartz
Sent: Friday, April 26, 2024 12:50 PM
To: Vanessa Nastro <vnastro@pwpl.org>
Cc: Mitchell Schwartz Local History <localhistory@pwpl.org>
Subject: Re: Flower Hill Gallery Guidebook

Hi Vanessa,

I hope this email finds you well, too.

I am humbled that you are happy with our guidebook and hope it can be of good use for you and the Port Washington Library. Thank you for your kind words.

We recently made the guidebook available on our website (link: <https://villageflowerhill.org/about-us/flower-hill-village-historical-gallery/>), and we would be honored if you shared it on the Local History social media page. Thank you very much for offering!

Also, if there are any images in the guidebook which you do not have a standalone copy of and would like to obtain, let me know and it would be my pleasure to provide you with a standalone copy for your library's collections.

Lastly, I would like to, once again, thank you and the Port Washington Library for all the gracious assistance which you have rendered in making this possible. It serves as a great reminder as to how libraries are so much more than "just places to borrow books" and instead serve as some of the most vital institutions & resources a community can have.

Thank you again, and have a wonderful day.

Warm regards,
Mitchell



One Library Drive, Port Washington, NY 11050
516.883.4400
www.pwpl.org

CASH RECEIPT

May 6, 2024

Re: Painting Sold

Received from: Carole Freysz Gutierrez

Dollar Amount: \$500.00

Received by: Barbara Fishman/Lynn Moessner

Strategies for Managing Conflict with Patrons and Colleagues

In March, we attended an online professional development workshop titled "Strategies for Managing Conflict with Colleagues and Patrons." This three-week series, hosted by Library Journal Professional Development, focused on improving interactions with patrons and fostering positive relationships with colleagues.

Week one, we were introduced to the Control, Influence, Accept/Adapt (CIA) model which provides a framework for understanding different approaches to managing situations. This model emphasizes the importance of recognizing when we have direct control over a situation, when we can influence those with decision-making power, and when it is necessary to accept or adapt to a situation beyond our control. By understanding these distinctions, we can effectively navigate various challenges in the library.

During week two, we discussed strategies for handling challenging conversations in a mindful manner. These techniques are best used to defuse tense situations, demonstrate empathy, and safeguard our well-being during and after intense interactions. Key practices include active listening, approaching situations without judgment, and being aware of our assumptions.

We also reviewed tips on how to have better conversations with patrons and strategies for de-escalation. We were encouraged to be an active listener, slow our speech, speak calmly, and be mindful of our body language. Finally, don't be afraid to ask for assistance from other staff or outside help such as emergency personal if warranted.

During our final week, we focused on strategies for effectively resolving conflicts with our colleagues. Workplace conflicts are inevitable, but their impact can be reduced, and relationships mended through a restorative approach. We discussed the importance of asking restorative questions, such as identifying the events that led to the conflict, understanding who was impacted and in what manner, and determining what steps can be taken to resolve the situation.

Following this training series, we are now better equipped to handle difficult discussions in the workplace, whether with our team members or patrons. While we can't control how others feel, we can control how we respond to them. Our goal is to effectively manage conflicts and strive towards achieving mutually beneficial outcomes for all.

Respectfully submitted.

Michelle Karnsomtob and Lori Gerbasi, May 2024

Transforming Teen Services

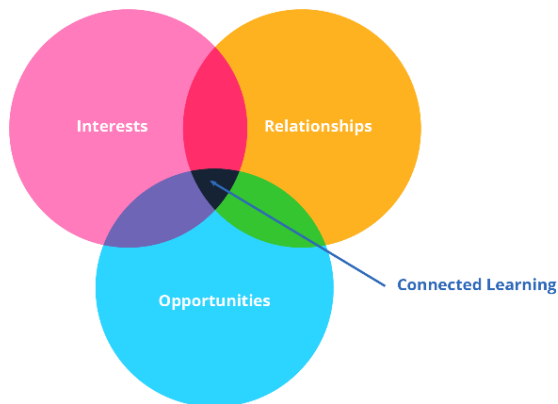
Last month I had the pleasure to facilitating a workshop at the Nassau Library System with Renee McGrath, Manager of Youth Services at NLS. Renee and I presented, Transforming Teen Services (T3), a workshop to explore the value of teen services and learn how connected learning is a way to support teens in your community. The main focus of the training centered on child and youth development and connected learning.

To work effectively with youth, library staff need a basic understanding of how youth develop, their needs and their assets. This workshop summarized key youth development research and focused on how to design activities that are appropriate for the youth they work with. Participants were provided an overview of youth development of 11–13-year-olds and 14–18-year-olds. With each age group we reviewed cognitive development, language development, social and emotional development, and physical development.

Participants were asked to review their library's policies, programs, and services to determine if they supported the developmental needs of teens and in what ways they may not support those needs. We also examined the interactions between library staff and teen patrons, exploring strategies for fostering these connections. Following our discussion, attendees left equipped to design age-appropriate activities or create suitable library environments that connect with the communities they serve.

This workshop also introduced attendees to the core concepts of connected learning. Participants explored the principles of connected learning and how to relate connected learning theory into practice.

Connected learning combines personal interests, supportive relationships, and opportunities.

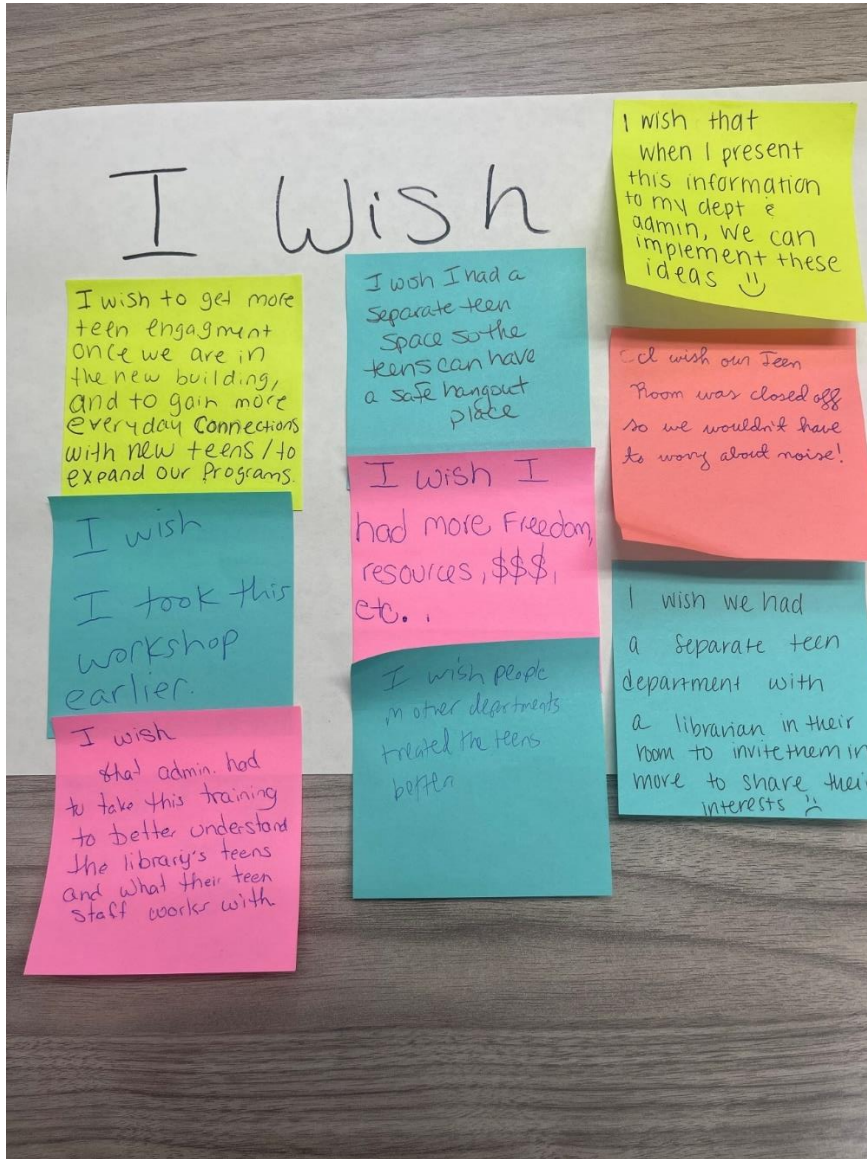


Connected learning knits together three elements:

- **Interests:** Learning is motivating when it grows out of personal interest.
- **Relationships:** Learners need support from peers and mentors to persist through setbacks and challenges.
- **Opportunities:** Success beyond the classroom requires tangible connections to real-world career and civic opportunities.

Many libraries are incorporating aspects of connected learning into their programming. However, it's important to be deliberate in integrating connected learning into our work with teens to ensure they have the necessary resources for success.

At the conclusion of our training, we asked participants to share one thing they got from the session. Here are a few of their responses.



I Wonder

I wonder if my community would support a much bigger teen space.

I wonder what other programs I can create using this workshop

I wonder how many kids have ideas for ways the library can support their interests but don't know they can ask us

I wonder how to get older teens with no free time to come to the library

I wonder if I'm making an impact?

Respectfully Submitted,

Lori Gerbasi

May 2024