

PORT WASHINGTON PUBLIC LIBRARY  
UNAPPROVED MINUTES OF  
THE BOARD OF TRUSTEES MEETING  
November 17, 2021

Participants:	Patricia Bridges, Presiding Bill Keller Sima Vasa Matthew Straus (remote)	Nancy Comer Michael Krevor Adrienne Saur Keith Klang
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Ms. Bridges opened the public meeting at 7:35 pm	<b>OPENING</b>
Ms. Bridges requested a motion to approve the October 20, 2021 Board of Trustees meeting minutes. Ms. Vasa motioned to approve. All agreed.	<b>APPROVAL OF MINUTES</b>
Ms. Bridges requested a motion to approve the October 2021 warrants 21-10 -04A and 21-10-04B. Ms. Vasa motioned to approve. All agreed Ms. Bridges requested a motion to approve two payrolls 10/14 and 10/28. Mr. Keller motioned to approve. All agreed.	<b>APPROVAL OF WARRANTS/PAY ROLLS</b>
Ms. Bridges stated there was one appointment and one departure in the Staff Changes for October and no salary adjustments. Mr. Keller motioned to accept. All agreed.	<b>STAFF CHANGES</b>
Ms. Bridges asked if there were any questions about the October 2021 financial report. There were no questions.	<b>FINANCIAL REPORT</b>
Ms. Bridges reviewed the Special Revenue Fund Descriptions included in the packet which clarified what the designated usage of funds, grants, and financial aid. Ms. Bridges thanked Mr. Klang stating this was very helpful.	<b>SPECIAL REVENUE FUNDS</b>
Mr. Klang requested the approval of the updated PWPL Ahead: Re-Opening Workplace Safety Plan with some minor tweaks requiring a face covering for patrons 2 years and older and also for in-person events, programs, and meetings that will begin November 1, 2021 with a 33% capacity. Two minor changes were requested. Mr. Krevor motioned to approve as amended. All agreed.	<b>PWPL RE-OPENING WORKPLACE SAFETY PLAN</b>
Mr. Klang told the Board that the DASNY grant for \$100,000 for the lavatories' renovation was received and credited Senator Anna Kaplan for helping the Library obtain this funding.	<b>DASNY GRANT FOR LAVATORIES</b>
Mr. Klang informed the Board that the retaining wall has been completed on the northwest corner of the property. The wall is not only aesthetically pleasing but also safer.	<b>RETAINING WALL REPAIR</b>

Mr. Klang noted the re-bid for the façade and Adult Learning Center roof will begin with the legal notice going out in early December, a mandatory walk-through in early January, and the bid opening in early February. The Board gave suggestions how to reach qualified bidders.

**FAÇADE & ALC  
ROOF RE-BID**

Mr. Klang reported the interior designers are working on the Teen Space area and will be coming on-site after Thanksgiving.

**NEW DESIGN OF  
TEEN SPACE**

Mr. Klang stated that the custodial staff are working on re-organizing the basement. A pod has been placed in the rear for temporary storage while each department reviews what they need to keep in storage. Mr. Krevor asked about an exhibition of some items discovered.

**BASEMENT RE-  
ORGANIZATION**

Mr. Klang requested approval of the updated Collection Management Policy which removes late fees for circulating materials and achieves the goal of a fine free Library. Mr. Keller motioned to approve. All agreed.

**FINE FREE  
POLICY**

Mr. Klang noted the Workers Compensation refund of \$2,954 stating the fluctuation was due to staffing on-site and at home in the last year.

**WORKERS  
COMP. REFUND**

Mr. Klang reported that Andrea Watson a long-time member of the Nautical Council, former Board Member, and Friend of the Library is moving. There will be a tribute to Ms. Watson in the December newsletter. Ms. Holly Byrne has graciously accepted to step in as interim chairperson to be confirmed at the July Organizational Meeting.

**NAUTICAL  
COUNCIL  
CHAIRPERSON**

Ms. Vasa motioned to approve the November 2021 Excess Equipment List. All agreed.

**EXCESS  
EQUIPMENT LIST**

Ms. Bridges reminded the Board of the NLS Annual Meeting which will be virtual on December 8, 2021 at 7:30 pm.

**NLS ANNUAL  
MTG.**

Ms. Bridges requested a vote to approve the 2022 and 2023 Nassau Library System Member Support. The vote was 6 For and 1 Abstained.

**NLS MEMBER  
SUPPORT VOTE**

Ms. Bridges requested a vote to approve the ILS & Associated Services Budget for 2022. The vote was 6 in Favor and 1 Abstained.

**ILS BUDGET  
VOTE**

Mr. Hutter discussed the expansion of in-person services. Additional seating has been added to the North Wing and Mezzanine outside the Hagedorn Room. There has been an increase of a teen presence with the opening of school. The North Wing has been modified for teens. The Mezzanine has quiet study spaces available, and the north and south study rooms are available for booking on-line. More programs returned in November in the Lapham and Hagedorn Rooms with safety protocols in place.

**IN-PERSON  
SERVICES**

Books for Dessert has returned on-site and participants are happy to be back. Mr. Hutter read a touching comment from Ms. Monsour regarding the return of the program. Ms. Comer wanted to commend Ms. Monsour for the spectacular job she has been doing with the Books for Dessert group.	<b>BOOKS FOR DESSERT PROGRAM</b>
Mr. Hutter reviewed added services with two new self-checkouts located in the Reading Room and Media area in the north wing.	<b>NEW SELF- CHECKS</b>
A new redundant internet line will help to reduce outages and has been paid for by NLS through a grant.	<b>NEW INTERNET LINE</b>
The recording studio has reopened. Ms. Niederman was the first to test out the revamped space.	<b>RECORDING STUDIO</b>
Ms. Bridges noted the Art Advisory Council minutes of September 22, 2021. Ms. Comer motioned to accept the two new members, Ms. Carole Krieger and Ms. Jocelyn Worrall.	<b>COUNCIL MINUTES</b>
Ms. Bridges acknowledged the Nautical Council minutes of September 21, 2021.	
Ms. Bridges noted the Foundation minutes of September 2021.	<b>FOUNDATION MINUTES</b>
Ms. Bridges cited the Foundation Financial Report ending September 30, 2021.	<b>FOUNDATION FINANCIAL RPT.</b>
Ms. Bridges noted the Friends of the Library minutes of October 13, 2021 meeting.	<b>FOL MINUTES</b>
Ms. Bridge noted the interesting Staff reports this month, one from ESOL and the 1 <sup>st</sup> Quarter Statistics 2021.	<b>STAFF REPORTS</b>
Ms. Bridges noted the October 2021 Patron Comments. Ms. Comer asked about the new book drop comment. Mr. Hutter stated the Library is lowering the curb to reduce the height of the new book bin and increase accessibility.	<b>PATRON COMMENTS</b>
There was no Staff Association representative this month.	<b>STAFF ASSOC.</b>
There were no Public Comments.	<b>PUBLIC COMMENTS</b>
Ms. Bridges requested a motion to adjourn. Ms. Vasa motioned. All agreed.	<b>ADJOURNMENT</b>