

BOARD OF TRUSTEES  
HICKSVILLE PUBLIC LIBRARY  
HICKSVILLE, NEW YORK 11801

REGULAR MEETING

WEDNESDAY, OCTOBER 21, 2020  
KENNETH S. BARNES COMMUNITY ROOM  
AND VIRTUAL VIA ZOOM  
7:00 P.M.

CALL TO ORDER

The meeting of the Hicksville Public Library Board of Trustees was called to order by President Carlos Munozospina at 7:00 pm. Those present were: Mrs. D'Antonio, Mr. Rowan, Mrs. Curran Perrucci, Mrs. Edwins, Ms. Gramaglia, Mr. Wassel (counsel), Mr. Cleary (treasurer), and Mrs. Kwas (recording secretary). Also present were: Mr. Chris Slatic, Mrs. Janet Hagemann, Ms. Loreen Kalisher, and Ms. Amanda Cintron. The following representatives of Milburn Flooring also attended: Mr. Tim Peycke, Mr. John Schneider, and Ms. Ana Kalmar. Mrs. Malhotra was absent with prior notice.

PLEDGE OF ALLEGIANCE

NEW BUSINESS

Milburn Flooring

The representatives from Milburn Flooring stated that have 60 years of experience in the flooring industry. They are part of the NYS OGS Procurement Services list and have worked with the Hicksville School District as well as with other libraries. Milburn will rip up, remove, and dispose of the old material and will put down new material in sections with no disruption or need to shut down. Samples of flooring and carpet tiles that will hold up to heavy traffic were presented. Milburn will deliver more samples so that Mrs. Edwins and the board will decide on the best colors to blend with the library décor.

The board thanked Mr. Peycke, Mr. Schneider, and Ms. Kalmar for attending as they exited the meeting at 7:20 pm.

DIRECTOR'S REPORT

Mrs. Edwins informed the board that the patrons have been receptive to the increase in the amount of time allowed in the library. The number of students coming in has not increased and the guards are making sure that patrons entering have masks and social distancing measures are being imposed. The circulation department is keeping track of the number of patrons entering and a voluntary daily sheet for contact tracing is being used.

In house programs have not resumed, but patrons are very happy with the numerous virtual programs that are available. When programs return to the library, Mrs. Edwins plans to have outdoor events in the yard. Recently, local authors were able to meet while socially distancing in the yard.

Mrs. Edwins attended the Legislative Breakfast and was reassured that our representatives are supportive of the library during these uncertain times. She said we will do our best to reach out as an essential part of the community to find out what services they need from us so we can provide it. A newsletter will be sent out to remind the community that the library is still here for them as the pandemic unfolds.

Mrs. Edwins said she met with the Reference staff and is evaluating different sources to supplement where we order materials from. Extensive weeding will also take place to open up space and Mrs. Edwins is looking into a new program powered by Baker & Taylor that accepts discarded material and credits back the library's account.

Mrs. D'Antonio asked how the food drive and Toys for Tots are being handled this year due to the pandemic. In October a box was placed in the lobby for patrons to drop off food items and in November a box for Toys for Tots will be in the lobby for patrons to drop off items.

Mrs. Edwins mentioned that the library's website is being redesigned for a roll-out next year. Mr. Slatic said the computer techs are working with a graphic designer. Mr. Munozospina would like a home page that is user friendly for patrons to easily navigate and find what they are looking for.

#### TREASURER'S REPORT

Mr. Cleary and the board discussed various line items on the budget and upcoming expenditures.

Mrs. Curran Perrucci made the following motion:

BE IT RESOLVED, that the board approves the Treasurer's Report dated September 30, 2020 as presented. Mr. Rowan seconded the motion and it was carried unanimously.

#### LEGAL

#### APPROVAL OF MINUTES

Mr. Rowan made the following motion:

BE IT RESOLVED, that the board approves the minutes of the September 16, 2020 regular board meeting. Mrs. Curran Perrucci seconded the motion and it was carried unanimously.

## PETTY CASH

## SECRETARY'S REPORT

Mr. Rowan made the following motion:

BE IT RESOLVED, that the board authorizes the payment of Warrant #721 ending October 21, 2020 in the amount of \$206,288.58 including checks numbered 1685 through 1767 from the TD Bank Demand account. Mrs. D'Antonio seconded the motion and it was carried unanimously.

Mr. Rowan made the following motion:

BE IT RESOLVED, that the board authorizes the payment of the Payroll Warrant from the TD Bank of New York, Trust and Agency account with a monthly gross payroll of \$152,625.36, FICA and Medicare \$11,675.84, for a total of \$164,301.20 for the month ending September 30, 2020. Mrs. Curran Perrucci seconded the motion and it was carried unanimously.

## OLD BUSINESS

## CORRESPONDENCE

The board appreciated a letter and donation from Ms. Andrea D. Krenick thanking the library for providing virtual Zumba classes. Mrs. Edwins letter thanking Ms. Krenick for her donation and supporting library events was attached. Mrs. Edwins also mentioned that the appreciation letter shows how well the virtual programs are received.

## FYI

The FYI material was reviewed by the board.

A copy of the Circulation Report that Mr. Robert Drake from NLS provides to member libraries was included in the board packet. Mrs. Edwins informed the board about how to interpret the different sections of the report. The report can be a useful tool for building the collection based on what parts of the collection circulate the most.

## NEW BUSINESS

### Chase Corporate Credit Account

Mr. Rowan made the following motion:

BE IT RESOLVED, that the board approves Christine Edwins as authorizing officer of the Chase Corporate Credit account and to raise the credit limit from \$2,000 to \$6,000. Mrs. Curran Perrucci seconded the motion and it was carried unanimously.

### Sav Mor Mechanical Services

The board decided to table the replacement of the heating pump HWP-3.

### Policy Revisions

Mrs. Curran Perrucci made the following motion:

BE IT RESOLVED, that the board revises the Museum Pass policy # 28 as presented. Mr. Rowan seconded the motion and it was carried unanimously.

A memo to Mrs. Edwins and the board from the computer technicians explains how the library's traffic goes out through our network appliance on the Cablevision network which has improved uptime and the ability to manage and control the network. NLS's internet connection (Crown Castle) will be a failover through our own equipment. The Internet Service policy is being revised to add internet filtering for this reason. After discussion, the board decided to revise the Internet policy.

Mrs. D'Antonio made the following motion:

BE IT RESOLVED, that the board revises the Internet Service policy # 22 as presented. Mr. Rowan seconded the motion and it was carried unanimously.

### NLS

Mrs. Curran Perrucci made the following motion:

BE IT RESOLVED, that the board approves NLS's request for Member Library support for the calendar year 2021 in the amount of \$26,894. Mr. Rowan seconded the motion and it was carried unanimously.

Mrs. Curran Perrucci made the following motion:

BE IT RESOLVED, that the board votes in favor of the 2021 ILS & Associated Services Budget and appoints the Library Director, Christine Edwins, as the Board representative to vote. Mr. Rowan seconded the motion and it was carried unanimously.

### Digital Board Packet

Mrs. Edwins suggested that in order to streamline, board packets can be delivered digitally, and the board responded in a positive way. Those members that would prefer a printed copy will be accommodated.

### Milburn Flooring

The board discussed Milburn Flooring's proposal and decided to go ahead with the project from the settlement funds received for the terminated contract of the sale of the Computer & Resource Center. Mrs. Edwins will consult with the board to choose colors for the project.

Mr. Rowan made the following motion:

BE IT RESOLVED, that the board approves Milburn Flooring's proposal for new carpet and flooring throughout the Main Library building in the amount of \$92,981.72.

Mrs. Curran Perrucci seconded the motion and it was carried unanimously.

COMMUNITY COMMENTS

PROGRAM AND STAFF REPORTS

PERSONNEL

1. Appointments: None
2. Resignations: None
3. Terminations: None
4. Retirements: None

EXECUTIVE SESSION

Mrs. Hagemann, Ms. Kalisher, Ms. Cintron, and Mr. Slatik exited at 8:35 pm as the board entered executive session.

Mr. Rowan made the following motion at 8:35 pm:

BE IT RESOLVED, that the meeting of the board of trustees move into executive session for the purpose of discussing legal and personnel issues. Mrs. Curran Perrucci seconded the motion and it was carried unanimously.

Mrs. Curran Perrucci made the following motion at 9:00 pm:

BE IT RESOLVED, that the meeting of the board of trustees move out of executive session. Mr. Rowan seconded the motion and it was carried unanimously.

Discussion regarding the Computer & Resource Center

Mr. Munozospina asked the trustees if they would be open to the possibility of the Hicksville Water District obtaining a short term lease agreement for the Computer & Resource Center. Utilities, insurance, alarms, and landscaping would be their responsibility. Mr. Wassel stated that a licensing and hold harmless agreement would be created and the dollar amount needs to be at fair market value. Mrs. Edwins will contact Mr. Montana who will reach out to the Hicksville Water District.

FUTURE BOARD MEETING

The next board meeting will be held on Wednesday, November 18, 2020 at 7 pm.

ADJOURNMENT

Mr. Rowan made the following motion:

BE IT RESOLVED, that the meeting of the board of trustees be adjourned at 9:10 pm.  
Mrs. Curran Perrucci seconded the motion and it was carried unanimously.

Respectfully submitted:

Deborah Kwas