

MONTAUK LIBRARY
REGULAR MONTHLY MEETING OF THE BOARD OF TRUSTEES:
via ZOOM conference
APRIL 20, 2020 6PM (UNAPPROVED MINUTES)

CALL TO ORDER AT 6:00PM BY JLYCKE

IN ATTENDANCE: JLycke, MLevine, BGrimes, LBarnds, LBostrom, RSheckman

ABSENT: CTyler **ALSO PRESENT:** DDiPaolo, LLenahan, RBeeler

APPROVAL OF MINUTES FROM SPECIAL MEETING- March 30, 2020

Approved : JLycke, MLevine, LBarnds, LBostrom, RSheckman, BGrimes

VOTE TO APPROVE CHECK DETAIL:

APPROVED: JLycke, MLevine, LBarnds, LBostrom, RSheckman, BGrimes

CORRESPONDENCE: The Lauren Family Foundation donation received (annual).

GUEST SPEAKER: Ray Beeler

Architect RBeeler addressed Board members in reference to the Substantial Completion paperwork that needs to have Fire Marshal inspection before submitting to the NYS. (Temporary Library). RBeeler reported SED issued approval of Main Construction Project, requires approval from DOH/DEC to get final SED approval to begin the bid process.

COMMITTEE REPORT:

Policy & Procedure-

Vote/Trustee Election: MLevine & Sheckman Board seats expire June 30, 2020. Reminder that April 7 Election was postponed (date tbd). If new vote date does not occur before July 1, then the seats deemed vacant. Board is permitted to appoint to fill those seats. *Update: Election will take place June 9 with school/absentee ballots only.*

Annual Financial Audit : DDiPaolo reported Annual audit has begun.

Preparing to re-open: staffing, programs, masks, countertop guards, etc.

DDiPaolo and Board discussed re-opening procedures of library when ban is lifted. Likely, no group programs will be held at library, virtual movies and E content may be business model for period of time . Possible curbside pickup for books. Countertop guards may be installed. Masks/face guards/sanitizers will be available for staff.

JLycke suggests re-opening library with caution.

DDiPaolo suggests self-check machine be available when temporary library opens.

Motion to purchase self-check machine. **Approved:**LBostrom,BGrimes,Unanimous

Building & Grounds: Temporary Library -

DDiPaolo reports books and shelves are installed temporary library. Furniture & copy machine and other large items not yet moved in; toilets need hookup and building C of O.

Main Construction Project-DOH/DEC- SED's approval is pending DOH approval, which is pending DEC approval. Once DEC approval is received, SED approval should be immediate.

Weber & Grahn Annual Contract- DDiPaolo reports contract not to be renewed at this time as equipment will be inactive (advised by Engineer).

PERSONNEL: Work from home projects: Employees reading at home and giving reviews of books read; making masks for staff; working on social media for online library activities, attending remote meeting, completing training, reviewing review journals, TBT's, archival scanning and much more.

PTO: DDiPaolo reported to Board employees inquiring about unused PTO (vacation & personal time) since closing of library on March 15, 2020. It had been understood that while we are mandated to stay at home, PTO is prohibited from being used. Because of this employees can option to roll over time till next fiscal year or a payout. If other information regarding PTO during mandate is received, Denise will update the Board next month.
Motion Approved: BGrimes, JLycke, MLevine, LBostrom, LBarnds, RSheckman

ADJOURN MEETING: Motion to adjourn at 7:00 PM - JLycke, RSheckman, Unanimous

Next Meeting Scheduled for Monday, May 18, 2020 at 6:00PM.

Respectfully submitted, Lucille Lenahan