

Montauk Library Board of Trustees
Special Meeting of the Board of Trustees
March 30, 2020 4:15 PM via ZOOM conference
Unapproved minutes

CALL TO ORDER at 4:20 PM

Present: BGrimes, JLycke, LBostrom, LBarnds, CTyler, MLevine
Also present: DDiPaolo and SKrusch

APPROVAL of minutes from February 18, 2020 Regular monthly meeting & March 18, 2020 special meeting with this correction: original Trustee Election date was *April 7, 2020* (Lycke, Barnds, Unanimous)

VOTE to approve Check Details (Warrant Reports) *minus the \$8,800 duplicate check to Cassone* (Levine, Grimes, Unanimous)

COMMITTEE REPORTS

Policy & Procedure

- >Corona Virus Mandate – as Political Subdivision – Executive Orders being issued and revised frequently. State extended Stay-at-Home order from March 30 to April 15. Expect further extensions.
Executive Order to stop all non-essential construction project – no exceptions unless emergency.
- >Main Library and Temporary Library will be checked once per day.
- > Support staff not permitted in building unless emergency, Director must be present.
- >Employee Rights Sheet from NYS discussed. It is posted on our website, as required.
- >ALL VOTES (local, school, library, primaries) in April /May 2020 postponed to *at least* June 1, according to Governor. Board asked to consider tacking on Trustee Election to school's annual vote/ballot.

Building & Grounds

Temporary Library Update

- >Shelving installed (prior to EO) from main library, all fiction, Bio, LP and NF are in the temp space.
- >Electric connected to modular units.

- >Board did not accept \$7,400 proposal to connect modular to Generator
- >Fire Alarm is on and reporting
- >Moving company has been postponed (desks, tables, copier, filing cabinets, files, etc.)
- >Fire Marshal inspection postponed
- >Locksmith postponed
- >Ramp completion and toilet hook ups postponed

- >Insurance company notified; adding the modular units to current policy for additional \$1,250

- >Contents of archival collection, *when moved to climate-controlled, storage location* will be insured via library's inland marine policy to cover the value of the collection.

- >Proprietary Information – Due to nature of archival contents, details regarding remote location is proprietary. Only Trustees and Administration will be privy to location details (Lycke, Bostrom, Unanimous).

Main Construction Project – No update

- >Construction Grants – Seeing as the State's revenue has been negatively impacted by the Stay-at-Home Executive Order, Library may not receive the two \$250,000 grants as expected. More to follow. (Construction Grant and SAM Grant)

Personnel

- >Resignation of B. Biondo reluctantly accepted (Lycke, Barnds, unanimous)
- >Work-from-Home projects include: virtual storytimes, children's dept. blog, professional journal review, coordinating with school, e-blasts with online resources, archival work / NY Heritage, #ThrowbackThursdays, NEDCC review of MP3s, continuous website updates & social media posts, tech assistance, Read/Review a book a week, considering personnel training using KnowBe4 platform.

- >Denise attending weekly Directors conference call, Mondays @ 1 pm
- >Previously approved, New Staff schedule begins March 30, 2020

OTHER BUSINESS

- >Library lending 3D printer to SCLS's "print farm" as they produce bands necessary to make protective face shields for StonyBrook Hospital employees. To date, 57 3D printers from Suffolk libraries are being used for this project making approximately 200 bands.
- >All encouraged to send Denise book reviews for social media.

ADJOURN MEETING at 5:15PM

Upcoming Meetings and Conference/Trainings

- April 7, 2020 – Trustee Election – Postponed New Date TBD
- April 20, 2020 – Regular Board Meeting –via ZOOM@ 6:00PM
- April, 20-23 2020 – Family Place Training /Lonna - Postponed
- May 18, 2020 – Regular Board Meeting
- June 15, 2020 – Regular Board Meeting
- July 6, 2020 – Annual Organizational Meeting
- July 20, 2020 – Regular Board Meeting