

REGULAR MEETING OF THE BOARD OF TRUSTEES
HELD ON: MONDAY, MARCH 26, 2018

CALL MEETING TO ORDER

Gerard O'Grady called the meeting to order at 7:40 p.m. Members Present: Michele Vaccarelli, Robert Murray, Gerard O'Grady, Frank Murdock, Maria Grady, Henry Burney and Michele DeLillo. Absent with prior notice: Mary Ellen Rahilly.

CORRESPONDENCE/COMMENTS FROM THE PUBLIC

There was no correspondence or comments from the public.

APPROVAL OF MINUTES

Henry Burney made a MOTION to approve the minutes of the February 12, 2018 meeting. Robert Murray seconded the motion. The vote was unanimous of the members present.

TREASURER'S REPORT

- a) **Balance Sheet**
- b) **General Fund Cumulative Revenue & Expenditure Report (Profit & Loss)**
- c) **General Fund Warrants** – Dated February 5, 2018 – March 20, 2018 in the amount of \$113,725.82.
- d) **Collateral Report**
- e) **Acceptance and Approval of Treasurer's Reports & Warrants for Payment**

The Board reviewed the Treasurer's Report. A discussion followed. Robert Murray made a MOTION to approve a through d and e. Maria seconded the motion. The vote was unanimous of the members present.

DIRECTOR'S REPORT

Attorney – Our current counsel, Bill Cullen, has responded to our inquiry in regards to other attorneys representing public libraries.

Construction Grant – Post-project photos of the new doors and the Final Budget Expenses Form was posted to the application on March 8, 2018. The Final Budget Expense Form asks for the check number, the amount, the name of the vendor and the date on the check. When DLD approves our final budget expenses and photos, they will send us an FS-10-F to fill out. As per Caroline Ashby, we should not fill out the FS-10-F before we hear from them. It might be a while, because they can't close it out until it's been officially approved, and we won't have that until the end of May at the earliest.

DIRECTOR'S REPORT cont'd.

Facilities – **Transom** – Completed February 15, 2018.

Children's Room Lights – New LED driver was ordered and installed by Ed Edstrom on 2/29/18. As of March 8, the light was reported not operating. I spoke with Ed and he said the drivers that were ordered were used. After speaking with Pathway they sent new LED drivers and we will send back the used ones. Ed will install the LED driver.

Roof – Moss was removed from the roof shingles on the upper right side of the Bishop House.

Dormers – Removed and replaced rotten vertical boards. These rotten vertical boards were on the left and right side of the dormers.

Gutter – White gutter below the moss roof was twisted. Re-aligned entire gutter.

ISSUES & CONCERNS – Toward the end of the summer and before the start of school, we would like to arrange the Children's Room in order to make it easier for children and their caregivers to do homework, read or spend time. Staff will be involved in order to determine the best layout.

National Library Week – The Oyster Bay-East Norwich Public Library will be celebrating National Library Week in a special way for 2018. This year we would like to celebrate our patrons during National Library Week. This celebration will include refreshments and free raffles for all OBEN Public Library patrons during the week of April 8th through the 14th. We've received some donations of baskets from our vendors and the Friends of the Library to raffle off to our patrons. They will also receive some fund handouts, such as pens and pencils while also having the opportunity to win exciting baskets. We have also reached out to some local businesses to find out if they would like to contribute to a community basket.

Social Media Statistics –

Facebook – (421 likes as of March 8, 2017 – up a total of 62 in 1 year)
483 likes as of March 8, 2018 (up 8 more since February 7, 2018)
457 followers as of March 8, 2018 (up 8 more since February 7, 2018)

DIRECTOR'S REPORT cont'd.

Social Media Statistics cont'd.

Twitter -

232 followers as of March 8, 2018 (down 3 since February 7, 2018)

41 following the OBEN as of March 8, 2018 (No change since February 7, 2018)

Instagram -

63 posts, (up 1 since February 7, 2018)

112 followers as of March 8, 2018 (down 1 since February 7, 2018)

40 following as of March 8, 2018 (up 2 more since February 7, 2018)

Pinterest -

166 average monthly viewers as of February 8, 2018

(down 103 average monthly views since February 7, 2017)

Situational Awareness and Security Survey – We are awaiting on the approval of April 25 for the Situational Awareness training with Sergeant Connolly. The Board agreed to delay the opening to accommodate for staff training.

YA Program – “Study Buddy” – Teen Advisory Board has proposed a “Study Buddy” session during Finals Week (June 11 – June 15) with review sessions taking place Monday-Thursday. The Board was pleased to hear of this program.

OLD BUSINESS

1. **EventKeeper** – The first phase of training has begun which involves adding events for the public and staff to see.

2. **Sprinkler Heads** – Michele Vaccarelli, received quotes for head adjustments. The Board asked her to get a few more.

3. **Circulation Policy** – The Board reviewed the revised Circulation Policy. Discussion followed. They will revise next meeting.

4. **Commitment of Fund Balances** – Discussion followed on the committed fund balance.

5. **Green Room – Wall Décor** – Michele Vaccarelli presented the idea of ALA posters framed for the Green Room. The Board agreed.

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NEW BUSINESS

1. Planting Fields Arboretum – A pass for the Planting Fields Arboretum would be \$350 per year. The pass would admit up to two adults and four children. The Board agreed to purchase the pass if the pass allows for parking.

DATE OF THE NEXT MEETING – The next Regular Meeting will be held on Monday, April 16 at 7:30 p.m.

ADJOURNMENT – Robert Murray made a **MOTION** to adjourn at 9:10 p.m. Frank Murdock seconded the motion. All in favor. .

Respectfully submitted,

Carol DeBlasio
Secretary to the Director