



# Harborfields PUBLIC LIBRARY

## Board of Trustees Regular Meeting

May 28, 2020 @ 9:00 a.m. via Zoom Conference

**Board Members Present:**

David Clemens, President  
Joyce Hilgeman, Ph.D., Vice President  
Ellen Rieger, Finance Officer  
Jenny Shore, Secretary  
Renee Boyer, Trustee  
Carol Albano  
Ryan Athanas  
Cristina Spinelli, Treasurer

**Director:**

**Assistant Director:**

**Absent:**

**PLEDGE OF ALLEGIANCE & REFLECTION**

The meeting was called to order at 9:04 a.m. by Mr. Clemens, President, and a recorded transcription was made available to the public via interactive link on the library’s website following the call.

**PUBLIC PARTICIPATION**

Under NYS Executive Order 202.2, due to the current state of emergency, there is no public participation on this call, but members of the community may feel free to e-mail questions or concerns to the library (info@harborfieldslibrary.org) or directly to members of the Board of Trustees and a response will be issued in a timely manner.

**CALL FOR NEW BUSINESS**

- Library Hours
- Met Life - Life Insurance & Legal Services

**APPROVAL OF MINUTES**

Motion by Mrs. Rieger to approve the minutes of the regular meeting of April 24<sup>th</sup>, 2020, as presented.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

Motion by Mrs. Shore to approve the minutes of the special meeting of May 7<sup>th</sup>, 2020, as presented.

Second, Mrs. Rieger.

AYES: ALL. Motion carried.

**FINANCIAL REPORTS**

Motion by Mrs. Shore to approve the financial reports for the period ended May 28<sup>th</sup>, 2020, as presented.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

Motion by Mrs. Shore to approve the payment of the following Warrants for the period ended May 28<sup>th</sup>, 2020;

Supplemental Warrant, dated April 30<sup>th</sup>, 2020, in the amount of \$184,193.10.

Warrant 5-20-1	\$ 5,170.00
Warrant 5-20-2 CAPITAL	\$ 16,950.00
Warrant 5-20-3	\$ 112,995.79
Warrant 5-20-4 PAYROLL	\$ 194.30
Warrant 5-20-5 DEBT SVC	\$ 688.50

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

Mrs. Spinelli, Treasurer, reviewed the financial statements, warrants and payroll records through May 15<sup>th</sup>, 2020.

**DIRECTOR’S REPORT**

- Mrs. Albano thanked Kevin Verbesey, SCLS Director, for his leadership during this difficult time and for offering ideas for dealing with new challenges. Thanks were also extended to Roger Reyes, Asst. Director of SCLS, for his help with organizing coordinated orders and to fellow zone Directors for their advice & contributions.



## DIRECTOR'S REPORT (Continued)

- Weekly Department Head meetings continue and Department Heads were called in to the library to discuss reopening timelines, schedules, virtual programming, part-time employee tasks, quarantining of books, book return processes, personal space, PPE's, library furniture, realia & bulletin boards. It was a productive meeting and many important items were covered. Mrs. Kantianis, Head of Human Resources, discussed how to proceed when employees are not feeling well and how to proceed if they believe they are ill. It was stressed that employees should stay home if they are not feeling well.
- We are beginning to reopen our book drops on June 2<sup>nd</sup>. They will be emptied 2-3 times per day and the books/materials will be wiped down and quarantined in Program Room A (Children's area) for 72 hours before being returned to circulation. Circulation will check them back in and pages will shelve items as needed. All employees will wear protective gear.
- Monday, June 1<sup>st</sup>, the full-time staff will return to work to prepare for reopening and for Summer Reading Clubs.
- Harborfields CSD mailed absentee ballots to all registered voters in the district. The ballot contains our Trustee proposition/election. The counting will be live-streamed from the School District on the 9<sup>th</sup> of June. Renee Boyer and Irving Toliver are competing for the 5-year Trustee term beginning July 1<sup>st</sup>, 2020. Katherine Rath, Acting District Clerk, will attend to represent the library and assist as needed.
- On May 29<sup>th</sup> & June 6<sup>th</sup>, the *Beach Reads* carts will begin to be delivered to local beaches - Centerport and Fleets Cove.

## ASSISTANT DIRECTOR'S REPORT

Mr. Athanas deferred to his written report.

## STATISTICS

Mr. Clemens noted the tremendous county-wide use of OverDrive during the pandemic. He also thanked Mrs. Albano & Mr. Athanas for going forward with offering the Library's Shredding Event. Mrs. Albano thanked Susan Hope for organizing that event and noted that 229 cars attended the event.

## DEPARTMENTAL REPORTS

The Board discussed the Departmental Reports.

## PERSONNEL REPORT

There was no Personnel Report this month.

## CORRESPONDENCE

The Board reviewed the letter from Cornell University regarding Kelly Stone, former YA page, nominating Mrs. Meglio as the teacher who has made the most significant contribution to her education.

## OLD BUSINESS

There was no old business to discuss.

## NEW BUSINESS

### REOPENING TIMELINE

- Full-time staff will return to work on June 1<sup>st</sup>, working from 9 a.m. to 5 p.m. Full-time custodians will work a slightly altered schedule, but will still work their required hours. Part-time staff will also return to work on June 8<sup>th</sup>. Most departments will be conducting weekly meetings to go over tasks and plans for upcoming events.
- Book drops will open on June 2<sup>nd</sup> for returns.
- The library plans to continue creating content for its YouTube channel.
- Patrons can begin placing reserves for Curbside Pick-up which will begin on June 15<sup>th</sup> as a part of Phase II. Librarians will man the desk to help patrons place reserves and for "reader's advisory" questions.
- Curbside Pick-up will be conducted at the front of the library and will be contactless, so staff can place bags into the car or trunk. Curbside pick-up will be offered for as long as is practical to accommodate the needs of our patrons.
- June 15<sup>th</sup> will begin regular hours for staff, 9-5 or 1-9, in order to better serve our patrons.
- We would like to reopen to the public on July 6<sup>th</sup>. Based upon the infection rates in Suffolk County, we will make any changes as necessary. All reopening details will be listed on our website as "tentative" and will be based upon State and local mandates.



### REOPENING TIMELINE (Continued)

- The staff will be provided a bag with miscellaneous PPE items, including masks, gloves and hand sanitizer. The Circulation desk will have extra PPE supplies and (2) “no-contact” thermometers are available in the Business Office. Large hand-sanitizer stations will be put up around the library prior to reopening to the public.

Motion by Mrs. Rieger to accept the reopening timeline as presented and all determinations are tentative based upon State and local guidelines. As noted, all full-time staff will return to work at the library from June 1<sup>st</sup>– June 8<sup>th</sup>. Curbside delivery will begin on June 15<sup>th</sup> and will be offered on weekdays and weekends, Monday-Thursday, from 10 a.m. to 8 p.m., Friday from 10 a.m. to 4 p.m. and Saturday from 10 a.m. to 4 p.m.

Second, Mrs. Shore. AYES: ALL. Motion carried.

### BALDESSARI & COSTER AGREEMENT

Motion by Mrs. Rieger to authorize Mrs. Albano, Library Director, to sign the Proposal of Services Agreement from our auditors, Baldessari & Coster, dated February 21st, 2020, for the July 1, 2020 – June 30, 2021 fiscal year (as attached).

Second, Dr. Hilgeman. AYES: ALL. Motion carried.

### LIBRARY HOURS

Mrs. Albano proposed the following revised library hours in response to the current public health climate and so that staff may properly prepare for curbside pick-up and for the public entering the building:

<u>New Hours for Public</u>		<u>New Staff Hours</u>		
M-T	10-9*	M-T	9-9	
F	10-5*	F	9-5*	
S	10-5*	S	9-5	*These hours have been revised from our former schedule.

In consideration of the current health guidelines, as stipulated by Suffolk County and New York State for the handling of COVID-19, Motion by Mrs. Shore to revise our current library hours to those stated above, in order to better serve the needs of our staff and those of the public. These hours are subject to further change by a motion as the Board dictates, but will be formally scheduled for reevaluation at the September 24<sup>th</sup>, 2020, meeting of the Board of Trustees.

Second, Mrs. Rieger. AYES: ALL. Motion carried.

### METLIFE BENEFITS 2020-2021

The library is in its final year of the contract with MetLife through Austin, the company that offers the dental and vision plans that we have adopted via prior Board motion for all full-time employees. The contract has been changed and employees are now required to log-in to a portal to choose their enrollment options for July 1<sup>st</sup>, 2020. Additionally, they are now offering options to add both Legal Services and Life Insurance Services, which, similar to the vision plan, are both completely self-funded by our employees with no contribution from the library. Furthermore, all coverage is voluntary and no employee is required to participate or pay for unwanted services, although they must log-in to decline coverage.

Motion by Mrs. Shore to offer MetLaw and MetLife coverage, in conjunction with the pre-existing MetLife Dental and Vision Plans, to all full-time employees of the Harborfields Public Library through annual self-enrollment. Both MetLaw (Legal Services) and MetLife (Life Insurance) will be 100% employee funded via bi-weekly payroll deductions, and the offering of these specific benefits is contingent upon the review, recommendation and approval of the library’s attorney, Robert Cohen.

Second, Dr. Hilgeman. AYES: ALL. Motion carried.

### PUBLIC PARTICIPATION

There was no public participation.

### ADJOURNMENT

Motion by Dr. Hilgeman, seconded by Mrs. Rieger, to adjourn the meeting. There being no further business, the meeting was adjourned at 10:08 a.m.

Respectfully submitted,

Katherine Rath for  
Jenny Shore, Secretary