In Attendance:

Gerald Schmotzer, President
Loretta Fonseca, Trustee
Catherine Manganiello, Trustee
Vincent Formichelli, Trustee
Christopher Ostuni, Counsel
Michelle Young, ITPL Director
Brian Cleary, Treasurer
William Herzog, Secretary

Call to Order:

Gerald Schmotzer called the meeting to order at 7:20pm.

Pledge of Allegiance:

The Pledge Of Allegiance was recited.
APPROVAL OF MINUTES:

Gerald Schmotzer made a Motion to approve the Minutes of the 5/28/2020 ITPL Board Meeting. Catherine Manganiello seconded the Motion. All In Favor: Unanimous. The Motion passes.

APPROVAL OF WARRANTS:

Gerald Schmotzer made a Motion to approve the Warrant #622, from check 15874-15905, in the amount of $17,796.07. Catherine Manganiello seconded the Motion. All In Favor: Unanimous. The Motion passes.

DIRECTOR'S REPORT:

6/2: We received, from NLS, a warning by the NYSED Office of Facilities Planning stating that school districts and school district public libraries cannot use plexiglass sneeze guards as the glazing is flammable and does not meet NYSED Manual of Planning Standards-1998 requirements or the 2020 Building and Fire Codes of NYS.

As a result, Facilities Manager Joe Lane is obtaining different estimates for guards using materials such as polycarbonate or tempered safety glass. Attached is estimate #208 we received from Action Glass of Syosset for $4,800 including materials and labor; once ordered, it would take 3-5 days to cut/prepare the glass and approximately three hours for installation.

6/2: Attached is a quote from Crown Castle Fiber to move and relocate their cable which is in a conduit running through the new library, as the conduit needs to be removed as it is two feet lower than the library’s proposed ceiling. After speaking with SCC on 6/10, we were told it was the library’s responsibility to cover this expense which totals $3,500.00.

6/3: We have a total of 22 new digital library card holders; I gave permission to ILS/NLS to grant these new cardholders full access to our holdings as well as the ability to make reserves; we want all residents to feel equally welcome to use our library and its services.
6/4: I picked up several boxes of disposable gloves (PPE) at NLS for the library. While they are optional for use, I have highly recommended that cleaners as well as pages use them when they are cleaning and/or handling materials.

6/5: Head of Circulation Liz Spoto introduced us to Sling, an app-based product that tracks employee schedules. We will be using this free app to assist us in meeting the requirements for keeping staff at 50% working capacity across all departments.

6/9: Several staff members have been using a free version of TeamViewer, a program that allows for remote desktop access of their in-house computers for telework. Attached is an estimate from TeamViewer for three and five users (Note: users are “channels”) with a 25% promotion for the first year, good until 6/19/2021. This software comes in a package that includes teleconferencing. Here are the two (below) subscriptions/packages available:
- 3 users: $2,388 annual/$1,791 with 25% discount.
- 5 users: $3,945.60 annual/$2,959.32 with 25% discount.

6/10: The County Executive’s office confirmed that OEM (Office of Emergency Management) offered to provide PPE (masks and sanitizer) to libraries that resumed operations. I filled out a request for 200 masks, to be picked up (Location: TBD) at the end of June.

6/10: Below is the upcoming schedule provided to staff on 6/10/2020 for Phase 1 services, which includes staff returning to working in the building, interlibrary van services, book drop returns, and the beginning of contactless pick up, which will begin on Monday, July 6:

- Monday, June 15: NLS van comes for first time to pick up other libraries materials that were left since we closed in March.
- Saturday, June 13: IT Consultant Mike C. updates personnel computers and rearranges public computer areas for social distancing; we will have a maximum of three public computers in adult services and one (or two) computers in children’s department; I estimate in Phase 2 we will be making one-hour patron appointments for computer usage due to this limited availability.
- Tuesday, June 16: 8am–4pm—Deep Cleaning/Sanitizing from Imperial Cleaning Services; afterwards, custodial staff will meet and mark six feet
around all public service desks and offices for social distancing. Joe Lane is creating a daily checklist

- Wednesday, June 17: Staff only reports to building (50%): We continue to communicate with our patrons using Tidio online chat and email.

- Monday, June 22: Book Drop Opens; we begin accepting returns from 10am-4pm, Monday thru Friday. The first set of returned items for safe shelving (post-72 hours of quarantine) will be on Friday, June 26. When we receive materials from NLS, we will also need to quarantine those materials for three days before providing them as well.

- Wednesday, June 24: Two weeks’ into Phase 2 of our region, it is estimated that 100% of staff can report to work on this date; however, with social distancing measures, the amount of staff working at the site may remain close to and/or at the same as at 50%.

- Monday, June 29 (or June 22): We begin taking phone calls and answering questions.

- Monday, July 6: Contactless Service (attached “Curbside Pickup Outline”). Patrons call ahead for materials from 10am-1pm, first-come, first-served; materials will be picked up from 10am-4pm. Please note: Available materials at this stage are limited to items located inside our library; interloans from other libraries are not available as NLS has not resumed interlibrary loan services. Contactless service is open to all Nassau County cardholders, i.e., there are no residency limitations.

**PUBLIC:**

None.

**EXECUTIVE SESSION:**

Gerald Schmotzer made a Motion to go into Executive Session at 8:45 pm. Catherine Manganiello seconded the Motion. All in favor: Unanimous. The Motion passes.
Gerald Schmotzer made a Motion to come out of Executive Session at 11:49 pm. Catherine Manganiello seconded the Motion. All in favor: Unanimous. The Motion passes.

**NEW BUSINESS:**

1. Gerald Schmotzer made a Motion to authorize three users for Teamviewer at $1791/year. Catherine Manganiello seconded the Motion. All in favor: Unanimous. The Motion passes.

2. Gerald Schmotzer made a Motion to approve the library's Safety Plan as outlined in the June Director's Report. Loretta Fonseca seconded the Motion. All in favor: Unanimous. The Motion passes.

3. Gerald Schmotzer made a Motion to authorize a 2% raise for substitute pages and substitute librarians. Catherine Manganiello seconded the Motion. All in favor: Unanimous. The Motion passes.

**ADJOURNMENT:**

Gerald Schmotzer made a Motion to adjourn the June 18, 2020 Board Meeting at 11:55 pm. Loretta Fonseca seconded the Motion. All in favor: Unanimous. The Meeting is adjourned.