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**Transcript/Minutes
Special Board Meeting
Via Zoom Conference - 1:00 PM
Riverhead Free Library
May 29, 2020**

Present: John Munzel, President; Louise Wilkinson, Vice President; Janet O’Hare, Secretary; David Friedrich, Trustee; John Rienzo, Trustee; Ruth Nelson, Trustee; Susan Bergmann, Trustee; Annette Totten, Trustee; Marylin Banks- Winters, Trustee

Director: Kerrie McMullen-Smith

Staff: Isabelle Gonzalez; Susan Culver, James Provencher

Public: Jeff Zeiger

A Special Board meeting of the Board of Trustees was called to order via Zoom conference on May 29, 2020 at 1:05 pm.

John M	Let’s call the meeting to order , let's pick up where we left off. I think I’m picking up from the special meeting scheduled on the 19th of this month and adjourned to the 23rd. Further adjourned to the 25th and is now adjourned ahead to today. Present is David ...
David	I’m here
John M	Janet, Ruth, Susan, Louise, Marilyn
Marylin	I’m here.
John M	John Rienzo, and there is an unknown telephone number
Susan	It’s Annette
Annette	Yes
Susan	Looks like we are all here.
John M	Kerrei, do you want to give us a good view on the quotes?
Kerrie	I spoke to Walter at MacKenzie Doors. The quote is very high. And what he recommends, that what we do is to just replace the exterior door with what they are recommending and take the interior door out with the hopes that when we are ready we can put them back in, it would cut the costs of the quote in half. So then it would just be the people, the opening for the doorway would be open all the time near the circulation desk. We would just have the doors when you enter the building, you know, in front of the atrium. The only thing that we would have to do, if we did that, is that the alarm is put just inside the door and we’ll move that. So that is an option to keep the cost down, um, I know that there’s a lot to

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	consider.
Janet	This would have a partition?
Kerrie	Well, what I ordered, they are 6 by 6 plexiglass panels that we put from the beginning, from where the doors open into the building all the way up and through, pass the circulation desk
Janet	Okay (recording is lagged)
Kerrie	They are like the partitions we have now that are 6 by 4 and they are grey fabric.
Janet	Ok
David	Why am I getting a green globe with a telephone in it and I am losing the picture, someone
Marylin	Someone is calling in
Janet	Annette, without the video.
Marilyn	It's a 315 number 725
Susan	That's John Rienzo
Kerrie	I don't know. I'm hearing that I'm choppy. So you know that my connection might not be the greatest.
Susan	Well, there have been a lot of problems with connections and a lot of stuff lately with the closure.
David	MacKenzie's quote, If you do want to do it with a 44; at a later date, he can install the doors in pieces and right now you are going with one door going in. Right?
Susan B	Well, it's two doors going in then going out on the outer part.
David	I'm not talking about the original design of 44,000, the end result if we don't want to go with the 44 and if we cut that quote in half then we're only getting what, one door?
Marylin	Correct
David	Can we in the future add another door to that design on the other side?
Kerrie	Where?
David	On the other side. In other words, one going in and one going out
Ruth	No that is included. In my opinion, there are two doors in the diagram. It's the exterior doors, it's the interior doors that are going to be eliminated, if we are

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	going to save money.
Susan B	That's what I got too.
Kerrie	Look at the picture of what he actually wants to install
Ruth	I'm looking at it now
Marylin	I'm looking at the spec
Kerrie	Right. So what we have is, it's not the spec. It's an actual picture of what the door would look like.
Marylin	It's the plan
Kerrie	No, not the plan, There is a picture as well. Beside the cutsheet, there's a picture.
Marilyn	Oh okay. Oh, I see. You are talking my language when you say cutsheet
Kerrie	So that's sliders as well but then they will be able to give us a lock on the door that John Rienzo had asked about, That would prevent people from coming in and out, if we need it, and then we would not have to go over to the door and physically lock it. It could be done remotely with this style door. So instead of having the supermarket doors that we originally spoke about, one swinging in and one swinging out. This is a true slider with a glass divider in the middle.
Marylin	I see that.
David	The picture you are talking about, is that the D2.
Kerrie	Yes
David	It's like a supermarket door.
Janet	The post office has that slider in between the two doors, right?
David	So that's actually, what we would get, we would get no interior door.
Kerrie	If we want to do the interior doors, then it's going to be a lot more money and his concern was that with installing doors that open in and open out, it could turn out that our egress would be too small and we would have to check with
Janet	We would what?
Kerrie	We have to check with the town, if the opening is large enough
David	You enter the library, you have the hallway and then you have the slide door which leads you right to the desk so that would be removed?

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Kerrie	Right, we remove the doors by the desk by circulation.
David	Okay
Marylin	Then the tables would be removed? Everything moved?
Kerrie	Yes
Marylin	Okay, alright.
David	So really the indigent wouldn't really have a place to congregate
Marylin	Which is good
David	That would be sort of a private area.
Susan	There wouldn't be any congregating. It's in and out, that's it. Yeah
David	I think that's a bonus, right, with this style door.
Susan	Yes, yes
Kerrie	Can we get John? Is John able to speak because I keep seeing his phone come up.
John R	I'm here. I have it on mute, Kerrie. I'm looking at it on my phone, because my internet where I am is not the greatest. What does he want to do on the outside, he wants to have two separate sliders? That's why it costs so much money.
Kerrie	Yes, actually. If you could see the picture, it actually looks very good because there is a whole door width between entering and exiting so people are not right on top of each other.
Ruth	Was a breakout panel. So you can open the whole width if you need to?
Kerrie	Yes, exactly.
Marilyn	It's two functions, it seems very functional.
Janet	Yes
John R	I know its a lot of money because originally when we discussed this , we were thinking but of course this is off the top of my head,\$ 25,000, but actually it's a lot more here and I'm not sure you are going to find anybody else and again these doors, especially that type of doors, much more specific than the supermarket doors but as far as finding someone to install and maintain them.
David	Well ...
Marilyn	This is the company that normally maintains our doors?

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Kerrie	Yes
Janet	Yeah. McKenzie maintains all the library doors, all over the place, they are like the company
Marilyn	They were able to monopolize that
David	Yes but John, the \$ 44,000....
John R	Well, the \$44,000 is for two sets of doors. I agree with what he says, do one set now. We can put the partitions in there and if worse comes to worse because of the environmental conditions, if you will, the winter. We can put the plastic sheeting there where you walk through it. But the lobby itself has its own heating and air conditioning system so if it has to work a little harder, it's not the end of the world.
Susan B	That's true.
John R	It's not like you are going to open the outside door and all of a sudden, you are going to get a cold draft coming through because we can heat that there...
Marilyn	And it's a place where people can dry off.
John R	What are we going to do if we go look at somebody else and I don't know if he gave us a time frame. I don't know as I am trying to read it on my phone. But he realizes that we want it done sooner than later. We spoke to him, Kerrie. He indicated that I think within 30 days and it wouldn't be an issue, did he?
Kerrie	Well, he said that he does have a lot of clients in the same predicament, we are in and they would try to do their best but he would think 30 days. Yeah.
John R	Right, I mean, I don't ... If they are the ones that do everybody on Long Island. Where are we going to find anybody else? And if we decide as he said, then to reinstall the door then we got to go back to him anyhow. I don't really want to spend that kind of money but I don't think we have an option here.
David	What's his lowball price for one set of doors?
Kerrie	So he's saying, he told me via phone, that just to do the exterior doors and take the interior doors out, it would be about \$22,000 dollars.
Marilyn	So that's half.
Susan	I agree with what John Rienzo said that we should go for the half. We should go for the one door at this time and get that installed and then should we need to do anything else, you know, that he knows what to do. He's very reputable. I know that we worked with him for a long time and I trust him with that. So I don't know about anybody else, if we should make a motion to approve the one door and get that going.

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David	Let me ask a question when he removes the second set of doors. Is that going to require any repair or cosmetic adjustment to the library. After the doors are removed?
Kerrie	So he said he could just remove the doors so that the glass and aluminum that frames the door would still remain there.
David	OK
Ruth	What happens to the older door from the exterior, older doors. Are we in possession of them or do they confiscate them? In case, we need to make changes.
Kerrie	I mean, we can hold on to them, but I wouldn't want to.
Ruth	The interior door we would definitely hold on to.
Kerrie	But I don't think it's necessary to hold on to the exterior door because we are actually upgrading.
Susan	Yes
Marylin	So removal, installation and the removal and installation is all at one cost? Maybe we can bring it down because he's keeping the product you know.
David	Yeah, but he is keeping an old product.
Marylin	Yeah, but he is going to recycle. He's going to scrap.
David	He's going to make money on the scrap.
Marylin	Yes, right.
Susan B	Maybe, maybe not, because Kerrie said it's an upgrade. So you know what he does with it. I think that the 22,000 is a lot better than the 44,000 right now cause we have so many other projects that we have to approve to get done before we even, you know, open.
David	I don't think there is any argument, we should go for half of it at the moment and make a decision in the future.
Marylin	Yeah, I don't have a problem with it.
Susan	So John Munzel, should we do a motion and then take a vote on it.
John M	Yeah. I was just waiting for people to finish with comments. We want to make a motion accepting the offer of half of the \$44,000 that's presented to Kerrie
David	Sue, why don't you make the motion.

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Susan B	Me?
David	Yeah, you.
Susan B	I'll make the motion.
David	Go ahead.
Susan	I make the motion to approve the exterior door project to one area door project for \$22,000., to be installed as soon as he can do that.
Marylin	I second.
John M	All in favor
David	Wait a minute
John M	Discussion
David	The total quote included, includes the installation and removal of the old doors.
Susan B	Of the old exterior doors. Yes.
Ruth	And the interior doors are removed too for that price?
Susan B	Kerrie, do you hear me?
Kerrie	Yes, the interior door would be included in the 22,000.
Susan	OK
John M	Ok, all in favor of the motion.
Board	All in favor
John M	Is that you John? Opposing?
David	No he said, I
John	Alright, so carried
05.29.20 807	Motion carried
John M	Next, Kerrie.
Marylin	I have a quick question, where are we housing the old door?
Kerrie	I think that we could put that into the garage. That would be the best place to

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	put it.
Susan	Yes
David	In your garage?
Susan	We do have a garage on the library grounds. Susan does not have a garage.
Kerrie	My garage is packed to the hilt, it wouldn't fit.
Susan B	Next project, I guess?
Kerrie	The proposal from Cunningham for the cleaning of the HVAC air ducts.
David	We already got one?
Kerrie	So, we use Cunningham, it's like an ongoing company that we use.
David	Well, it's got to be done.
Janet	We are all in sticker shock, That's what's happening.
Ruth	Are there problems?
David	Yes
Janet	That's the \$11,000 one?
David	It's \$15,000 and you've got \$22,000 in reserve so it's covered..
Kerrie	Right. As I said in the email, we have \$22,000 in our buildings and equipment budget line and this is 14 and change, \$ 14,060, I believe. So it would be in our budget. This would not come out of capital, where the doors come out of the capital fund and the sneeze guards come out of our capital fund, this would not. This is the operating fund.
Ruth	Is there a system where you normally do this on a regular basis?
Marylin	They should have a service contract with...
Susan	We have done it in the past, we started doing it after the last expansion which started in , I believe 1999 and 2001. We did have, we had set, Marie set up a scheduled cleaning of the duct work but now with everything going on, I think this is something we definitely need to do.
David	Do we do it yearly or bi-yearly?
Marylin	Every 6 months.
Kerrie	Our filters are changed every 6 months through Sav- Mor. Cunningham comes

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	every couple of years and cleans the HVAC air ducts for us. They are two different companies.
David	Ok, but your email indicated it hadn't been done in a long time so I would assume that it wasn't done for several years by Cunningham. When was the last time, do you know?
Kerrie	Well according to the records, I have in my office here. The last invoice I found was from 2010.
Marylin	That we got that done?
Susan	Was that last done, when we did the bathroom project? After 2010, when we moved the bathroom.
Kerrie	I think it was probably done after the bathroom project because there was a lot of dust and we had the air ducts cleaned after that.
David	So maybe, we should have it done after 2-3 years?
Kerrie	I think they recommend every 5 but I'll double check that.
David	5 years?
Kerrie	Yes. The filters are 6 months.
Marylin	We are so dense. We are by the railroad station. We are in the Peconic Bay. We need it cleaned more than that.
David	I think so.
John M	So this is the moment to have a motion to clean the air ducts and vents in accordance with the bid, and then we can discuss in the future what we have to do with the others.
Susan	I'll make the motion, since I am building and grounds. I make the motion exactly what John Munzel said
Janet	Second that motion
John M	All in favor
Board	All in favor
05.29.20 808	Motion Carried
Ruth	Can I ask a question, you have a budget for maintenance. What else is covered? Is it snow removal? What else is covered?

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Kerrie	Honestly, right now, off the top of my head, I couldn't tell you everything that is covered under that budget line. I can find out and email back to you.
David	Anything that requires maintenance in the entire library and the grounds would be under a maintenance line.
John R	I think that line covers when we rebuilt the pumps, the elevator repair or the elevator contract. Maybe Sav- Mor, and things like that.
David	The next subject is the cleaning of the ducts.
Kerrie	No, we did that.
Susan B	We are up to the sneeze guards.
David	Wait a minute, we didn't, we didn't agree to clean the ducts every 3 years.
John M	No, we didn't.
Janet	We tabled that right?
John M	We decided this for now, and we'll decide in the future...
David	I thought we were going to decide for it now, okay
John M	Okay
Kerrie	I sent information from Sav-Mor, regarding a different, additional filtration and I think that John Rienzo wanted to speak to that one.
John R	Can you all hear me? I spoke to my air conditioning and refrigeration HVAC guy, he's my cousin, retired from Carrier, basically he said that's a great system except that you're going to spend \$19,000 to retrofit it and if we're going to go for new equipment in the next year or two you're basically going to throw it all out, because the new equipment that would probably come as an option its built -in, its configured differently and someone who's going to give you new equipment doesn't want to install something that's already a year old that's from another manufacturer or not part of their system. So his recommendation with Cunningham cleaning it which he recommended is an excellent company. I think we've done the right thing for our patrons and our staff, by having that done. There is no requirement to do this additional filtration other than the fact that Cunningham's probably going to put in new filters and possibly something with smaller micron so we can capture more if you will bad air or other things that are coming through it, however,there is a limit of what you can do because the machines are not designed to have so much back pressure from filtrations. This is a nice system but you're not going to gain that much especially if you're going to put new units in the next year or so or you are spending \$19,000 and you're throwing it all out, it's all going to go into the garbage next year.

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David	There is no sense doing it.
John R	There is no requirement that we do it. I think by having Cunningham do it and having those additional or better if you will filter systems put in. I don't think there is a requirement for it and I don't think that is something we need to do. Certainly when we go out to bid for the new system, it may end up being a requirement that everybody has to do that, when you replace things. How do you want to say this, or It's how things will be in the future, that might be a requirement. But to spend that money to put it, it's not really efficiently being spent. I don't think there really is a problem. We are not talking about legionnaires' disease. Certainly, I think everybody has their concerns but, I think that what we are doing with Cunningham, having it cleaned and putting filters in. We are doing ...
Janet	We are doing our due diligence.
John R	Maybe if we plan on putting something newer, maybe that would be something we want to look at and consider putting in at that time but not spend \$20,000 because we don't know what we are doing with those air conditioners yet. We can go out to bid this fall for new ones for next year. It's going to take some time to have them built. But spending \$20,000 for something that is basically going to the garbage.
Marylin	Thrown out
David	That makes no sense, especially when you're thinking about upgrading in a year.
John R	\$20,000 is about 5- 8% we are going to spend on the units, a new unit may cost more, because you require additional options. So putting it in, again he suggested this. I don't know if he can, even if we said yes, I don't know if he can put it in tomorrow. Maybe 5-6 months or 5 weeks, I don't know. What's the availability of the material, what's the availability of them putting it in? So I don't really see any particular need for it. There is no legal requirement for. I think we are doing more than what we should do now, it'd be a waste of money if it comes down to it as some requirement but I don't see that it will be a requirement, to put additional air scrubbers in etcetera, etcetera
David	You know money is tight. We are working on last year's budget.
John R	Again, it's a capital project but why spend \$ 20,000 that really is going in the garbage.
David	Makes no sense.
John R	I rather turn around and say listen, why don't we replace, why don't you turn around, let's put a bid out and start replacing the air conditioners because as we had the discussions prior to this, with Kerrie. The idea was we didn't do that this year because of the fact that we believed there would be state money for capital

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	<p>projects. I believe all of us realize that is not happening this year, next year, or the following year after that. The library is going to have to bite the bullet and pay for the project or at least 95 % of it, if there is money. So it's kind of a moot point. We could install newer equipment, more efficient equipment to operate, more options to have, there is cleaning, and air scrubbing technology installed in the new units so we can have it done in a timely manner by putting out a bid or looking for requests later this year and they could come do it over the winter or springtime and have it ready for next year.</p>
John M	Can we have a motion not to accept?
David	You don't need a motion. You don't need a motion to reject something.
Ruth	I have a question, wouldn't it have been smart to have Cunningham come in and do the cleaning before Sav-mor came in to replace the filters. Are we doing things backwards?
Kerrie	Yes, we are. When we figured out that we had to do the cleaning. We reached out to Sav- Mor and Sav-Mor said they would give us, install the filters, not charge for the labor but install filters that are thicker, denser. They would...the cost of the filter is more expensive than the filters we are currently putting in.
David	But, they are better filters, right?
Kerrie	Yes, but I was told when they are thicker filters it puts more of a strain on the HVAC system and we might need to replace them more frequently and it could be a concern for us. It's an older system and I know it needs to be replaced so that's the one thing
John R	<p>That's exactly what I got from my cousin, who said, when you put thicker filters in, you can believe that thicker, thickness in, there is less ability to pass air through, by having a smaller micron that you want to remove from the air, then you are creating a whole pressure on the whole system if you have too much of a filtration that you could use. It may not be what you want, as for the removal but there's a filter in there. You could end up burning the compressor out. You are working against itself. It just can't keep up with pushing air in, there is an optimal amount of filtration. An optimum amount that your equipment can handle so that's why they replace the filters once and we are going to replace them again. It's not really the end of the world, because my cousin said there's lots of dirt and stuff in it, and you don't see it. He says it's very labor intensive what they are going to do. To take every one of those registers, hand wash them, clean the ducts and put them all back on. It's very labor intensive but they will do a good job and that's why the concern is that you may be shortening, as Kerrie said, you may be shortening the life of the units you have by asking it to work harder or do something it is not actually designed to do, by putting in these thicker filters. So my recommendation is you can put those filters in, they realize that's there an optimum, between Cunningham and Sav-Mor, they didn't come up with the configuration on what's the optimum thickness or optimum filters that we can</p>

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	<p>put in here without killing our equipment. The equipment is 20 years old and the concern is that its at the end of its lifespan so for the future when you spec it, you want thicker air filters because you will end up with a better compressor and a bigger motor and all the design elements depending on what you want to take out of the air and the filtration system you want to have in effect then newer equipment, next year or at least putting it out to bid or getting people to give you an idea and it may be more money but you're going to be ahead of the game. Filters are expendable, they are cheap. And the fact that we are doing it, we can tell the public, we have had the filter changed more than once, we had the duct work cleaned, we're installing more efficient HEPA filters. I think it will make everybody feel a little better when they come back into the building</p>
Ruth	I agree
David	The existing machinery is old, if you utilize new filters that are thicker, couldn't that possibly ruin the machinery we currently have? Why can't we use the same filters we've always used, just get new ones?
John R	<p>I think Sav-Mor company ...listen if you go from 10 microns to 5 microns that's half (<i>muffled recording</i>) that might be 20% more pressure. I'm not a HVAC guy, that's why we have Sav-Mor and Cunningham. They can come up with what is the optimum filter we can use. The equipment probably has the size specs, you can only use this size filter, you can't use anything smaller than this. I'm sure between the two of them they understand that giving us the ones that are going to be the most economical price but is going to do the best job for the equipment. The spec says they can handle this with a larger opening still within parameters. So that's between the two of them that they can figure out and an engineer can look at the chart and figure out what's best to use. Then you are going to have to figure out whether, what you want to do as far as bidding out new equipment. It's a board decision as far as looking at a 20 year old equipment. It's already had its natural life, its 20years, its done. Is it going to work? Yeah, but it's living on borrowed time. So you are going to have to come to a decision on what you want to do is getting someone to give you specs for installation bids or new equipment for the HVAC system.</p>
Marylin	What leeway do we have? One or 2 more years?
John R	Listen, it can last...five more years
Marylin	But we don't want to wait 5 more years.
John R	We already spent money this year for...
Marilyn	I'm not saying this year, what's its life expectancy? We would want to cut that in half to make sure that we are in good standing with our system.
John R	It's already expended its natural life, 20 years old. It's living on borrowed time. I'm not saying it wouldn't work for another five years, it certainly is not as

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	<p>efficient in terms of use of electricity and gas. As far as being more modern. It's like buying a 20 year old car. Technology has changed and that's the other issue. How much technology do you want in this new system? If you put in a complete new system, what about the controls? The controls are a large part of the new system, automatic controls versus what you have now, which is basically an analog type. Controls are a large part of the new system. Completely different.</p>
Marylin	<p>Remotely done as well.</p>
John R	<p>Everything is an option today. I can get it remotely controlled to Kerrie's Iphone if she is in California she could control the temperature.. I don't know if she wants me too. Everyone could have it. Every board member could have it, so you could sit there and play with it. I don't know if that's what you want.</p>
Janet	<p>I do not want that.</p>
John R	<p>I'm just saying. You have to look at what level of technology you want. Do you want to hook it up to the alarm system? Do you want to hook into all the heating systems? There are a whole host of things and they all cost money and all those remote voice control options are something you have to look at. Basically whatever you have there is going to be scrap.. It's a 20 year old technology. It's going to be a completely new set up. But there is nothing that happens in a vacuum. It's not like you are going to go down and order it at Home Depot. It's going to be a while, to give you specs, give you options and then once you decide what you want, to order the equipment. So you don't want to be doing this next April and have it installed in June because that's going to be ugly.</p>
John M	<p>Kerrie, what is the temperature that the thermostat is set for normally?</p>
Kerrie	<p>72 and 74 for the AC and I think it's a little lower for the heat. But I would have to ask Marie.</p>
John M	<p>I am worried about it right now. Can we raise it to 76 or 77?. It's not going to be as comfortable but it is not going to put much strain on the old system.</p>
Susan B	<p>Right</p>
John M	<p>Let's try it and see if it is livable.</p>
David	<p>Does the library have setting rules? Are there rules?</p>
Kerrie	<p>No</p>
Susan	<p>However what should be considered is that the computers and any kind of machinery stir off heat. So if you are going to raise up that thermostat, it's going to be even more uncomfortable with the computers, and the heat throwing, copy machines, printers and things like that. And it's going to make it feel warmer. Not sure if that's even a good thing to do?</p>

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David	It's not good for the computer
Marilyn	Besides that, the density of the building.
Janet	I think that they were just talking about raising it one degree though. That's kind of doable right?
Kerrie	I mean they are up higher now that the building is empty and when we came in, it was very warm so I had Marie lower it. It was at 75 and it was very muggy.
Marilyn	There is no movement.
Kerrie	Right. So she lowered it down, it's probably on 72 right now. It's comfortable. When nobody is in the building, the thermostat can be up higher but then when staff is in the building, patrons are in the building, we can put it more down to a 72-74 type of thing.
Janet	Programmable.
John M	Anything else?
Kerrie	So the other thing I wanted to mention was the policy and bylaws committee met yesterday. Janet, did you want to speak about that?
Janet	We came up with the verbiage. We are going to have a separate policy for the Covid-19 rather than just kind of adding it on to the existing policy and Kerrie was supposed to come up with verbiage for that, we spoke about it.
Kerrie	Right. So I came up with the verbiage and I sent it over to Tom Volz yesterday afternoon and then as Marilyn, I believe, pointed out, the Governor did put another executive order out. That people will need to wear masks when they enter public buildings so Tom said that he doesn't have the executive order yet to go off of. He wants a written executive order so that he can amend our policy where it's needed and then we will have a final draft to look at.
Janet	Right
David	Did you draft anything to Tom relative to the matter we discussed?
Kerrie	Not yet.
David	Ok
Ruth	What is happening with the sneeze guards?
Kerrie	So actually Clayton was here again this morning to take another measure of one of our desks. He ordered some of the polycarbonate and plexiglass that he needs and he's getting started and I emphasized that we need our circulation desk done first so when we enter Phase 2, if we do need to have anyone enter the building,

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	either by staff to maybe use the restroom, they have to walk past circulation that all the sneeze guards are installed on that desk first.
David	When is that first check getting cut?
Kerrie	Today.
David	And how much is that for?
Kerrie	4,000
David	Couldn't it have been 2999?
Ruth	No, it is a third of 12
Susan B	A third of 11,600
Kerrie	So he asked for the material up front. And the material is 4000. The prep and labor would be Phase 2; 3800 and installation Phase 3; 3800.
David	And that comes out to 11,500?
Ruth	11,600
Kerrie	And I spoke to him about that and he would go for
David	11,500 was his original quote and then he pops it up....
Kerrie	Yes and I spoke to him and he said he'll stand by the 11.500
John M	Good. Nice going. Anything else?
Ruth	I have another question. With the policy that Janet was talking about for the Covid 19. What are you doing about bathrooms? Are they going to be open to the public?
Kerrie	When we enter the stage where patrons are entering the building yes then the public will be able to use our restrooms but the the plan it is to have appointments or a certain amount of people in the building for a certain amount of time like if someone makes an appointment to browse there in the building for approximately 20 minutes and then they can go to the desk and check out overall they would probably be in the building for 30 minutes we will have restrooms available to the patrons at that point. We talked about Phase 2 where we are going to have a curbside pickup and the laptops and a wireless printer outside. We talked about the fact that we need to have bathrooms accessible for patrons if they have a need because they come far or whatever the case might be so what we are planning to do is the two restrooms that are on the lower level by our meeting rooms the two older ones that are outside writers cove and the elevator will be available for patrons. So that if someone does need to use them

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	they would just walk right into the building either take the stairwell down or the elevator down everything is blocked off into the meeting room floor on the lower level. They can use the restrooms and then they would come back up and exit the building.
Marylin	They will be cleaning in shifts and everything will be sterilized.
Kerrie	Marie will be cleaning the high touch points and bathrooms constantly, so at least every hour, everything will have been wiped down. And then we have our cleaning company that comes six times a week and they will be doing a thorough cleaning, all up to the Covid guidelines.
Susan	I have a question about the sneeze guards project? Did he bring in a contract for you to sign ?
Kerrie	It's the one he emailed us, just to initial and to give it back with the check.
Susan B	Ok
David	Huh
Kerrie	The one I already emailed you. The glass and signs etcetera. The business contract.
Susan B	Ok, I just wondered about that.
Marylin	You can sign it and then have him sign it. And then someone makes a copy for each.
Susan B	Right
John M	Anything else
David	John, did you go to the library to sign that check?
John M	Yes. I did that this morning.
David	Ok,I will probably be calling you this afternoon. I want to discuss a couple of things.
John M	Ok. Why don't you call me shortly after the meeting if that's OK?
Lousie	We can't discuss it here.
David	Excuse me?
Louise	We can't discuss it here.
David	No, it's not a board issue.

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Louise	Oh, Ok, just checking
Ruth	When do we meet again?
Kerrie	Our next scheduled board meeting is June 10th. The board meeting at 6:30 and the annual meeting at 7 p.m.
Susan	Is that online or physically at the building?
Kerrie	It's still online.
Ruth	Thank goodness.
Susan B	I know system board meets next Wednesday in the building. I was just curious what we were doing, that's fine.
Ruth	Would you repeat that again, I did not hear you
Susan B	The SCLS board trustee meeting next Wednesday that I belong to, they are actually physically meeting in the SCLS building. My question to Kerrie was you know when we get to our regular monthly board meeting are we doing it online or should we meet in person and she said online.
Ruth	I am not ready to see in person yet.
Louise	Kerrie, have you heard anything about the primary? On June 23rd?
Kerrie	No, I haven't.
Louise	OK. Well I am receiving information that it will be taking place at the library.
Kerrie	You are?
Louise	Yup, the day before
John R	I was under the impression that it was all by mail.
Louise	I work for the Board of Elections and I got a notice saying. I already got my ballot because we usually have to do the mail in ballots if we work the elections. I have worked the elections for 30 years. And I got it all and it's saying the library.
Janet	I got a ballot, Louise. An absentee ballot.
Louise	For the board or the school district?
Janet	For the school.
Louise	Totally different, this is the primary.
John R	It's our building, are they renting it from us?

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Annette	It's the primary so we are not doing absentee ballots.
Louise	The library has been a polling place for years and years.
John R	So that may be true, but it's still our building. Doesn't mean we have to have it done there?
John M	Kerrie, perhaps you can check on that?
Annette	I know the schools are a polling place. Can you hear me?
Louise	Yes, for the school elections, it has always been the schools. They do have some primaries that are scheduled in schools but they are getting away from that because of strangers in the schools so we have always had the polling place at the library. I have not always worked at the library. I used to work at Cornell Cooperative until they had the air quality issues going on so I've been at the library for about 4 or 5 years.
David	Louise, When did you get the primary absentee ballot?
Louise	Today is Friday, I got it Tuesday.
David	I haven't gotten one yet.
Louise	Do you work the election, David?
David	Yes.
Louise	Ok
David	I haven't gotten it. I got the education but I have not gotten the other one.
Louise	Right, the education one came also.
David	In fact, I spoke to somebody at the Board of Elections and they told me that the absentee ballots were going to be mailed out in 10 days and that was about 4 days ago. So yours is probably one of the first ones they mailed out.
Louise	Could be?
David	So I should be getting it shortly.
John M	Ok anything else?
Susan B	So Kerrie are you going to check out and see if that is actually going to be physically in our building?
Kerrie	Yeah. I don't see how it possibly could be. Because we are using our stage room as a staging area. We have to quarantine our books for 72 hours so I can't see that even happening to be honest with you. I have to get to the bottom of that.

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Louise	Call Trina today. She should be there, it's Friday.
Ruth	Who's Trina?
Kerrie	I don't know who that is. I dealt with a gentleman. I'll get my record.
Louise	Trina is just well known around Riverhead and she works, she usually implements all the programs and designs the training classes where they are.
Ruth	For which organization?
Louise	For the Board of Elections.
Susan B	Suffolk County Board of...
Louise	Yes, Suffolk County Board of Elections in Yaphank, that's where she is.
John M	Anything else? Can I have a magical motion to adjourn?
	Laughter
Janet	I make a motion to adjourn.
Susan	I second
John M	All in favor
Board	All in favor
05.29.20 809	Motion carried

Meeting adjourned at 2:01 PM