

APPROVED

**Transcript/Minutes
Regular Meeting of the Board
Held on Zoom - 6:30 PM
Riverhead Free Library
September 9, 2020**

Present: John Munzel, President; Janet O’Hare, Vice President; David Friedrich, Treasurer; Ruth Nelson, Secretary; Marilyn Banks-Winter, Trustee; Jeff Zeiger, Trustee; Amy Wood, Trustee; Louise Wilkinson, Trustee; Annette Totten, Trustee

Director: Kerrie McMullen-Smith

Assistant Director: Stephanie McEvoy

Staff: Patricia Giebfried, Susan Culver

Friends of the Riverhead Library: Marcia Littenberg, Barbara Goss

Community Members: Susan Bergmann, SCLS Trustee

The regular Board meeting of the Board of Trustees was called to order via Zoom on September 9, 2020 at 6:30PM. The Board was provided with an agenda, board packets and previous meeting minutes.

John M.	Okay guys, it’s 6:30 let’s call the meeting to order. The pledge of allegiance, Ruth, would you do the pledge of allegiance please?
Ruth N. and Several	I pledge allegiance..”
John M.	Okay, I presume you’ve all gotten the agenda, you reviewed the same. Do I have a motion to add any adjustments to the agenda? Do I have a motion to approve the agenda?
Janet O.	I’ll make a motion.
John M.	Second?
David F.	I’ll second it.
John M.	All in favor?
All	Aye.
John M.	Opposed? (pause) So carried.
09.09.20 861	Motion Carried
John M.	We have the meeting, the minutes of the meeting in August.
David F.	I read the minutes and I’ll make a motion to accept them.
John M.	Alright, and uh, hi Jeff. You made it. Is there a second to that motion?

APPROVED

Janet O.	Second.
John M.	All in favor?
All	Aye.
John M.	Opposed? (pause) So carried.
09.09.20 862	Motion Carried
John M.	Period of public expression.
David F.	Go Susan!
Susan B.	No, no I go for the SCLS report.
John M.	Oh, okay, anyone else from the public who wishes to speak? (pause) Treasurer's report. Dave when you do that can you do a motion to accept the things and someone can second it?
David F.	I always do that.
John M.	Oh, okay.
David F.	I make a motion to the approval of bills as rendered.
Janet O.	Second.
John M.	All in favor?
All	Aye.
John M.	Opposed? (pause) So carried.
09.09.20 863	Motion Carried
David F.	I make a motion to the approval of receipts and disbursements as rendered.
John M.	Do I have a second?
Marylin B.	Second.
John M.	All in favor?
All	Aye.
John M.	Opposed? (pause) So carried.
09.09.20 864	Motion Carried

APPROVED

David F.	I make a motion to the approval of warrant number 20-9-1 general fund checking to the amount of 100 and- I'm sorry \$510,72.73.
John M.	Is there a second to that motion?
Janet O.	Second.
John M.	All in favor?
All	Aye.
John M.	Opposed? (pause) So carried.
09.09.20 865	Motion Carried
David F.	I make a motion to the approval of warrant number 20-9-2 general fund money market in the amount of \$150,000.
John M.	Do I hear a second please?
Ruth N.	Second.
John M.	All in favor?
All	Aye.
John M.	Opposed? (pause) So carried.
09.09.20 866	Motion Carried
David F.	I make a motion to the approval of warrant number 20-9-3 general fund payroll at BNB at the amount of \$156,018.85.
John M.	Do I have a second please?
Several	Second.
John M.	All in favor?
All	Aye.
John M.	Opposed? (pause) So carried.
09.09.20 867	Motion Carried
David F.	May I have the motion for the approval of bank reconciliations for the month of August, 2020.
John M.	A second please?

APPROVED

Marilyn B.	I'll second.
John M.	Thank you. All in favor?
All	Aye.
John M.	Opposed? (pause) So carried.
09.09.20 868	Motion Carried
John M.	Next on the agenda, correspondence. Kerrie do you have any correspondence?
Kerrie M.	No, I don't have any correspondence.
John M.	Don't tell me you don't have any Director's report.
Kerrie 5 M.	<p>I do have a director's report. So the remote meetings were extended until October 4th so we'll see what happens before our next board meeting to see if we have to continue to meet on Zoom. We served over 1,500 patrons through our Browse and Borrow service this month. About a half of that were scheduled appointments and the other half were walkups. We continue to offer our curbside pickup and computer service and post digital content and virtual programs. And we share news via Constant Contact and Library Aware with our community. As the Fall approaches, and the weather changes, we are preparing the computer lab for patron use. Our September and October newsletter lists many fantastic programs held outdoors for children and adults. Including a bilingual storytime for toddlers in our courtyard on September 15th, a nature lecture all about birds at the Hallock State Park Preserve on September 12th and 23rd, and an author talk we co-sponsored with the AAECF. Local author of The Talk, Ama Karikari-Yawson, will be at RFL on September 19th at 3:30 as part of our Social Justice Series. The Long Island Cares mobile food pantry served 22 families at RFL on August 6th, and they will return on September 3rd and October 1st. The next free senior food distribution from Island Harbors will be on Monday September 14th from 10-12pm. The Friends will recognize two children who completed 1,000 books before Kindergarten on Wednesday September 16th at 6pm in our, in the library's courtyard. Staff from Baldessari and Coster were at RFL on August 27th and 28th to conduct a preliminary audit. And they will return again this Fall (date to be determined) to continue the work on our annual audit report. One of our capital fund project CDs matures on September 17th and the rates will be available on 9/14 at which point our treasurer, David Friedrich, can determine which bank is best to renew or open a CD in. Part-time patron services clerk Gabrielle, I'm sorry Gabriel Galifinakis and temporary patron services clerk Brigid Loughlin have resigned. And I am recommending Wesley Wheeler to be hired as a part-time custodial assistant effective September 14th, and I am recommending Veronica Ivanova for the part-time administrative assistant position effective September 21st. On July 30th, August 6th, August 13th and August 20th Census 2020 set up a table</p>

APPROVED

	outside of the library to inform the community of the importance of completing a census. I am recommending Carrick's Tree Service...
	In audible
Kerrie M.	What was that? (pause) I'm recommending Carrick's Tree Service remove the necessary bushes on our front lawn, and Mackenzie Door did install our new front door, and we are waiting for them to return to install a remote lock on the door. The glass office installation to provide study space was completed on August 29th. And I was finally informed that the bags that were on sale at Stop and Shop to benefit the library food the month of August...interference... and we will be receiving \$81 for all the bags sold. We get \$1 per bag.
Marylin B.	I can hear feedback, does anyone have feedback?
Susan B.	If there is feedback going on, just mute yourself for a while it will go away.
Marylin B.	I don't even know how to mute myself on my phone but my phone is quiet. I'm driving so I'm quiet.
David F.	Then it's probably because of interference.
Susan B.	No I don't think so, I think it might be Louise.
Louise W.	(muffled)
John M.	Yes it's raising interference.
Louise W.	(muffled)
John M.	Kerrie, you done?
Kerrie M.	I just want to point out that Governor Cuomo is calling for input and we have on our website, there's a survey for New York State Build Back Better. We are asking that people advocate for libraries by taking the survey and ... interference... they ask about what is important-what are the most important things we can all do for New York to build back better and more resilient with greater opportunities for all...interference... That is a perfect time to talk about libraries and all the critical things that libraries offer. So I just want to point out that that survey is on our website.
Marylin B.	Okay so forward it to all our social media because I'll do that.
Kerrie M.	Okay there's a link there you could probably copy the link.
Marylin B.	Okay great.
John M.	You done Kerrie?
Kerrie M.	That's my report.

APPROVED

John M.	Thank you Kerrie. Stephanie?
Stephanie M.	So I've been for a large part of August I spent working on understanding a little bit more about our purchasing processes for library material mostly for adults and I've been trying to make small changes to save money on how we purchase books and books on CD. So, I've been working a lot with David and Gen in tech services. And that's going really well. And also with the representatives from the vendors information I've asked for. And I think we're making some really good changes that will save us some money and make it a little bit easier to process our purchases so I've been having some fun with that... interference.. I've also been doing my work on the Yellow Barn. So I have a bunch of since I last reported I've gotten some estimates. One being for the electrical work from, the quote is from Soundview Electric who is the electrician who we've used in the past for 8,950...interference... The fire alarm company that services the building also left a quote of 5,000. The security camera company that services the building-(muffled).
David F.	How much?
Ruth N.	Can't hear you.
David F.	Can't hear you, how much?
Stephanie M.	The security camera is \$5,691. To move the fence around the dumpster \$3,290 so we're really getting somewhere. Martin has submitted the building permit application to the town to be reviewed and hopefully approved. So that was submitted this week. I have copies of all of that. Finalized the contract with the building fabrication company. Just today gave him the Benjamin Moore colors to match the paint to the Yellow Barn. And selected the roof shingles to match and gave him a layout of where the doors are supposed to go. So that's all moving we should have that contract any day for signature and that's it. The only thing is we're waiting on two quotes from Martin who he met with the contractor yesterday. And that would be for the site prep for the, they're called sonotubes that will support the structure. And then we will be good.
David F.	What are we up to, to date, in dollars?
Ruth N.	Yes.
Stephanie M.	We're at about \$66,000.
David F.	Okay we've guaranteed only 50K.
Stephanie M.	Correct.
David F.	We're looking at 66,000. The Yellow Barn has gone on their minutes giving us 10 grand and we're looking for a letter since there is new leadership. We're looking for a letter to confirm that. So that gives us 60,000. So we're still looking for at the moment for an additional \$6,000 which I don't believe

APPROVED

	is coming out of the library. So we're working on-
Kerrie M.	We committed \$50,000.
David F.	The two quotes you're waiting on, do you have any idea what the dollars are on that?
Stephanie M.	I actually have never done any kind of work like that. So I really don't know. I mean I would throw 5,000 at it and say maybe it'll be less than that.
Ruth N.	Have the windows been paid for?
Stephanie M.	The windows are in that \$66,000 and so is the installation. The only thing outstanding are the contractors, is the front ramp, the front entry with the ramp and the site preparation.
John M.	Is Marilyn still with us?
Marilyn B.	Yes I'm still here. I'm listening. I just wanna make sure that all of my questions are answered in regards to the fire proofing of the wood that is according to. I know that you were going to speak to Martin, Stephanie and what was his feedback?
Stephanie M.	Well his feedback was that it wasn't necessary by code but I did speak to the building manufacturer and got a price on if we were to make that kind of upgrade. And he explained to me that there's an exterior component and an interior component. The exterior component they could do, which would be an additional \$2,100 for fire rated sheathing on the exterior. On the interior, the way that you fire, make something fire resistant is with the sheetrock and the installation. Which is something that we were never doing to the inside. So I didn't go get a price on that because it wasn't part of the original scope of work.
John M.	(muffled)
Marilyn B.	(muffled)
Stephanie M.	There were a few other things that Marilyn asked about which was the warranty on the materials of the manufacturer of the actual building which is 50 years. And the roof shingle which is 30 years. And the warranty on the labor for the installation of the building is five years.
Marilyn B.	Excellent.
David F.	Marilyn once we get all the quotes could you arrange for another meeting?
Marilyn B.	Sure, and yes..(muffled).
David F.	What?
John M.	We couldn't understand you Marilyn.

APPROVED

Marylin B.	Can you hear me?
John M.	No.
David F.	No not really.
Marylin B.	You can't hear me? Okay I heard what you said as far as arranging another meeting once all the numbers come in and that's fine. Talk to Kerrie about what the availability is for everyone.
John M.	One question, what do we need fireproofing siding for?
Marylin B.	That's so that if there is anything that goes up in flames that it will be protected and the area will be protected. (muffled)
John M.	The chances of that building burning I think are very small. I mean there's nothing in it but (muffled)
Marylin B.	But you're gonna have people and you're gonna have books. You know you have to remember that books are breathing things. You know so you just want safety you want to make sure they're safe just like if they were going inside the Yellow Barn.
John M.	They'll be a lot safer in this building than the Yellow Barn that's for sure.
Ruth N.	Where will the funds come for the other costs?
John M.	That's a good question, Ruth.
Marylin B.	They were bringing the \$10,000 for Rosalie.
David F.	Yep, that's guaranteed. That makes 60 guaranteed. Then we are looking at the additional I would think, another 10 to 11 to 12 and that would have to come out of the Yellow Barn's fundraising. Whatever they choose to do or however they choose to finance it, that's not our responsibility.
Janet O.	Could we ask for more from the Friends, ask for like 20,000 rather than 10,000?
Barbara Goss	From what?
Kerrie M.	When we met we talked about how the library put a limit of \$50,000 on the project, and the Friends said they would see what they could do in addition to that. And they committed to \$10,000 but now the project seems to be going over 60,000 so that's where we're short.
Janet O.	Right. I'm saying we could ask the Friends for more.
Several	(muffled)

APPROVED

Marcia L.	I'm here if you want me to talk.
John M.	Okay, great! Talk!
Marcia L.	Well right now we are running at a deficit and we're not selling a lot of books, it's only some Wednesdays outside. We have to really look at our finances. We are having a change of officers since Rosalie officially resigns as of tomorrow. So I'll have to get back to you on that we're running at a deficit, a loss right now so how much we can give, we'll have to discuss it.
David F.	Okay I personally heard in the past that there is a reserve fund in the Yellow Barn.
Marcia L.	It's not the Yellow Barn, it's the Friends of the Library. The Yellow Barn is owned by the library and we run book sales out of it.
David F.	Fine, I meant the Friends.
Marcia L.	Um, yes there's a reserve fund but in order to touch it I have to have the approval of the members of the Friends.
David F.	I understand that.
Marcia L.	I can't act unilaterally and say that we can commit anything other than what we have actually committed, which is the 10,000.
David F.	Okay for the moment that's fine. I'll leave you to discuss that with the Friends.
Marcia L.	Yes we have to discuss it. We have a meeting next week on Monday. So it's at one o'clock and you're certainly invited.
David F.	Ok.
Ruth N.	Thank you. It's a Zoom meeting correct?
Marcia L.	It's a Zoom meeting that is correct, and Linda has put out the meeting ID and the password. If you would like me too I can, well I'll send it again to Kerrie so she has it.
David F.	Thank you.
John M.	Okay are we done with the Yellow Barn?
Stephanie M.	Yes.
John M.	Okay, thank you very much everyone. Committee report, Janet?

APPROVED

Janet O.	Okay we've got resolutions here. Resolution 20-305 now therefore it be resolved as follows the Board of Trustees hereby approves the hiring of Wesley Wheeler as part-time custodial assistant at the hourly rate of \$16.32 effective September 14th, 2020 authorizes the Board president to execute the agreement on behalf of the library. Resolve that a copy of this resolution be made available in accordance with applicable laws, rules and regulations.
John M.	Do I have a second on that please?
David F.	I'll second it.
John M.	All in favor?
All	Aye.
John M.	Opposed? (pause) So carried.
09.09.20 869	Motion Carried
Janet O.	Resolution 20-306 now therefore let it be resolved as follows: the Board of Trustees hereby approves the hiring of Veronica Ivanova as part-time administrative assistant at the hourly rate of \$ 20.00/hr. effective September 21st, 2020 and authorizes the Board president to execute the agreement on behalf of the library. Resolving that a copy of this resolution be made available in accordance with applicable laws, rules and regulations.
John M.	Is there a second please?
Marylin B.	I'll second it.
John M.	All in favor?
All	Aye.
John M.	Opposed? (pause) So carried.
09.09.20 870	Motion Carried
John M.	Buildings and grounds, Marylin?
Marylin B.	Um I don't have anything in front of me, if someone could read it for me?
Kerrie M.	We don't have any resolutions this month under buildings and grounds.
Marylin B.	Right, so...

APPROVED

David F.	We're just waiting on a report from you.
Marylin B.	From who?
David F.	From you, you're the chairperson, do you have a report?
Marylin B.	I don't have a report. We haven't had, the only report that we had was from Stephanie and I know that they uh also, I'm just doing it by memory here. That the bushes were taken down, but I don't have anything in front of me as far as a report was concerned.
John M.	Okay anything else on buildings and grounds? Moving on to policies and bylaws.
Ruth N.	There has been no meeting.
John M.	Pardon?
Ruth N.	There has been no meeting.
John M.	Okay, finance? Friedrich?
David F.	Okay. Let me get the finance report...alright relative to the personnel and payroll report for the Sept 9th meeting for the month ending August 31st. There were zero new hires, three people have resigned. Staff development: there were 12 offsite employees, actually they're employees who were working offsite involved with meetings, seminars and programs involving Zoom, Linda, LILRC, virtual online library, online webinars, overdrive on demand, SCLS, and..that would be it for that. The number of employees that were paid full-time were 24 as of August 14th, 28 uh 25 as of August 28th, total increase of one. Part-time as of August 14th there were 39 as of August 28th that was reduced to 37. So that is the complete report. May I have a motion, uh I'll make the motion to accept the report may I have a second?
John M.	Anybody second it please?
Janet O.	Second.
John M.	All in favor?
All	Aye.
John M.	Opposed? (pause) So carried.
09.09.20 871	Motion Carried

APPROVED

John M.	Plan of service Board of Trustees, anybody have anything they want to say?
David F.	Oh excuse me John, can I just add one thing onto the finance? I have a comment. Relative to what Kerrie said, as of the 17th we have a CD renewing the amount of that CD would be 145,372.61 but it depends on what they are offering as far as the bank selection is concerned. That's all I had to say.
John M.	Okay thank you David. Liaison reports, Friends, I don't see...
Louise W.	I'm here John.
John M.	Oh, okay, you're hiding!
Louise W.	I'm here but I don't have anything to report. But I'll have lots to report after Monday.
John M.	Ok. What's happening Monday?
Louise W.	They are having their meeting. They have their meeting. I'll report next month
John M.	Okay, SCLS. Susan?
Susan B.	Okay, there is a very interesting meeting that we had last Wednesday online meeting. The library system has received 78% of the funds that we get from the New York state education department. They actually, the library system laid off every single one of their part-time staff members. But they have already called back one who's a driver because they are trying to increase the delivery service of materials to all the libraries but the funds are very tight. The New York state construction grants were cut by 57% so that's going to be a tough process this year. I think they are coming into the final stages of last year's grants, so they're still kind of working behind the times. The SLED mobile unit to go to each library is being started up again. And the library system hosted census training for people. It started out that they had just a couple of days but they had such an increase of people who wanted to be trained that it ended up being a two to three week series of training sessions. They offered their services to come along with the SLED to the libraries and offer census processing at whichever library they go to. So Kerrie have you spoken to anybody, Roger or anybody, about the SLED coming around?
Kerrie M.	Yes, they had it to book for a week or two, and I asked and I had missed out. But we did have the Census 2020 people at the library. We had three or four dates, Roger said they were looking to extend the dates for the SLED and that he would contact me as soon as he knows when that would happen.

APPROVED

Susan B.	Did he also tell you that Anthony is no longer involved in the SLED bookings? It's just him right now.
Kerrie M.	No he didn't mention that, no.
Susan B.	Yes Anthony is no longer I don't know if he is still at the library system but Roger is doing it on his own right now. When we had the bad storm that knocked out so much power, the library system lost power for over a week. And with the HVAC system, there's seven systems at the library system, they weren't being used, and when they went to start them up again, six out of seven zones were not working. And they discovered that the maintenance for those had been postponed several times. So they are looking for a 92 plus thousand dollar installation of a brand new HVAC system. Which we did vote on as a Board and approve. So that is going to take some of the New York state construction grant money. But Kevin Verbesey will keep us in the loop about that. And I'm sure Kerrie, that he will do that for you as well. The E-material is up 33% E-resources from last year. The stats, up until three weeks ago have been 60-63,000 materials were circulated. They want to also extend the homework help on the website, on the library website, they want to extend those hours until I believe 11:00 at night.
Kerrie M.	So Susan they did extend the hours but what happened was they asked all the zones for input. And we all agreed, usually homework help starts on Brainfuse at 1 o'clock in the afternoon, and we all agreed to have it start at 10:00 am and run until 11:00pm, but there will be an additional cost to all the libraries, and it's about \$700 for the year for us. So it's not really a lot of money overall for us, considering that the kids get help for those additional hours for homework help.
Susan B.	Okay, Kevin and Roger were working on that when the meeting was going on last week so I didn't get that part of it but thank you. The SCLS budget for 2021 is going to be involving 25-30% cuts. And they don't, they are discussing at this point what has to be cut and when. They are talking about E-Resources, PALS, flexibility to react, SCLS are doing the very best that they can under some dire circumstances, and just to be a little patient but they believe they will come through. They are also I believe increasing their security staff and they weren't sure what line on your budget that was going through. And other than the legislative breakfast coming up at the end of this month that's all the report that I have.
John M.	Thank you very much Susan.
Susan B.	You're welcome.
John M.	Any unfinished business?

APPROVED

Janet O.	Have we had any update, sorry John, Kerrie, have we had any update as to the progress of sorting out that email problem? And you know the attack on your computer and all that business?
Kerrie M.	Yes, Jonathan is currently working with Cyberscout, the company that we are engaged with. And they sent us a gadget that we can hook up to our network, but Jonathan has been having some difficulty with getting all the information over to them and he's been working back and forth with them. And I recommended this afternoon to him to contact Lou at SCLS to help him out to get everything over. And we did roll out the staff using a two step login through the Gmail at riverheadlibrary.org and we have to do that for the board members. But we do understand that some of you might need assistance. So when we email the information out if any of you do need assistance you can make an appointment with Jonathan or James in our IT department if you need to bring your iPad or laptop in they can help you with that.
David F.	Anything new on auto fraud?
Kerrie M.	Nothing new, John O'Sullivan is still involved in getting to the bottom of all that but I don't have anything new to report on that, no.
John M.	Anything else on unfinished business? Or new business? Anybody have any reports or comments on new business?
Janet O.	Has there been any discussion at either SCLS or the zone meetings or the director's about you know about opening the library a little bit more than it's opened right now?
Marylin B.	(Phone buzzes)
Janet O.	What is that?
Susan B.	I don't know!
Marylin B.	Sorry, that's my phone, sorry.
Kerrie M.	You know actually, we are actually one of the libraries that are offering quite a bit of services as compared to some other libraries in Suffolk and I do have a chart that Kevin sends out periodically listing what everyone is offering. And I'll email that so all of you can see, but we definitely have been in the forefront of offering as much as we possibly can. Some libraries are just starting to open their doors for Browse and Borrow, and we are at the point where we are offering some programs outside or at outdoor spaces. So you know we really are trying to offer as much as we possibly can at this

APPROVED

	<p>point. I mean unless you have any recommendations as a Board to any other services that we could consider? I'm open to it.</p>
Janet O.	<p>As far as the browsing room having like a social distanced amount of seating between people, I mean would that be a possibility as far as part of the borrow and browse? Because now you know people have to come in and go out. I meant there's no, they can't sit and read a magazine, they can't really do anything like that. I mean I'm just throwing it out there I don't know how other Board members feel. Do you think that's too dangerous?</p>
David F.	<p>No, I think that's a good idea because that reading room is a total waste right now. And it's a beautiful place with a lot of light and it's like it's wasted. Put a couple of chairs in it!</p>
Marilyn B.	<p>I don't know for me personally, someone else may have a different opinion but I think during COVID, I don't think we should have a lot of people going in and out browsing in and out. They know that the library is there and they have online help and services they can call on their phone, you know. That means that someone would have to wipe that area down. Do we really want to take on that responsibility?</p>
Janet O.	<p>Well what I'm saying Marilyn is within that half hour that we give the people that they may be able to actually sit down which I think would be a nice service to give them. (pause) Because now you just have to go in, you're standing the whole time and you go out. I mean, maybe there are some people who need to take a seat.</p>
John M.	<p>Good point Janet, the problem we have is cleaning it afterwards.</p>
Janet O.	<p>Well we just hired an assistant custodial staff, true? Just throwing it out there I know we may be doing more but I like to be sort of the "yes library" rather than the "no we can't do it library".</p>
John M.	<p>Maybe Kerrie could look into it?</p>
Kerrie M.	<p>Yes, I think we could set something up in there.</p>
Janet O.	<p>That would be great.</p>
Ruth N.	<p>How do you control how long people stay though?</p>
Kerrie M.	<p>Well when people sign in a lot of them have appointments, but if they walk up we put them on a sign-in sheet. And the security guards are very good with watching for people to exit and if they notice that someone's been in there longer than their half hour they might just walk around and just check on them and see if they are still getting help or if they know what they are</p>

APPROVED

	doing. So we seem to have a good system in place as far as that is concerned.
Janet O.	And also once we offer the indoor computers, 30 minutes goes by pretty quickly when you're doing some sort of research on a computer.
Kerrie M.	We have extended time for people. If no one is waiting we extend time, we don't have a problem with that.
Janet O.	Oh good. Great, thanks Kerrie.
Ruth N.	Could I ask a question about using the library as a voting place? You had said that we will do that. Could I ask where, since I'm not familiar with using the library for that purpose, how is that going to be set up?
Kerrie M.	We always use the stage room, we open the stage room up with a divider, and they set everything up in there and then they also use the craft room for when they take breaks or they eat or anything like that. But the community would come in and go down in the lower level and vote in the stage room
Ruth N.	Is that the best way to operate this year? Would it not be better to set up on the main level?
Kerrie M.	I don't think there's enough room anywhere to set all that stuff up. So you know...
Ruth N.	And that reserve room where you have the reading material that we were talking about?
Kerrie M.	The browsing room?
Ruth N.	Not the browsing room. Where you read your magazines.
Kerrie M.	Yes, that's the browsing room.
Ruth N.	The browsing room, wouldn't that be large enough to set up in there?
Kerrie M.	You know when I speak to the gentleman Steve at the Suffolk County board of election. He specifically says that the room has to be a certain size, and our stage room fits that criteria. I could contact him to see, you know but honestly, I don't see a reason why we would have to change it. I think the stage room is fine. Unless anybody has a particular reason why the patrons shouldn't go down there? I think it's fine.
Janet O.	You know they are in and out fairly quickly, and I think a lot of people are doing absentee voting anyway, so I don't see like a giant mob-scene out there.

APPROVED

Ruth N.	Okay that was my concern, with people gathering. Could you control traffic down there?
Kerrie M.	I mean we could definitely do that. We could let ten people in and then people start to exit, we could let another ten people in. We could definitely-there's no reason why we couldn't do that.
Ruth N.	Thank you.
John M.	Okay, anything else? Period of Board expression. I have a question for Marcia, Marcia?
Marcia L.	Yes?
John M.	You said you're running at a deficit. What expenses do you have? I can't think of one offhand.
Marcia L.	Oh what expenses do we have? Well we um I have some expenses that I've used for outreach, for the bicycles, for school supplies-
John M.	Yes okay.
Marcia L.	-For various things like that. And then we pay for quickbooks, we pay for an accountant that has to do our annual. So we don't have huge expenses but they are more than we are taking in.
John M.	Okay I was just curious because I couldn't think of one offhand.
Marcia L.	Could I have-one thing that was suggested by um an op-ed piece in the New York Times, is that libraries be used as a place to have people drop off their ballots. So instead of necessarily going to the Board of elections or putting it in the mail the libraries have a secure box that is then picked up by the Board of elections. But that was a suggestion for various communities. And I don't know if anything has been done but I think it's a great idea. A lot of people are afraid to be using the mail in case it gets so delayed.
Kerrie M.	Right. So actually that was a question that the directors were asked on our last conference call. And we were asked to say yes or no so that it would be in place for the absentee ballots and I said yes so if they actually do that in Suffolk at the libraries that would be in place for us.
Marcia L.	There would be a secure box that they would pick up.
Kerrie M.	Right. Yes.
Marcia L.	Okay, thanks.

APPROVED

John M.	Okay, great. Period of public expression (pause). We said everything already. Okay, do I have a motion to adjourn? Nobody?
Janet O.	I'll make a motion.
Ruth N.	Second.
John M.	All in favor?
All	Aye.
John M.	Opposed? (pause) So carried.
	Meeting Adjourned at 7:13 PM