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**Transcript/Minutes
Regular Meeting of the Board
Riverhead Free Library
Held via Zoom - 6:30PM
November 18, 2020**

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

Absent: Annette Totten; Trustee

Director: Kerrie McMullen-Smith

Assistant Director: Stephanie McEvoy

Staff: Susan Culver, Patricia Giebfried, Theresa Connolly, Jonathan Moran

Friends of the Riverhead Library: Marcia Littenberg, Barbara Goss

Guest speaker: Dennis Stoner from Baldessari & Coster LLP

Community members: Gina C.

The regular board meeting of the Board of Trustees was called to order via Zoom on November 18, 2020 at 6:30PM. The Board was provided with an agenda, board packets and previous meeting minutes.

John M.	Okay I’ll first call to order. Pledge of Allegiance?
David F.	Okay.
John M.	Who’s gonna volunteer? How about Marylin you want to volunteer on that?
David F.	I’ll volunteer and stand up.
John M.	You got it.
Marylin B.	Okay. Everyone stand.
John M.	You can see my stomach I’m standing.
All	I pledge allegiance....
John M.	Alright any comments on the agenda? Any comments on the agenda? Okay should we have a motion to approve the agenda?
Marylin B.	I make a motion.
David F.	I’ll second it.
John M.	All in favor?
All	Aye.

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John M.	Opposed? (pause) So carried.
11.18.20 885	Motion Carried
John M.	Okay as a matter of practicality unless somebody has a real objection, maybe Marilyn you can move all the motions, and Ruth why don't you second all the motions? Unless you guys have an objection to it. That way we don't have a lot of hesitancy.
Marilyn B.	Okay.
Ruth N.	Okay.
David F.	That's a good move.
John M.	Can we have a motion to approve the minutes, or anything special on the minutes?
Marilyn B.	We did that. I make a motion to approve the minutes.
Ruth N.	And I second it.
John M.	All in favor?
All	Aye.
John M.	Opposed? (pause) So carried.
11.18.20 886	Motion Carried
John M.	Period of Public Expression. Anybody want to talk- anybody in the public have anything they want to address the Board with? (pause) Ah silence I love it. Alright the annual audit report. We've received that. Dennis I think you're up?
Dennis S.	Okay. We'll do our best to keep this short but yet useful. As we've said in years past, the most important pages in the financial statement that you have in front of you are pages three and four where we express an opinion on the library's financial operations. And your opinion is the best that you can have, it's a clean opinion. All of our tests that we have applied in the audit process were passed with flying colors. And that's a really good thing, alright? So we can't beat that, all good. Skip ahead to page number six. I just want to point out on page number six, it's a comparison of this current year's operations with the prior year's operations. So it's good to look at the changes that occurred during the year. So you can see that the differences in cash or your revenues and expenses etc. Now, granted that this report you're looking at, this page that you're looking at is on what we call the full governmental accounting standards which is later on in the financial statement the very last column which includes all of your long

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	<p>term assets, your fixed assets, and your long term liabilities. So this is including everything under the sun in the financial statement. So like when we talk about your post-employment benefits or the retirement system or whatever it may be. So you can see based on the full governmental position last year you ended up with a deficit of 109,000. This year the change is 476,000. Alright. Predominantly that's due to the-</p>
John M.	<p>Excuse me Dennis. Where are you reading from?</p>
Dennis S.	<p>Page six, at the bottom.</p>
John M.	<p>Page six?</p>
Dennis S.	<p>Yes.</p>
John M.	<p>Okay thank you. Got it. Okay.</p>
Dennis S.	<p>Okay, and that's all I'm gonna say on page six there, alright. The following pages-pages seven and eight-</p>
	<p>(Phone dings)</p>
Dennis S.	<p>That wasn't me, was it? Okay, seven and eight are management in other words the library's- director's etc. responses to what we call variances when we look at the financial statement of the incumbent expenses. They're very self explanatory, they are all reasonable, there's nothing that's out of the ordinary that's occurring there. So again, you can read those but there's nothing that's significant in nature there. Alright. We are going to jump ahead to page number ten. (pause) I'll give you a chance to get there. Okay? Alright. The first two columns describe your general fund, and your capital projects fund and then we have a total of all funds. This is kind of like your traditional fund method of accounting operating on a cash basis and then we do our adjustments to bring it to like a modified accrual where we recognize accounts payable, prepaid items, things of that nature. And then we have the total of all funds. The adjustment column there next to the last column is where we bring into account those fixed asset additions and then the long term debt that exists also. Coming to that final column which is the statement of net position that's your full governmental accounting. So you can take that document- this document to any bank or anything else like that and they would recognize based upon the full governmental you know where the library's position is. You can see basically predominantly which is very traditional, Most of your assets are in cash and cash equivalents. And then we have the recording with that contract district receival that's your biggest receival. You know for the other member libraries that you get reimburse management from SCLS. Other than that, that's pretty straightforward. And very consistent with the prior year. Alright we'll flip to page 11. And on page 11 we have at the top there the "Liabilities" which are quote unquote the "bad things" so we have accounts payable, you know materials that are received in June and then repaid in July or August. So we have to recognize them as a June 30th expenditure, and then we have</p>

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accrued payroll and accrued New York State retirement expense. Alright. And then after we get to that we get down to our fund balance. We have a pretty good fund balance when you look at it, about 2,190,000 in the General Fund and 787,000 and change in the Capital Fund for a total of almost close to 3 million dollars. Alright and then as I said before then we look at the good stuff. In the adjustment columns we recognize the compensated absences if we had to payout all the library employees at June 30th for vacation, and sick time whatever. We have a liability of under 22,000. And net pension liability this is the net pension liability and the post employment benefits are actuarial studies that are done by two independent agencies. One is by KPMG who does it for the New York State Retirement System, and then the other one is through USI who is contracted out through the Suffolk Library-I always say Suffolk Library-SCLS the cooperative system. Those are actuarially driven they are giving us the information and then basically we record the effect of that for each particular library. Alright, so going on down like that you'll see that the library has a net position of 1,629,000 at then end of the day. Now, if you look at that you can see your net investment and fixed assets is 2,700,000 and it looks like we have a negative fund balance there of 1,155,000 which is just mathematically driven it's not really having an effect on the library per se because these are all like book entries they are not really, you know real cash entries on that. Alright the following page on page 12, this is a one page summary of the major categories when we look at the total revenues and expenditures of the library. Again, fairly consistent with the prior years. You can see in the General Fund, we actually had an excess of revenue of 175,433. Is everybody with me ok? Okay. And then in the Capital Fund we also had a small surplus of 2,566. So the two months together we had a surplus of 177,999. In the adjustments column there, these are the changes from last year to this year in the liabilities that exist. And you can see it generated a loss of 653,600. So the difference between that 653 and the deposit of 177,999 gives us that change of the 475,601 that we solved back on the prior page there. For the net change. So that's the way the math works on that. The following pages, like 13, 14, 15, 16 and so on, are general boilerplate items that where we specify in the library the funds of the library and the accounting procedures that are applied. And again these are all pretty much boilerplate standard, same as in the prior years. I'm gonna jump to page 16. Or move ahead I guess. Page 16, note number two at the bottom there. One of our tests that's very important is we want to make sure that all the library's cash is fully protected. So we apply what's called a collateral, to you know a credit risk test. The credit risk test says "here's all the library's cash", we want to make sure it's covered by FDIC or third party collateral, alright? You can see based upon the footnote on analysis of the total library's cash of 3,090,000 in the bank, 831,707 is covered by the FDIC, and 2,258,000 is covered by collateral held at a third party bank. So that's all good. So the library investments, cash is taken care of. Alright. Note #3 basically lists out your CDs that you have at the end of the year, that's as of June 30th, alright pretty straightforward you can see Capital Fund comes to about 250,000 dollars and then the other three are in the Capital Fund. I don't need to go over the capital additions. These are basically we go through

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	<p>look at the expenditures of the library, and we picked out those that are capital in nature whether it be a billing improvement, furniture, equipment or other. And we reclassify them appropriately and basically we record them and depreciate them over use of life on the asset. We'll go ahead to page 18. What's nice, or useful on page 18 is note #7 where we just look at the long-term data. When we look at the long-term data we can see what the balance is at 7/1/2019 and then we see what the increases or reductions are during the year. And coming up to our final liability. So it's those changes there that generate those in the revenue and expense side. It's generated that 470-or 670,000 dollars, additional expense that occurred to the library Alright.</p>
Ruth N.	Excuse me?
Dennis S.	Yep?
Ruth N.	That net pension liability on page 18?
Dennis S.	Yes.
Ruth N.	That's a very large increase.
Dennis S.	Yes.
Ruth N.	Why is that?
Dennis S.	<p>Okay, two reasons why. We're kind of looking to touch upon that back in the financials and I just want to bring up one note. The reason for that is, when the actuarial is done calculation on the New York State Retirement system, they have planned assets of X. But their liability to pay out the retirees is higher. So what happens is- and that's why you saw your annual invoice that you probably received you know this month is higher than what one would expect. Alright, because you have to make up the difference. And it's very typical. I mean this thing goes in cycles. But this is based upon what the future investment earnings are on the funds that are held in the retirement plan versus what the payout is. And based upon the increase like that, they're thinking, or they are projecting that they're not going to have enough money you know out in the future so it's basically showing that there is an additional liability that the libraries will have to kick in over a period of time. And this isn't something that's going to happen within one year or two years or three years, this is going to go out like five to ten years. It's a forward looking number. So they're giving you the best estimate of what you can expect in terms of the plan. So that piece is your proportional share of the total retirement system. Alright. Does that answer your question?</p>
Ruth N.	Yes.
Dennis S.	No? Oh you said yes, okay. Alright. And then the following page starts about #9 describes the retirement systems and so on and so forth. Pretty much the same as it's been in the prior years. The one thing I did want to

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point out now that we're talking about this is on page 26. Note #9, 26 on the bottom there you can see employers total pension liability: 194 million. Planned deposition: 168 million. Planned net pension liability: 26 million. So that's kind of like what the pension plan is short, in terms of being fully funded for the retirees. And that's what's gonna have to be made up over future years. Which then again is what you're calculating like the earnings that are gonna be on the plan which you would eventually have to pay out. If you look at last year's financial statement that number is less because the gap is not as pronounced. So it's just again, it's not something that's in your control, not something that's in our control, you know we're just required to report that for you to be in full compliance. Okay? Alright. On the following page we describe the post-employment benefits, retired health insurance and again, that's the same as in the prior years. One difference this year is the discount rate changed on it. What that means is the future earnings expectations that they have theoretically if you were making investments into a fund to handle this, the future earnings they are saying are going to be lower than what they were last year. Which makes sense when you think about it because the market conditions etc. are generally lower so they're coming in and saying that it's going to be a 2.2% that they are going to earn on the money and then the other variables that exist in terms of the premiums, etc. are all factored into this. So it's a reasonable, you know it's a reasonable increase. For the libraries it's not something that again jumps off at you that something changed dramatically. Page 32, okay this is a basically a reconciliation we talked about where we looked at those first two columns, and we had the total which is the fund method of accounting, reconciling it to what's called a full governmental. So the very first two numbers are 2,977,000 which is the fund balance you had between your general fund and capital fund. And these are the changes additions and subtractions that go into calculating it on the full accrual basis. You can see- you can see basically we talked about the capital assets. We have what's called deferred inflows and outflows on pension and OPEB. That has to do with future expenses and earnings within a short period of time let's say anywhere from three to five years. It's not something that's gonna happen next year but over a period of years not twenty years or thirty years but within a you know within a shorter period of time. And then we have the liabilities for the compensated absences and post employment benefits and net pension liability. The bottom section is the fund balance, where we add the two funds together with the general fund and Capital Fund you had a surplus of 177,999. And these are the GASB changes. Full completed absences actually went down by 13,000 but the net pension expenses and post employment benefits went up 285 and 290 accordingly. Alright. The following pages 33 and 34 and 35 are basically a restatement of what you see from Susan you know in your monthly financial reports where we look at the budget versus the actual expenditure. And there's nothing significant there that again would jump out at you or is cause for alarm or anything else like that. So that's all good. I mean the point of fact is that you under revenues you anticipated taking roughly about 102,000 dollars from your fund balance. Alright so, in effect you didn't really need to use all of that all of that fund

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	<p>balance so that was a positive factor. Alright. The remaining schedules are just obligatory- if I can say that correctly- schedules that we have to give you, we're required to show you ten years of the averages etc. for the retirement and the OPEB and that's what the ending schedules there provide for you. So that's basically it. Are there any other questions or anything that anyone would like to ask?</p>
Marylin B.	<p>I have a quick question, Dennis.</p>
Dennis S.	<p>Sure.</p>
Marylin B.	<p>For the collateral protection?</p>
Dennis S.	<p>Yes.</p>
Marylin B.	<p>Is that in an escrow account?</p>
Dennis S.	<p>No actually that's at another bank. Alright. There's like two methods there's what's called letter of credits or there's collateral so there's a corresponding member bank that has actual funds put aside that might be some kind of government investment you know treasury bonds, treasury notes like that, and that's restricted and put aside to act as collateral for-for you guys. Alright so there is actual physical cash in a sense there because the governmental bonds and things like that can be transformed fairly quickly. Okay?</p>
Marylin B.	<p>Thank you.</p>
Dennis S.	<p>Mm-hm.</p>
John M.	<p>Yes I have one.</p>
Dennis S.	<p>Sure.</p>
John M.	<p>You have different inflation rates at different places there's 2.5 on page 25 and 2.0 on page 28. I happened to look at the department of labor statistics and I believe they had 1.3. I don't understand the gaps in the inflation rate.</p>
Dennis S.	<p>Okay you're talking about like page 28 the inflation rate of 2%? Versus?</p>
John M.	<p>Yes 2.25 I think is the first one. On page 25 its 2.25%.</p>
Dennis S.	<p>Okay.</p>
John M.	<p>On page 28 its 2%.</p>
Dennis S.	<p>Right. And that's because there's two different agencies doing the calculation. So the retirement system is using 2.5 the actuarial for the retiree health insurance is using the 2.0. Alright. So again these are certified professionals that are providing the analysis. So it's quite possible and somewhat actually reasonable that they would use different inflation rates. Because when you look at health insurance and the cost</p>

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	and everything else like that, it's going to be different than just working out with the terms of just straight investments.
David F.	I have a question. The two different analytical companies that are doing the analysis, they're basing it on two different formulas isn't that correct?
Dennis S.	Yes.
David F.	And that's why the differential in the interest rate?
Dennis S.	Yes.
David F.	Okay.
John M.	Anybody else have anything for Dennis? (pause) Dennis I think you're done.
Dennis S.	Alright well I hope everybody has a happy and safe Thanksgiving. As best we can.
Ruth N.	You too!
Louise W.	Thank you Dennis!
Kerrie M.	Thank you.
David F.	Thank you.
Dennis S.	Thank you so much. Okay. You're welcome. Bye bye.
John M.	Treasurer's Report?
David F.	Yes. I would like a motion for the approval of bills for the month of October.
Marylin B.	I make a motion for the approval of bills for the month of October
Ruth N.	I second that.
John M.	All in favor?
All	Aye.
John M.	Opposed? (pause) Nobody. So carried.
11.18.20 887	Motion Carried
John M.	Approval of Receipts and Disbursements.
David F.	May I have a motion for the approval of receipts and disbursements for the month of October?

APPROVED

Marylin B.	So moved.
Ruth N.	Seconded.
John M.	All in favor?
All	Aye.
John M.	Opposed? (pause) Nobody. So carried.
11.18.20 888	Motion Carried
John M.	Next.
David F.	Alright may I have a motion for the approval of Warrant #20-11-1 for account number at the general fund checking People's United bank in the amount of \$498,615.23?
Marylin B.	So moved.
Ruth N.	Seconded.
John M.	All in favor?
All	Aye.
John M.	Opposed? (pause) So carried.
11.18.20 889	Motion Carried
David F.	May I have a motion for warrant #20-11-2 the approval for account at general fund money market BNB Bank \$148,000 to the BNB Payroll account?
Marylin B.	So moved.
Ruth N.	Seconded.
John M.	In favor?
All	Aye.
John M.	Opposed? (pause) So carried.
11.18.20 890	Motion Carried
David F.	May I have a motion for warrant #20-11-3 for the approval of the general fund payroll at the BNB bank in the amount of \$148,069.07?

APPROVED

Marylin B.	So moved.
Ruth N.	Seconded.
John M.	All in favor?
All	Aye.
John M.	Opposed? (pause) So carried.
11.18.20 891	Motion Carried
David F.	May I have a motion for the warrant #20-11-4 for the monies in capital fund money market in the BNB Bank in the amount of \$585.00
Marylin B.	So moved.
Ruth N.	Seconded.
John M.	All in favor?
All	Aye.
John M.	Opposed? (pause) So carried.
11.18.20 892	Motion Carried
David F.	May I have an approval- or a motion for the approval of bank reconciliations for the month of October 2020?
Marylin B.	So moved.
Ruth N.	Seconded.
John M.	All in favor?
All	Aye.
John M.	Opposed? (pause) So carried.
11.18.20 893	Motion Carried
David F.	Thank you.
John M.	Thank you. Correspondence? Kerrie?
Kerrie M.	Yes. We received several emails from patrons over the month thanking different staff members for their assistance in different needs that they had. But I wanted to point out two. We received a thank you card from

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	<p>Joanna Polistina thanking the library for all the wonderful programs we've been offering over the past few months. And we also received a thank you from Aidan Toibin. He thanks me, the Board of Trustees and the Friends of the library for the opportunity to display his artwork at the library from September to October. This is Aidan Toibin, Helen Murray's son. And he had some fantastic artwork in our cases for the two months in September and October.</p>
Janet O.	Nice.
John M.	Anything else Kerrie?
Kerrie M.	That's it for correspondence.
John M.	Okay. Director's Report?
Kerrie M.	<p>Yes. Okay. So we served over 2,100 people at the library building in the month of October. This includes Browse and Borrow, use of the copier and fax machines, and we began the use of our indoor computer lab on October 19th. We continue to offer our curbside pickup and virtual programs and we will offer virtual ESS-ESL classes I'm sorry- starting on November 23rd. Out of an abundance of caution, we started quarantining our returned materials for 120 hours instead of 72 hours this week. Together with Sun River Health and Stonybrook University we hosted a flu vaccine clinic in the library's parking lot on November 12th. It was a great success with 50 flu vaccines given. And I did share that Newsday coverage with all of you. Island Harvest was at RFL for a senior food distribution this past Monday and we had a huge turnout, and we served- they served I should say- 185 people. And I just want to point out-</p>
Janet O.	Wow.
Kerrie M.	<p>Yes, it was. Our parking lot was a mob scene and we had traffic going back down towards Pulaski Street School and we had to have a police officer direct traffic. And I want to point out that Laura LaSita and Helen Murray and Marie LaDonne and John Lombardi were very active and helpful through the whole- if I'm leaving anybody out- I just want to point out that the staff was great and we really were able to help a lot of people that day it was a great thing. We were chosen by a local Stop & Shop store leadership as being a non-profit in the community bag program again. This time it is for the month of December at the Hampton Bays Stop & Shop. On October 9th we received a check from SCLS in the amount of \$7,909.90. This is the 2020 Local Library Services Aid payment from New York State. This payment takes into account the initial state budget cuts made in April as well as a 20% reduction in aid payments the Governor has mandated due to COVID-19 state revenue reductions. Staff: I am recommending Chryso Tsoumpelis for the full time patron services coordinator effective November 30, 2020. And for long range planning Stephanie McEvoy and I attended a virtual workshop given by LILRC: How to do Long Range Planning in a Crisis on October 30th. We will be taking all of the data we have collected from the Long</p>

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	<p>Range Plan meetings, the patron survey and the staff survey and will be compiling a Long Range Plan draft for further review by the Plan of Service Committee. Due to COVID-19, public libraries in New York State must complete a Public Employer Health Emergency Plan by April 1st of 2021. Because we are an association library we are not required to, but I am recommending that we do so. An example of such plan was put in your Board packet as well. And that is my report.</p>
John M.	<p>Okay, thank you very much. Any questions? (pause) All right. Stephanie?</p>
Ruth N.	<p>Yes, I do have one question.</p>
Kerrie M.	<p>Sure.</p>
Ruth N.	<p>What is happening with the Yellow Barn? Will that be taken up at another time? In terms of...</p>
Kerrie M.	<p>When we get to Buildings and Grounds, Marilyn has to...</p>
Marilyn B.	<p>I'll have my report Ruth.</p>
Ruth N.	<p>Okay, fine thank you.</p>
Stephanie M.	<p>I might touch a little bit on that. So I assisted Kerrie in the search for the new patron services coordinator throughout the month. And I'm working on multiple Buildings and Grounds projects. I coordinated a Buildings and Grounds meeting on October 27th, where the committee met with Martin Sendlewski and Frank Locascio from Locascio Remodeling and Richard Wines, the chairman of the landmark and preservation committee for the town of Riverhead. They made recommendations and answered questions. Locascio Remodeling submitted a preliminary bid which was discussed at a Buildings and Grounds meeting last night. I requested more information and we will be working on getting additional proposals. I familiarized myself with the engineer's report for the HVAC project and Kerrie and I met with Chris from FPM Group to discuss updating that report. I'm also working on quotes to replace three existing water fountains with filtered touchless water fountains two of which will have touch-free bottle fillers. The demand for this equipment is very very high right now because of COVID. Many buildings are looking to replace their existing water fountains with touchless. So the lead-times are very long on the equipment and the responses from the plumbers is frustratingly long. But I continue to follow up and I'm continuing to work on that. So, that's it.</p>
John M.	<p>Thank you very much. Next on the agenda is Committee Reports, first: Personnel. Ms. O'Hare?</p>
Janet O.	<p>So I have Resolution #20-309. Therefore it be resolved the Board of Trustees hereby approves the hiring of- I'm gonna say it once, okay?- Chrysovalantou Tsoumpelis as patron services coordinator at a biweekly rate of \$1,346.15 effective November 30, 2020 and authorizes the Board President to execute the agreement on behalf of the library. Resolve that a</p>

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	copy of this resolution be made available in accordance with applicable laws, rules and regulations.
Ruth N.	This will be an ongoing payment stream? Without a contract? Is that how this works?
John M.	I'm sorry Ruth?
Ruth N.	This is just a payment scale?
Kerrie M.	That's her salary.
Ruth N.	Her salary. But there is no contract involved with this position?
Kerrie M.	No not with the department heads, the department heads do not have contracts.
Ruth N.	Okay, thank you.
John M.	Alright.
Janet O.	This is Rasheima being replaced, Kerrie?
Kerrie M.	Yes.
Janet O.	This is a new person who is going to take over some of those-
Kerrie M.	Circulation, yes.
Janet O.	She's going to be doing the programming, correct?
Kerrie M.	Rasheima will be doing programming and marketing and this young lady will be doing the circulation desk.
Janet O.	So does she have a nickname?
Kerrie M.	Chryso.
Janet O.	Oh, Chryso. Okay. Thanks.
John M.	Buildings and Grounds?
Ruth N.	Oh don't we have to vote on this?
Janet O.	I think we have to vote?
Kerrie M.	Yes.
John M.	Oh I'm sorry. We did the vote didn't we?
Ruth N.	No.

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Marylin B.	No.
John M.	Sorry about that. All in favor?
All	Aye.
John M.	Opposed? (pause) So carried.
11.18.20 894	Motion Carried
John M.	Buildings and Grounds.
Marylin B.	Okay. Let me get a hold of my... Buildings and Grounds meeting. First I want to encourage Stephanie- anything that you receive in regards to the Building or any additional mechanical things in regards to the water fountain please submit that to the Buildings and Grounds so we could take a look as to what's being brought in or implemented. I appreciate that.
Stephanie M.	I will.
Marylin B.	Thank you. So as Stephanie had mentioned we did coordinate a meeting. Martin Sendlewski, our architect, Richard Wines which she had mentioned from Riverhead Landmarks Preservation Committee, and Frank Locascio of Locascio remodeling Inc. of Oakdale. And also Marcia was present and Louise as the liaison for the Friends, she was in attendance. Richard shared the history and importance of preserving the Yellow Barn AKA Perkin's Carriage house. And Martin who explained the Barn's exterior, foundation and roof he explained that it was in pretty good shape and is salvageable with minor renovations. This will go in as phase work. Frank also mentioned that the books and shelving need to be removed as it would be easier to have a cleaner slate to work. But they did give us an assessment, an estimate actually. And then I'm gonna mention also that Marcia had mentioned during that time that the Friends would be able to obtain a pod and hire someone to weed out the book collection in the Yellow Barn prior to the winter. I'm not sure if that has been discussed with the Friends. But she also stated that she would speak to the Board about any additional funding towards the restoration of the Yellow Barn. Because we committed to 50,000, and from the assessment it's a little bit more but we are waiting for more details because it's basically you know it's very- you know a slide items kind of estimate and we need more detail in regards to services that will be provided. Kerrie notified me on Friday the 13th in regards that Martin was sending over a proposal from Locascio and we scheduled a meeting on Tuesday the 17th, where the B&G committee met and basically Frank was saying the contractor was mentioning that there is some sort of lead paint in various areas. And he had recommended the dry-ice blasting which would minimize the flying around of the lead paint. But we still have to get an estimate in regards to that. And additional information is needed for us to- in order for us to assess the cost, and it being compiled to code. So that is basically my report. We're still- we're moving forward. And I want to thank Kerrie and

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	<p>Stephanie for helping us out in regards to the Yellow Barn. (pause) I don't know if we should add Jonathan, because also we're also part of the- what is it called- Kerrie if you can help me out- not just B&G but also Technology. So I don't know if Jonathan has any type of report to add to that for technology. Jonathan?</p>
Kerrie M.	<p>Specifically to the Yellow Barn? Or technology?</p>
Marylin B.	<p>No I'm done with the Yellow Barn assessment.</p>
Kerrie M.	<p>So, we invited Jonathan in case anyone had any questions regarding the equipment-</p>
John M.	<p>(muffled)</p>
Kerrie M.	<p>I'm sorry, what?</p>
John M.	<p>I was telling Jonathan he's on mute.</p>
Kerrie M.	<p>Right. We invited Jonathan in case we had any questions regarding the items that we are going to be purchasing for the network.</p>
Marylin B.	<p>Okay. Alright, because I noticed also that that's all part of Building and Grounds so you know at a later date if we could talk about the things that he's being involved in I know Jonathan has emailed me in regards to changing something on email, but he had emailed the entire Board as well. But I just wanted to you know put that out there that you know that's part of the Buildings and Grounds and Technology Committee. Steering committee. And Ruth has a question.</p>
Ruth N.	<p>No, I just wanted to say thank you to Jonathan to let him know that he was very helpful in re-doing my programming here on the Ipad. He gave me quite a lot of help</p>
Jonathan M.	<p>Yes of course Ruth, any time.</p>
Marylin B.	<p>That's my completion of my report right now.</p>
John M.	<p>And you had that lead paint problem? I was talking to Kerrie and Stephanie earlier and there was a question as to whether or not you had to remove the lead paint before you did any work on the building.</p>
Stephanie M.	<p>I actually spoke to Martin this afternoon and he assured me that that would not be the case.</p>
John M.	<p>Oh good. Because that was a concern. Thank you. Anybody else have any questions? Alright we'll move on to Policies and Bylaws.</p>
Kerrie M.	<p>Oh Marcia, I think Marcia had a question.</p>
Marcia L.	<p>I do have a question. I didn't- I have not gotten a time frame. In fact, tonight is the first that I'm hearing that the auxiliary building is no longer</p>

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	being considered that you actually are in fact only considering the Yellow Barn. So we have not moved ahead with anything about getting a pod or removing books or anything because we had no confirmation of dates or projection of dates. I just have to tell you I don't have any information to do that.
Ruth N.	Can that be done though before the winter? You are leaving for Florida.
Marcia L.	I'm going to be away but I don't do the Yellow Barn but...
Kerrie M.	You know the Board did officially vote to purchase the auxiliary building. So I think that tonight would be the night for them to say whether they want to rescind that resolution.
Marcia L.	Yes they have to officially do that.
Kerrie M.	Right so that would be that's why I don't think anyone has contacted you specifically to give you any information because tonight's the night to make all those decisions.
Marcia L.	Right. Okay.
John M.	Okay, we done with that? Bylaws. Ms. Nelson? Bylaws?
Ruth N.	There have been no changes. And no meeting at all on that.
John M.	Okay.
Louise W.	Ruth? I'm just wondering, can we have a meeting on that? At some point soon?
Ruth N.	Would you like to call me or make a time ? Or? Do you want to make a time?
Louise W.	Sure. Sure I can give you a call.
Ruth N.	Over the phone. Okay over the phone will be good.
Louie W.	Okay.
Ruth N.	Thank you.
John M.	Alright the approval of the Personnel Report.
David F.	Okay.
John M.	We have a resolution #20-310 and 311.
David F.	Well before I get to the resolutions let me continue on with the Personnel and Payroll Report please. We had one new hire on October 19th, we had no resignations. There were in addition to the employees' normal responsibilities we had 14 employees attending 29 programs and six

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	<p>meetings at eight various locations. And utilizing Zoom and ALA Booklist, and LILRC among others. Now relative to the resolutions, I have Resolution #20-310, for the approval of purchase Cisco SG350-52P 52-Port Gigabit Poe managed Switch. I went into detail on that particular improvement for the library on my finance report, which I gave to every trustee so I, in the interest of time will not read that entire report to you. Since you already have it. Secondly, Resolution #20-311 for the approval to purchase PowerEdge R440 Rack Server with software. Again, this was fully explained in my financial report of our finance committee meeting, and I, in addition to that, I have the analysis that Jonathan gave me per my request for an IT wishlist. Which he gave us and which the committee went over in detail. So I would like to have an approval on both of these resolutions, in order to purchase both of these equipment which will benefit the library immensely in the last-in the next couple of years.</p>
John M.	Do we have a motion?
Janet O.	Marylin?
Marylin B.	Getting there. Okay, there's a lot here. I'll make a motion for the approval to purchase Cisco SG350-52P 52-Port gigabit Poe Managed Switch. So moved.
Ruth N.	And I second that.
John M.	All in favor?
All	Aye.
John M.	Opposed? (pause) So carried.
11.18.20 895	Motion Carried
Marylin B.	Okay and the approval to purchase PowerEdge R440 Rack Server with software. So moved.
Ruth N.	And I second that.
John M.	All in favor?
All	Aye.
John M.	Opposed? (pause) So carried.
11.18.20 896	Motion Carried
John M.	Anybody have anything for the Plan of Service? (pause) From the Board? Alright.
David F.	I just want to verify John that everyone, every Trustee did in fact receive a

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	copy of the finance committee meeting we held on November 5th, including Ms. Totten. Because every time I send something to her, either her email box is full, or it doesn't go through. And I don't seem to be able to access her library account. So is there an issue there?
John M.	I'll call her tomorrow and see if I can get things squared away. I spoke to her before about that but...
Jonathan M.	I'll take a look at her account right now just to make sure everything is squared away on that end.
John M.	And would you let me know and make sure it's squared away before I call?
Jonathan M.	Yes, of course.
John M.	Thank you.
David F.	And that completes my report, thank you.
John M.	Thank you. Plan of Service, anybody have anything? (pause) Liaison Reports? Friends? Louise?
Louise W.	Yes I was at the Friends' meeting via Zoom..
John M.	Louise?
Marcia L.	Move your camera down.
John M.	Louise can you tilt your screen so we can see you? All I get is the top of your head.
Louise W.	That's okay. I'm reclining. So I was at the Friends' meeting via Zoom and I like Marcia, am kind of in the dark about how this is going to move forward. They were asking me about some dates and how to- how we're going to restack or move the books. So I don't know if we can give them a better understanding of what's gonna happen. I know Kerrie mentioned that we should make a decision tonight about the building. So I don't know when that's gonna come up.
Janet O.	New Business maybe?
Kerrie M.	Yes I mean we could have talked about that under Buildings and Grounds but we can talk about it under Unfinished Business either way.
John M.	Yes.
Louise W.	Okay.
Marylin B.	Well basically we need to rescind the fact because during our meeting we said we want to move forward with the Yellow Barn. We're still getting together pricing and detailed information as far as contracts- contractors

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	are concerned. So we need to make a motion if all is in agreeance to rescind on the annex and move forward with the Yellow Barn.
Janet O.	Yes I think we discussed this before that the annex was just going to be too much money. That it was going to be an interim thing and that it really wasn't going to pay for itself. So we wanted to go forward with this architect, redo the Yellow Barn, do whatever repairs need to be done so that hopefully the Friends can get up and running in the Spring. That was my impression.
Marylin B.	Yes that's what we all agreed before but you know for some reason we are doing this again but it's fine to do it again just so that we're all on the same page.
John M.	I think the committee is having a real problem getting pricing from various peoples. So we can't come up with a number that it's gonna cost us. You know we keep...
Marylin B.	Yes we just got the line item and that's it. So we got the bottom line from one thing but we need detailed information. We need to know-you know as far as being a contractor I need to know more detailed information as to the services that are going to be rendered. So I do apologize if it's taking a little bit of time, but we're moving forward.
Janet O.	I think you've got to Marilyn, work with Stephanie. Stephanie you've got to put a fire under these people and you know get them going because it's difficult. You know I understand that the Friends are frustrated. And we've got to give them some- a timeline and some numbers. Is that okay?
Stephanie M.	Yes I understand. I do think though that the current conditions of COVID and the people who are relocating from the city coming out here I'm being told the contractors are very busy. It's not serving our purpose very well but they're slow in responding. And I do follow up very often. I send a lot of follow-up emails. Martin he tries also to help me and I will continue to do so.
Janet O.	Thanks.
Louise W.	Should we vote tonight about rescinding the other building as Kerrie had suggested?
David F.	Yes.
Louise W.	And then can we come up with some sort of timeline for letting the Friends know? There's got to be a way if they could talk to a contractor of finding out what books and where they have to move. And then we'll know how much space that they need to move into.
Ruth N.	I have a question. It seems to me that the books on the upper level of the Yellow Barn are not being utilized at all. They're just being held up there.

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Marcia L.	That is not true I'm sorry.
Louise W.	That's not true, no.
Ruth N.	Then when are they brought into circulation?
Marcia L.	They're always in circulation except that we had to be outside. So some of those books were on carts when we were doing the Yellow Barn outside. There's biographies up there, there's fiction up there, there's a lot of books up there. And they are-no one was allowed into the Yellow Barn this Spring.
Ruth N.	Yes.
Marcia L.	So they were brought out on carts and then brought back on carts.
Ruth N.	Brought back upstairs? Or just...
Marcia L.	Yes.
Ruth N.	Okay.
Marcia L.	In fact I had a seller there today who bought another \$200 worth and from the upstairs.
Ruth N.	Okay, that's good.
Marilyn B.	Excellent. So once they start blasting the paint, no one is going to be able to be around. No one is going to be able to be there.
Marcia L.	So we didn't even know until tonight officially...
Marilyn B.	Well we just had a meeting yesterday. We received numbers yesterday
Marcia L.	It's okay. It's just we can't rush it if we don't have a timeline. We need a little bit...
Marilyn B.	I know that's why I was trying to mention from the last meeting that we had Marcia as far as your commitment if you were going to do as far as the pods. So today is the day that we're mentioning that you know that we can move forward with that.
Marcia L.	Because if they're not going to start until say March, I'm not going to have people move books into a pod in the Winter. If they're going to start in March, I would have it done before then.
Marilyn B.	Well we have to see as far as the numbers are concerned first when they are going to start. There will be a start date, but we are still assessing all of this. But we don't want to be stepping over the contractors when they do start.
Marcia L.	Correct.

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Marylin B.	Because I assume they are going to start rather quickly, and I knew you wanted to weed a few of those books.
Marcia L.	We've..I've already gotten several hundred gone and today we sent 25 boxes to the Book Fairies of children's books.
Ruth N.	Very good.
Marylin B.	Very nice.
Marcia L.	And there are also a huge number of paperbacks that are going to military personnel and they're going to be mailed out.
Marylin B.	Excellent
Ruth N.	Very good, thank you.
David F.	Let me clarify one point. At the meeting last night, we reviewed a rather vague estimate that was given to us by the contractor, Frank. And we had many questions on many of the areas that were related in that estimate, because they were not detailed. And we had requested through Stephanie that he contact Frank and get a detailed, very detailed estimate, therefore we could compare that estimate with other contractors that we would seek. To see actually what the cost would be to revamp the existing Yellow Barn. That's the only way you can operate and understand exactly what it's gonna cost, when it's gonna get fixed, and what's gonna be involved. Otherwise you can't work on a vague estimate. So I just wanted to clarify that position as Treasurer.
John M.	Anybody have anything else regarding the Yellow Barn? (pause) Okay.
Marylin B.	So are we in agreeance to rescind the moving forward-
Louise W.	Annex.
Marylin B.	Right, the annex?
Ruth N.	Make a motion and I'll second it.
Marylin B.	I'll make- I can't be the one to make a motion can I ?
Marcia L.	Yes you can.
Marylin B.	Okay I make a motion that we rescind the purchase of the annex.
Ruth N.	I'll second it.
Marylin B.	All in favor? Oh sorry John.
John M.	All in favor?
All	Aye.

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John M.	Opposed? (pause) So carried.
11.18.20 897	Motion Carried
Marylin B.	Excellent.
John M.	Suffolk Library Systems? Anybody hear anything?
Kerrie M.	Okay, yes. So Susan was unable to attend tonight's meeting. She said the only issues that SCLS Trustees have been discussing is the upcoming 2020-2021 SCLS Budget which we have up on the agenda to vote on tonight. And the Public Health Emergency Plan which is due to Albany this coming April. All other issues have been tabled until this coming December's monthly meeting.
John M.	Okay thank you. Any Unfinished Business?
Kerrie M.	Well you have the budget. John, you have the budget.
Ruth N.	Right.
John M.	Yes.
Marylin B.	So we have to vote on the SCLS Budget?
Louise W.	Yep.
Marylin B.	Okay I make a motion that we approve the proposed SCLS Fiscal 2020-2021 Operating Budget.
David F.	I'll second the motion
Ruth N.	I second it
John M.	All in favor?
All	Aye.
John M.	Opposed? (pause) So carried.
11.18.20 898	Motion Carried
John M.	Unfinished business? Amongst other things. Any Unfinished Business? Any New Business?
Jonathan M.	John? I just wanted to go ahead and tell you I did check on Annette's account. It is active however it hasn't been signed into in the last 10 months. So the account is active, everything is working the way that it should, she just hasn't logged into it. I double checked her profile information-

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Marcia L.	He's frozen.
Ruth N.	We lost him.
Jonathan M.	So I was just getting ready-I'm sorry?
Kerrie M.	Jonathan you froze while you were speaking so if you could just repeat what you just said please?
Jonathan M.	Sure. So she hasn't logged into her account in 10 months. So when I was looking at her profile information, I see a secondary email account. I was actually just in the process of putting together an email to send you with that information as well. But just since we were closing up here I just figured I'd let you know that I did check on that. So I'll send that email with the secondary email address.
John M.	Okay, thank you. Any other New Business? Alright Period of Board Expression. (pause) I think we've said plenty this evening. Period of Public Expression? (pause) Do I have the magic motion to adjourn?
Marylin B.	I make a motion to adjourn the meeting. The board meeting.
John M.	Thank you.
Ruth N.	I second it.
John M.	All in favor?
All	Aye.
John M.	Opposed? (pause) So carried.
	Meeting adjourned at 7:30PM