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**Transcript/Minutes
Special Board Meeting
Via Zoom Conference - 10:00 AM
Riverhead Free Library
May 23, 2020**

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

Director: Kerrie McMullen-Smith

Staff: Isabelle Gonzalez

Friends of the Riverhead Library: Ron Ondrovic, Vice President; Marcia Littenberg

The Special Board Meeting of the Board of Trustees was called to order via Zoom Conference on May 23, 2020 at 10:02 AM. Board was provided with an agenda.

John M:	It's 10 o'clock, can we call the meeting to order?
Kerrie:	I'm still letting people in. Can we give it a minute or two?
John M:	Ok
David:	I think we can start with the Pledge of Allegiance, if we do.
John M:	Ok , we can do that. Alright who's got a flag floating around? Should we do the Pledge of Allegiance? I will lead it. Raise your right hands guys.
All	I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.
John M:	See what John Rienzo missed, what a shame. You want to wait some more. I can go, I think we can start going.
Susan B:	There is...1,2,3,4,5,6,7 well 6 + John Rienzo when he logs on.
John R:	I'm here, I'm just not visible.
John M;	You're incognito today? Hmm
Kerrie:	Too early for him.
John R:	I work late at night.

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John M:	Anyone have any comments with the agenda before we move to approve it? No comments?
Ruth:	No
John M:	So, do I have a motion to approve the agenda.
David:	I make a motion to approve the agenda.
Susan B:	I'll second.
John M:	Great, thank you.
Marylin:	Louise says she can't get on.
Kerrie:	She can't?
John M:	I wonder how come?
Susan B:	The call in information...Kerrie sent that out last Wednesday.
Marylin:	Yeah I couldn't find it but I was able to find it again. I'll just send it to her, since we're up and running.
Susan B:	Hey Marcia Littenberg, how are you?
David:	There is a motion on the floor.
John M;	Alright. Any discussion of the property and building and the entrances and exits from the um after um after we finish the coronavirus. Susan you're the chair of the committee you want to give a rundown as to what's going on?
Susan B:	The Buildings and Grounds Committee you are talking about?
John M	Yes
Susan B	Okay I did send a report. I hope that everybody read it. John Rienzo actually wrote it and he did a great job. Last...this past Thursday we met at the library and before the B&G meeting there was a second vendor that came in for the sneeze guards for all the public desks. The guy was fantastic; he did send a quote which I'm sure Kerrie will get into a bit later. He was kind enough to go in pretty quickly, he's very local, he lives in Riverhead and works out of Riverhead. He's also an artist but he said he can really put other things on hold to accommodate us asap. The quote that the price that was quoted if he orders all the materials at one time,

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	that will be discounted as well, so that price that he quoted us is not a hard price. The second thing is we did have another another architect and her assistant come in to view and take pictures of the Yellow Barn and um and she asked a lot of great questions and took a lot of pictures so I guess what we're waiting for her, Kerrie is her next part of her proposal to be submitted is that true?
Kerrie	Yes, we are waiting for her proposal
Susan B:	Ok and then the third thing, John Rienzo and I and Kerrie and also Marie talked about the difference the different areas for the entryways and exits and the most conducive of course whatever we do....Hi Louise....whatever we do is going to cost us money however the best case scenario is not the children's room and it is not the exit door by the Long Island room, it is the main entrance. And that main entrance Kerrie did you call the door people already? And are they coming on Tuesday? Right?
Kerrie:	Right, they are coming on Tuesday.
Susan B:	Is that Noon?
Kerrie:	Yes
Susan B:	And it is not that difficult to alter the existing main entrance to make it an entrance and exit separate but in the same of course, you know, it's almost like an in and out with a grocery store or Pharmacy where you go in on one side through the double doors and there will be a glass partitions that will go from the doorway to separate the exit and entrance so it looks very conducive. There will probably be a wall that divides it um to go past the circulation desk and so that kind of separates people even there and from going you know like the social distancing thing they can still... it also allows our security guards to monitor how many people can and cannot come in at one time and hopefully we can do that with the remote he doesn't have to you know that he will be or she will be standing there and you know once he gets over a certain amount then he hit the pause button or whatever and then that entryway is blocked for the time being.
Marylin:	Sounds fancy.
Susan B:	Yess. It's not that fancy. It's pretty, it's pretty simple um and I think that's something that we can discuss at our next special meeting is that not true Kerrie? The next one after we get the quote from him?

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Kerrie:	I think well, I think that's what was mentioned in the report that John Rienzo put together. So as soon as I get the information from our door people we should have a meeting because it's it's going to be an expense not something that I could just go ahead with without board approval
Susan B:	Right, right.
Kerrie:	If they might come up with a couple of different ideas you know and then the board can make a decision which way they want to go.
Susan B:	And I think that basically if all goes well with the door people as we have used them before, we used them, I guess since the opening of the, of the renovation that we did back in 1999/2001.
Janet:	Susan, who were the door people?
Susan B:	Kerrie, who were the door people? I forget.
Kerrie:	McKenzie its McKenzie
Janet:	We used those people too. Yeah ok.
Susan B:	And they are good. They pay attention, they do libraries and they understand what the needs are now which of course are unique and challenging but I think that they'll do a great job of getting us a quote and, you know, doing what we need to have done but I think the purpose pretty much the purpose for today's meeting is to talk about voting on the architect or no? No not the architect the um...
Kerrie:	We need to decide on the sneeze guards.
Susan B:	Right I'm sorry, the sneeze guards, there were two to choose from and they were in emails that were sent out. The first cost invoice was \$9,000 dollars.
David:	\$9375
Susan B:	Right, thank you David, \$9375.
David	From NYLD.
Susan B	Right and the second one is Clayton Orhek, the one who's very local. He was actually referred by Riverhead town, am I correct? Kerrie with that?
Kerrie	The Chamber of Commerce.

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Susan	He's very talented. He took quite a long time , quite a lot of measurements and sent an estimate for \$13,000, is that right?
Kerrie	11,500
John M	11,000
Susan B	11,000 which is not a great deal more when you figure that's not a hard line that cost because as I said before his letter to Kerrie and us was that if you order the materials all at once there's a discount and you know he's not really big on charging the labor either, because he wants to work with us and I think that's my recommendation right there.
Janet	Susan, he was like talking about a different kind of material?
Kerrie	Yes, I want to point that out, so he's talking about using polycarbonate as opposed to Plexiglass which is what NYLD would use and polycarbonate is 1/4 inch thick and the plexiglass is 3/16 acrylic. The polycarbonate is 5 times stronger than the plexiglass...
Susan B	And also it can bend, it can bend to the curves of the desks which i think is a better idea because other than that he was talking a lot of hinges and I think the first vendor was talking about hinges also and I think the less complicated it is the better for all of us you know everybody involved in it.It has to come down at, you know, some point and then God forbid if we have to put it back up again it's not going to be that difficult a scenario to do that without the hinges and the desks are all curved...
Janet	So where is it? Where's it being installed exactly?
Susan B	All the public desks...circulation, children's, computer labs downstairs and the reference desks.
Janet	Ok
Susan B	And the public information desks and the lounge they'll be also a sneeze guard there. Anything that is staff interacting with the public, that's where it has to go.
Janet	And the computers? The separation of the computers?
Susan B	Yeah we talked about downstairs and the lab and he will be doing that too and he's, you know, he will design that, Kerrie showed him and Marie showed him what they want what, you know, what's needed down there and he has no problem he can do it.

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Kerrie	Actually both of the people who gave us quotes, for the adult computer lab the tables are 6 feet long so we can just put one computer per table and we don't need to put a partition. It's up in the teen room where it's a much smaller space. I think it's like 36 inches so that's where he would actually put a partition.
Susan B	Sorry Kerrie, that was my mistake.
John M	Ruth, you had a comment?
Ruth	I was just wondering how are they securing these to the desks?
Kerrie	So from what I understand from NYLD, right, NYLD, yes, there will be some fastening but there's also going to be velcro involved and I believe that Clayton was going to try to do the same type of setup. He was actually talking about, there might be more fastening on certain desks but the fact that he only...he lives very nearby, he's local and if we had any issue, he would be able to come in and assist whereas the other company is in Nassau County. So these are all things that we have to consider when we are finding which way we want to go.
David	He was using acrylic hinges as well as Velcro on the security stand according to his quotation.
John M	Was there any discussion as to when, how long construction would take? and when it would begin?
Kerrie	I was told by NYDL sorry NYLD, that if we gave them an answer by Monday that we would definitely have our work done before June 15th but if we didn't give him an answer by then it would be waiting towards the end of July like he's holding a spot for us and he needs the commitment. Clayton is saying that he has different clients but that he understands the time is of the essence and I explained to him that the other company could do it for us before June 15th so he said that if we gave a commitment to him he should be able to do that as well.
Ruth	That has to be put in writing it's got to show up on the bill.
Kerrie	Right
David	From what I read, Clayton to me was a very vague memorandum, of this is what I can do, provided I have these materials when and if...

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<p>Kerrie</p>	<p>I want to point out that he came and saw us on Thursday and I called him last night because I haven't gotten anything from him at like a quarter to 7 and I said you know I just want to know because the board wants to make a decision tomorrow and he said you know it's been very busy for me and I promise I'll have something to you as soon as I possibly can. So I think that these particular companies, they're, they are at such a high demand that he just put something together quickly for us and he did say that if we had any questions or we could call him and he could clarify anything.</p>
<p>Susan</p>	<p>I think the fact that he is very local and that he is very interested in us hiring him means that he will go above and beyond what's needed if he says that it would be done by that certain date it will be done. I believe that he's very professional like that. If you go onto his website you'll see some of the other projects he's involved in but he's also involved in a lot of restaurants and businesses here in Riverhead to install sneeze guards you know like when you go to pay your bill at a restaurant that are and have to be installed there but I believe that he will, you know, move things around to make sure that we are accommodated and accommodated well and yes Ruth you're right it does need to be put in writing but I think the fact that he's really, you know, is making himself very available in accommodating, to us is a plus as well as the locality fact that he's local.</p>
<p>Ruth</p>	<p>It has to be in a writing that's all.</p>
<p>Susan</p>	<p>I understand that as Kerrie indicated that you know she basically received this in a hurry so he wanted to get us something but that we can have him firm it up for sure so you know I am only one vote so if we do put it to a vote you know at this time then...</p>
<p>Marilyn</p>	<p>I agree. I think anyone, you know, the Chamber of Commerce, I believe and I'm a chamber member will work with the library and you know we just need to consider him. We can have him to like, Susan said and also Kerrie to submit something more fashionable if so to speak..</p>
<p>Janet</p>	<p>Detailed.</p>
<p>David</p>	<p>Detailed, I want with dollars</p>
<p>Marilyn</p>	<p>With dollars and cents and the terms and the guarantees you know</p>
<p>Susan</p>	<p>Right</p>
<p>Marilyn</p>	<p>I think Clayton you know will do that for us.</p>

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John M	Is there any problem with the availability of materials?
Susan B	I don't believe there is, he did say that some of the material, he has seen a 30% markup. However, if he does order all the materials at once he does not anticipate any delay because of it being in bulk and that's what the company wants and I think that's another reason why when he does that, he can lower the price as well. So as I said before that 11,000 is not a hard price and I know that he will work with us you know he wants a certain amount by a certain date and then, you know, the rest of it by the complete date, I think it is also feasible but you know...
Marylin	Susan did he say anything about how he wants payment? Because the other guy seemed that he doesn't want a check and it seems that their terms and conditions were more for an event rather than an invoice or something
Kerrie	I spoke to the receptionist there and I told them that you know we would be paying by check and she didn't seem to have an issue with that because she understands that we are a public library we're not a business that uses credit cards to pay for things.
Janet	I think you have to talk to him and he has to know that you know this is the library here this is not like a little store down the street. People are waiting for us, you're going to have to put out a date to them so just as long as he knows that he has an important job and he has to come through.
Susan B	I believe he does. I believe he does because he is also a library user.
Janet	Good
Marylin	He has done work at Suffolk Theater.
Susan B	And he has done work at Sag Harbor when they had their theatre burn, he did their entire marquee. He also has had some of his work exhibited, art work in quite a few galleries between here and the city but I know that this is an important job for him and if we do you know vote for him and and that he will let, you know, as soon as Kerrie contacts him I'm sure that he will not only firm up the prices but also the term of the terms of payment. I think he is very accommodating and all of that, you know, he's established. He's not going from pillar to post from one job to the other but he is dedicated. I believe you know he showed himself to be very professional. He asked us a lot of questions as we went along and Marie gave him answers Kerrie gave her answers about how big openings can be for materials to go back and forth between staff and our community. So

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	he's very tuned into what we need and how soon we need it but I think another reason why he gave Kerrie that quote and indicated that that's not a hard quote is because, you know, should we contact him again hopefully that I believe he will, you know, he'll itemize that.
Ruth	It won't go higher?
Susan	No, it wont go higher.
David	Have you seen any of his work?
Susan	I have, yes.
David	Where?
Susan	Sag Harbor Theater and he also did the marquee at the Suffolk Theater on Main Street. I know that he is very accommodating with specialized projects so, you know, I haven't actually seen those but I know he appears to me to be extremely professional.
Marylin	He comes highly recommended by the Chamber
Susan	And that is tough to do, that is something hard to achieve sometimes In Riverhead Town to be highly recommended by the Chamber, to be that accommodating and you know, to be well thought of the you know, the Chamber of Commerce and Riverhead Town that's an important you know feature.
David	How long do you think it would take him to prepare a detailed quote with numbers and dollars and availability, materials Etc. A day or two?
Susan	Probably a day or two, I can't guarantee that.. I think Kerrie who being in touch with him more than I would be she would get, you know, I think that's what he's kind of waiting for it, you know, to itemize it or whether or not we're going to go for it
Ruth	Is it a priority in terms of which areas have to be set up first? Or do they all have to be done at the same time?
Susan	It's pretty much you know. Once he does the materials and installs them he'll go from one department to the other, he labeled that with all his measurements and I think the priority of course would be the circulation desk but you know he, Kerrie, Marie, would be able to work that out. Kerrie, how do you feel about that?

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Kerrie	I'm under the impression that he would try to get everything installed in this... in the... like all it once, like whether he says I'm going to do two desks today and these two desks tomorrow and be done with it.
Marylin	I don't think we want anything piecemealed
Kerrie	No, no , it shouldn't be dragged out. We don't really have the time.
Marylin	We don't know from day to day, what's going to happen but we want to be prepared
Kerrie	Absolutely and I think that this is one of the best ways to get prepared. I do not believe that it's going to take that long to install the sneeze guards. Once I think, you know, once he comes into the library and starts, you know, installing it's not going to take, you know, days and days and days, if anything I think though, I would give him two possibly three days but I don't see a 3-day. I think more of a two day because he would stay until, you know, at least a good portion of it would get done one day and then the next day he would complete everything else and make sure that's the way we wanted it.
Janet	I'm assuming Susan, he would take measurements and you know..
Susan	He already took those
Janet	He has the measurements. I assume he would have everything cut and then it's an installation process.
Susan	Especially because we have the curved desks with the curving of the material he is going to use which, I believe, which is a much safer way, because we have the hinge because we may not have very much space its still space between, you know, he was very particular about how large the openings had to be on the surface of the public service desk to slide materials back and forth so he's very aware of that. He's also aware of height, he took a lot of height measurements of different measurements for different areas as to the height you know how tall you know cause we do have, you know, some very tall community people that come in and use the library and we don't want to sneeze guards to end , you know, and not accommodate that as well so he's very aware of that as well and as I said he took... We worked with him from about 9:30 until about 10 minutes to 11 so he was very thorough and very organized. He asked a lot of questions and we answered. And Kerrie and Marie did a great job with it

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	and there were other areas that I wasn't familiar with of course. Of course I'm very familiar with reference but I believe he's going to do a great job and he's going to do it in a very timely manner. Kerrie, do you agree or disagree?
Kerrie	I agree with you but I have to say that the other gentleman that came, Carl, was just as professional and he took his time and asked Marie and I questions and measured everything and did the same thing so you know I just think it's a matter of the board making a decision as to which way they want to go.
David	What's the committee's recommendation as a whole?
Susan	The committee's recommendation as a whole is to go with Clay...Clayton.
David	Does everybody agree to that?
Susan	John do you agree? John Rienzo?
John R	I think we need to have a firm commitment from him that he can get the material and do this by the 15th because if we don't then where does that leave us?
Ruth	Yes
John R.	and I know that
Ruth	In writing.
John R	Right and I know that that's an issue here with time and I'm just wondering can we adjourn this meeting rather than close it and ask him to provide it to us because we have to give those other people and answer
Susan B	Right, by Monday morning
John R	And I understand that it's Memorial Day weekend I don't know if his suppliers are going to be open as far as getting a better price but at least get something better in writing from him and a timeline saying yes I can manufacture it, I can get the material, I can manufacture this and have it in by June 15th or whatever day we choose to put in there. Even if we have to dance a little but he's got to call them by 8 o'clock Tuesday morning and find out yes I need 20,000 square feet of this stuff can you deliver it to me next week> Because if they can't, he can be the most talented guy in the world, but we still don't have sneeze guards and if we close this

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	meeting and don't do that and we can't meet again so now what? Till Tuesday morning?
Susan B	And then we may lose our place in the que for the first one.
John R	I am not doubting the fact that he can do it, I just don't... I want to make sure that he's going to be able to do within the timeline consistent with what we need so we got the most architecturally pleasing pieces in the world there but if they're not in till August 15th we're screwed again. He can say that, but again he's not a big company. I don't know where his suppliers are and where he's looking to buy material. He's not a big fish in the pond so while he may say oh yeah they always take care of me at this point they might not. I rather have a little bit of assurance from him that the material's available and that he can have this in by the 15th and give us a little better contract as far as what he does or doesn't do and my other concern is... is he a real business? I mean does he have workman's comp insurance? And all those other things or is he just a guy who does this? That's why I'm concerned.
Susan B	With the Chamber of Commerce recommending him...
John R	The Chamber of Commerce can recommend anybody they want that doesn't mean they go look and see that your a real business that has
Marilyn	Well they do, they do a thorough vetting, when we joined the Chamber of Commerce.
John R	Well here is the deal, like everything else, just like when you have someone come work at your house, I want to see the Certificate of Insurance.
Marilyn	Yes of course
John R.	I want to know that he has that before we go forward cause otherwise we're spinning our wheels. You may be doing a great job but I'm not sure that I would recommend him if he doesn't have the material, the requirements that we need. Maybe can we adjourn the meeting on this point and meet again after he gets back to you. I know it's Memorial Day weekend, Kerrie, but he is going to have to do this because time is of the essence and get an answer by Monday afternoon and say hey look guys here's what I got...you have to wait till tomorrow morning at 8 when I call my supplier and see if they can provide the material and I'm sure NYLD is not going to give away our slot at 8'oclock Tuesday morning but by 10'oclock they might but I don't think by 8.

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Kerrie	I have Clayton's cell and I am going to text him right now. Questions from the board....Are you licensed and insured? Can you guarantee that the sneeze guard installation will be by June 15th?
Marylin	And a more secure contract detailing the pricing as well as description.
David	Pricing, material details..
Marylin	Terms, Guarantee
David	They need a guarantee.
Marylin	I mean , on him, we already know that we don't have to pay by credit card, on the other one we do.
David	You need a guarantee to get the material.
Marylin	The other terms on the other contract just seemed more like for an event and not for construction of a particular company.
Susan B	The NYDL company you mean?
Marylin	Right, right.
Susan B	I think John Rienzo is right if he is insured, does he have the proper license for a company? But you know, I'm sure that he would provide that. He is very workable, he did indicate to us on Thursday he would be...he would get the materials done and installed by the 15th. He did assure us of that so I'm sure he will get right back to Kerrie, you know, I can't answer for him but I know that he's very anxious and you know, he's good at what he does and I think that if he has all the paperwork in, in line and gives us a more detailed invoice or I think that, you know, I'm sure that he'll get back to Kerrie ASAP because he I think he really wants the job. Kerrie, how do you feel?
Kerrie	Yes, so hopefully he does.
John R	So the question is do we adjourn?, do we close the meeting? Do we adjourn the meeting?
Kerrie	I have a couple of other things...
John R	No I meant do..
Marilyn	This part

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John R	We are going to have to wait till Tuesday because..
David	Adjourn this part of the meeting.
John R	Instead of closing it , we can adjourn it, but it is just really for this point for what ...as we are waiting for answers from him before we decide and we have to decide by Tuesday morning at 9:00, one way or the other because otherwise they're going to lose our own slot.
Ruth	Are we available over the weekend?
Marylin	I am
All	I am
John R	You can always phone in and we don't have to zoom in, you could be anywhere and we could do it by voice so you don't have to see everybody.
David	The suppliers would probably be open today.
Marylin	Yeah, all of our suppliers are open. I don't know about his?
Susan B	Okay so you know hopefully you know I am pretty sure
Janet	We can table it for a few minutes right and go on to the next topic.
Susan B	Sure
David	Actually the next topic is the period of board expression.
Kerrie	I have more things regarding the preparations of the library opening and I had sent out the phased plan face yesterday.
David	Right.
Janet	Got it
Kerrie	I do need the board to approve that plan in regards to how we will be handling each phase that comes up and then I also want to talk about for phase two we could offer computer services, some libraries are. Based on our community, we have demand for computer services people do come in and use them so in discussions of the directors we were talking about weather permitting we could do outside computer appointments and I think that would be a good idea for us. We could do it in the courtyard. And then we don't have anybody really coming into the building until phase 3. In order to do this I would have to purchase five laptops and I got

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	<p>a quote from Dell they are the New York State, they hold the contract for New York State, so for us to purchase 5 Dell Latitude 7400 laptop it would cost us \$6,156.60 and then we could purchase an HP wireless printer to put outside to pair with those laptops for approximately \$340 from Amazon. So I would like to be able to move forward with that for Phase 2 because you know we could be going into Phase 2 as early as June 15th if we keep the, you know, if we maintain the metrics and don't go backwards in any way.</p>
Marilyn	<p>Let me ask a question: did we receive the square for you know, payment and that sort of thing? Okay so we could use that with the laptops right or is that a totally different system.</p>
Kerrie	<p>As far as?</p>
Marilyn	<p>So the second phase is to return the books right?</p>
Kerrie	<p>Right</p>
Marilyn	<p>Okay so there's nothing else that's going to happen with that?</p>
Kerrie	<p>No, so Phase 2 is pick-up and drop-off curbside. People would drop-off and pick-up. They place an order so to speak and we would have it ready for them when they came but then also I would like to know you know based on our community needs I do think we should provide computer services I just I'm reluctant to open up the building for safety and security reasons I'm concerned that people will want to come and just use the bathroom and things like that so we can limit that at that point just put laptops and a wireless printer outside. I think that would be better.</p>
Ruth	<p>How would you monitor this Kerrie? What about weather conditions?</p>
Kerrie	<p>With the staff we can manage it, and we do have the tent that we could use as long as it's not down pouring rain I think it should be fine</p>
Ruth	<p>And this would be by appointment?</p>
Kerrie	<p>By appointment.</p>
Marilyn	<p>Everything is by appointment nowadays</p>
Louise	<p>The staff are going to object to going outside. Would that be out of their job scope?</p>

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Kerrie	No because they're going to be going outside for the curbside pickup and delivery.
Louise	Okay
Susan	Good point
Janet	I'm okay with it
Susan	I'm okay with it too
Marylin	Me too. Because they have done some things in the past with events outside and that's sort of a thing right?
Susan	Yes. I think the purchase of the laptops you know after this is over and we're open you know I don't want to say like normal because I think it is different and there are very different views of what normal is going to be but I know that those laptops can be used again and again it's not just for you know this outside phase of reopening. Laptops can be used within the library. It's a good investment. As well as the printer.
John M	How are the laptops going to be secured and also the printer?
Kerrie	Ok, so that's the thing, we have to come up with a plan like if we hold someone's keys or driver's license, something that they need and of course it's going to be staffed out there. We have a limit of 5 laptops and if people are making appointments you know if there's a need to schedule all five at once I have no idea what to expect, you know it might just be that we have two people at a time and then you know, that then of course you only need one staff member to manage that but I think if you have five people out there with laptops you would need two staff members to keep an eye on everything.
Ruth	What happens to the laptop should it be dropped accidentally?
Kerrie	We take that risk inside the building as well.
Marylin	There are lock and kits that you could use
Ruth	There are what?
Marylin	Locking kits
Kerrie	We have done that with laptops inside the building sure we have done that. We have that on the podium in the stage room that way and we

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	secured one to the security guards podium as well. So we can do that as well.
Susan	You said there would be a need for a security person outside as well as the staff?
Kerrie	I'm going to meet with John and Steve on Tuesday afternoon but I really do think that when we start servicing people we might need to have two guards on at a time.
Susan B	I agree. I really do.
Ruth	How large is the tent? How many laptops can you actually fit into this tent?
Susan	The tent is 10 by 5, size is not going to be a problem. Right Kerrie?
Kerrie	I don't remember, I don't remember
Ruth	I'm thinking, four corners.
Kerrie	Probably?
Ruth	How big is the tent?
Kerrie	I don't recall. I really don't. I think, I think it's a 10 by ?
John R	Either its 10 by 10 or 10 by 12, its the standard
Ruth	You are not going to fit 5 laptops there I don't think.
Kerrie	I'm not saying we are but that's a place for shelter if it is raining and if somebody needs to use the tent they can. I would set the printer up under the tent and that could be the place where a person reports to pick the laptop up and return it and to pick up their prints. That would be the spot.
Janet	Station, yes
John M	Best Buy has wires on their portable machines that you can't pick up from and leave the store with them.
Marylin	That's what I was talking about the locking kit.
Ruth	That would be done in the tent then, the locking kit?

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Kerrie	We can do that with anything. If we wanted to set it up, we can set up 2 in the picnic table area and two in the courtyard. I mean it really is going to... I have to hash out the details and I'm going to be meeting with my department heads next week, I think on Wednesday. So, these are all things that I just think that we need to be prepared for and like I said I would rather keep patrons out of the building at the beginning because I am concerned that we're going to have people coming to use the bathroom, so if we say we are only offering curbside service right now, you can use the laptop, you can check out material but its curbside, then we have a guideline to go with and not that oh you know they're opening up for computer appointments so now I guess we can let people in just to use the bathroom I just don't...
Marylin	I predict that as soon as people know that the library is open because the library is the heartbeat of our community maybe we should supply like at least two porta potties because they're going to want to sit there and do their computer and then someone has a situation so maybe consider a porta potty, two porta potties stationed out there and then
Janet	I can see that is the human thing to do, you know I mean...
Marilyn	Yeah I'm hoping, well I didn't hear anything so that's why I was saying maybe that's why
Janet	I like that, I do. Because we don't want people in a situation, sometimes people travel from Flanders or whatever, they don't live around the block, okay
Marylin	Yes
Ruth	There are no bathrooms around. McDonald's is not open.
Marylin	No one's open, not to let patrons in.
Kerrie	Can I please get a motion to purchase the laptops and wireless printer?
Janet	I make a motion to purchase.
Marilyn	Second.
John M	All in favor
Board	All in favor

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<p>05.23.19</p> <p>803</p>	<p>Motion Carried</p>
<p>Kerrie</p>	<p>The other thing is, has everybody had a chance to look at the four phases? I mean it's pretty much a synopsis of what was created by a SCLS that I had shared with you. I think it was the 14th or 15th of May. Is everyone in agreement that we can use this as our document for our reopening for Covid-19.</p>
<p>David</p>	<p>Yes</p>
<p>Marilyn</p>	<p>I think it was a good guideline.</p>
<p>David</p>	<p>Excellent guideline.</p>
<p>Janet</p>	<p>Yes</p>
<p>Kerrie</p>	<p>Ok, can I just get a motion? that we can adopt the.....</p>
<p>David</p>	<p>I make the motion</p>
<p>Susan</p>	<p>I second</p>
<p>John M</p>	<p>All in favor</p>
<p>Board</p>	<p>All in favor</p>
<p>05.23.20</p> <p>804</p>	<p>Motion Carried</p>
<p>Kerrie</p>	<p>Thank you. Okay well I haven't heard back from Clayton so I don't know if you want to adjourn and meet again?</p>
<p>John M</p>	<p>We should adjourn so the question is ...everything hinges on when Clayton gets back to you? so if you let us know we can just call the meeting again. We'll renew the meeting again.</p>
<p>Ruth</p>	<p>Why don't we just set a meeting date again? And if it doesn't work out we cancel it.</p>
<p>David</p>	<p>Want to do it Tuesday morning?</p>
<p>Ruth</p>	<p>Last minute, too late Tuesday morning.</p>
<p>Susan</p>	<p>How about Monday evening?</p>

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Marylin	Is that really realistic? or Tuesday ? Monday is a holiday.
Susan	Right but if we don't...
Marilyn	But Tuesday I mean is the other company dead on saying Tuesday is it for us?
Kerrie	She said Monday morning but I think she didn't realize it's a holiday?
Louise	How about tomorrow night because Monday is a holiday Clayton's going to know by then about the material.
Ruth	I would rather meet in the morning. Tomorrow morning
Louise	Either tomorrow morning or first thing Monday before we are all out doing.
Susan	I think first thing, first thing Monday morning is better.
Marylin	Okay because of the fact that Sundays there's no contract no companies open like that.
Louise	He should know
John R	Okay we should have the write up and everything so I mean I'd rather have as much time as we can before, I don't know, we can meet Monday morning and if we have to we can meet again Tuesday morning at 8'oclock.
Louise	Do we want to see the write ups? Before we vote? Rather than ...
John R	Yes, that's what I am saying. He needs you know ...
Louise	Get it to Kerrie and Kerrie has to get it to us.
David	He's got to fax it to Kerrie and Kerrie can email it to us.
Susan B	Either fax it or email it, right Kerrie?
John R	Take a picture of it and send it to the email.
Susan B	Right
John R	You don't need a fax machine
Susan B	Ok so do we agree that Monday morning that we should have another special meeting to decide which company we should go with for the sneeze guards?

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David	What time?
Marylin	Can we instead do Tuesday morning?
Susan B	I think Tuesday morning might be cutting it too close for last-minute questions
John R	Or Monday morning and we could always adjourn it again to Tuesday morning in case of last-minute questions because if we go for Tuesday or if we need something else
David	I think we should go Monday morning and have the onus on him to have the material ready for us.
Susan B	Hopefully he will send it before Monday morning and then that way for whatever time we call the next special meeting on Monday, we would have what we needed to make that vote.
Ruth	Ok 10'clock? 9 o'clock?
Marilyn	10
Louise	10 is better
Marilyn	Remember I'm a veteran, my father was a veteran, our whole family is veterans so.
Susan B	So 10 a.m. on Monday morning? The 25th? Right?
John M	Someone make a motion to adjourn to that
Kerrie	I have a question you know along the lines of if this meeting is adjourned and we're reopening it, do I have to repost this now on the website?
Louise	Yes I would imagine so.
John R	I would post it back on the website, just put that the meeting was adjourned and that it's going to reconvene on Monday at 10.
Kerrie	Ok
Ruth	Do we use the same number and password ID number?
David	No
Kerrie	I'll change it.

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Ruth	So she has to change it?
John R	Yeah. Another thing is do we agree to have another special meeting called on Friday so we can talk about the entrance.
David	Was that the 30th John?
John R	I'm just saying he is not coming to Tuesday at noon time, correct me if I'm wrong Kerrie?
Kerrie	Right.
John R	I don't think he is going to have it done in 5 minutes, it's a little bit involved. As you saw in the letter, those were thoughts we had. He may have other options because that is what he does for a living and say that is not realistic, here's a better idea. So I would think he would probably not have anything out for at least a day or two. I'm just thinking if we met Friday, we can discuss it , because one you might have sticker shock or two he may have some other idea and at least we'll know what it costs, so again, time is of the essence, and we can make a decision so they can come in and do whatever we have approved to be done. But if we don't have a meeting scheduled then we can't do anything.
Susan B	I agree . That we should have a special meeting on Friday.
Janet	Friday
John R	I would say Friday afternoon at some time if that is agreeable because if he comes in or Friday sometime, if we have questions and we can at least talk to them. If it is 1 o'clock in the afternoon and we have questions Kerrie will call them up after the meeting and get on the phone with them and say hey look we have some questions about it I would hope they would have the proposal and we would all see it prior to that so if we had questions we can give them to Kerrie so she could ask them what the answer would be prior to the meeting so we can make a decision. I don't think we are going to look at another vendor. I think these are the people that are going to do it, it's just a matter of what we are going to do, and how much it is going to cost us, and what's the timeline.
David	I'm good, Friday.
Kerrie	Is Friday at 1'oclock good for everyone?
Susan	Yes

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Marylin	Yes
Kerrie	1:00 on the 29th
David	So we got Monday at 10 and Friday at 1.
Kerrie	Right
David	OK
John	The last comment I have, I know that Kerrie, we just have this planned reopening. I think we need to have a formal policy in effect as to what we are going to do to with people who disregard our policies within the library. I know we have banned people before but this is a little different situation. I'm not exactly up on what the banning policy is and what we have to do. We have to tell them etcetera etcetera but we need to come up with a policy so that everybody understands you come in here without a mask then you are out the door.
Susan	Yah, yah.
John R	And you are not coming back or whatever our policy is going to be as far as people coming in and making sure people understand it's one person in the bathroom at a time, its social distancing rules are in effect, and you can see when people inadvertently violate them and when people are kinda crowding your space. We need a firm policy in effect and follow that policy so there in no question that, A) We are providing safety and security for our staff and our patrons and everybody understands exactly what it is. There is not a question ...I can come in and not wear my masks or I can come in and do this. Because we have children, are we putting masks on infants, 1 year olds? I have no idea. I don't have children. I don't know the procedure and policy. I don't know.
Marylin	The policy is 3 and under do not have to wear a mask
John R	But well I'm just saying we need to make it clearly defined so that everybody who comes in whether we come up with a policy, post it on the website, post it on the doors because everybody doesn't have a computer but I mean I wouldn't even care if we turned around and said I don't know if we still have that printer Kerrie but make something rather bigger than eight and a half by 11. Here's a poster it's right on the front door and everywhere
Marylin	And everywhere

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John R	Do not do this, or we can just run to Staples in a big deal
Janet	But I think what the police are doing now is they are handing out masks so if we have good signage at the door that says, you know ...
John R	That is what I'm saying Janet we need to have it. Do we have masks to give out and I am not not opposed to doing it and there are people in the community that may not have masks, or are not with all the people all the time may not understand we want to do may not speak English or may have other issues but we need to have a firm policy in effect before we open the doors so that everybody understands what it is .
David	Kerrie, do you have any masks to give out?
Kerrie	Yeah I have. I'm getting masks from system that are disposable and I ordered cloth masks for the staff that they can wash. The plan was to give the staff disposable masks on that first day and they could go home and wash the cloth mask before they wore it but then they are responsible for that cloth mask. I should have additional masks but I don't remember the exact count. I'm supposed to get masks and hand sanitizers from system, it's a coordinated order, on Wednesday or Thursday.
Marilyn	Do we have hand sanitizer stations?
Kerrie	Yes, we do, we do. We also ordered gloves from Amazon and we ordered latex-free gloves but I also ordered gloves that are made of latex. I did both because I know people do have an allergy to latex. I ordered temporary raincoats, I call them. You know when you go to Disneyland and it rains
Ruth	Plastic.
Janet	Poncho, poncho
Kerrie	It's not a poncho because it does have sleeves and it's clear plastic and it has a hood and I thought that it was good protection for people's clothing that have to do the book drops or do anything with the material.
Marilyn	How about face shields? They are no face shields? Because We have face shields.
Kerrie	We are not required to supply face shields, I am going above with giving the stuff to cover the clothing but the face masks and the gloves is what we are responsible to give.

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David	When are you expecting those supplies?
Kerrie	So I have gotten some of the stuff ordered and delivered from Amazon. I also got paper bags that have the curbside pickup logo in royal blue from Janway. So everything is starting to come in. I was told that the cloth masks I should have by Friday the 29th so hopefully as long as I get the delivery when they are promising it, we should be all set for all of that. But I want to point out you know what John is saying, we do have a patron code of conduct policy that we post and I do think that should be edited for covid-19. So Janet I don't know if you want to schedule a policy committee meeting.
Janet	Yes
Kerrie	I don't remember everybody that's on that committee, I'm sorry.
Susan	It's Janet, Marylin and Annette
Kerrie	Ok, so let's see. I don't know if maybe next Thursday the 28th is a possibility
Janet	Sure
Marilyn	I'm free
Kerrie	Okay what time is best for you guys?
Janet	Like 1 o'clock, Marilyn, is that good? By Zoom?
Marilyn	That's fine
Kerrie	By Zoom
Marilyn	By Zoom is fine
John M	Thursday at 1:00 that's good
Janet	Just for the committee right?
Kerrie	The Policy and Bylaws Committee
Ruth	I am not on the committee.
Marilyn	The Bylaws and Policy Committee.
Ruth	Will you put the passwords and ID out on the computers?

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Kerrie	Yes, I'll email that out
Ruth	Okay
John	So its Thursday at 1 o'clock by Zoom
Kerrie	Yes
David	But it's only for committee members
Kerrie	That would be and also John. He would be part of that as President of the board.
Janet	So basically we come up with the verbiage to add to our listRight?
Ruth	Of behavior
Marylin	Outside and inside right?
Kerrie	Yes
Janet	I guess library premises
Kerrie	Yes, it does say premises
Marylin	Okay
John M	Ok, do I have a motion to adjourn?
Kerrie	Wait, I received something from Clayton. Let's see ... I'm sorry
Marylin	Oh good, just in time
John	Anything else before we adjourn?
Janet	Oh wait a minute John
David	She's got other stuff
Kerrie	I asked him are you licensed and insured? He said there really is no license for the category of sneeze guards however I will call my broker this morning and ask him so obviously he must be insured for the other work that he does do, which is a good, good thing and he will contact me later today. So I'll send him an email with a blow-by-blow of what we're looking for.
Susan B	That's good

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Kerrie	Hopefully we will have that back.
David	A detailed quote, prices, etcetera, etcetera
Susan	Terms. Okay John are you okay with that John Rienzo?
JOhn R	Yes, I'm fine. I mean license is a nebulous concept. Home Improvement, Town of Riverhead, I don't know. I don't really think that that's such a big deal. I'm more concerned with the insurance.
David	Yes
John R	I don't know if there is a license for an artist?
Marylin	I'll double-check with Catherine Kent, Kerrie. Or whoever just to double-check cause I know they went up in all of the grocery stores and that sort of thing
Kerrie	Yes I mean he's doing work in the diners and stores in Riverhead
John M	In the adjourned meeting, do you want to invite the new members of the board to listen
Kerrie	For the meeting on Monday?
John M	Anytime, anytime we have one, yes
Kerrie	Monday is a holiday but that's entirely up to the board
Susan	I think what we should we should ask them and I'm with the understanding that it's a holiday but you know they're going to be on the board sooner than later so they might need to be, they might want to be aware of what's going on, what we're doing so I think that's a good thing
John R	They don't need to be on a computer they can phone in, they can be anywhere.
Kerrie	Ok, no problem
John	Ok, good.
Marylin	I tell you for me as a new board member it was beneficial for me to attend some of the meetings that we had so I can understand the dynamics.
Susan	It does take a while because it is a specialized organization and that while I was talking with Ruth the other day on Thursday by the Yellow Barn that

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	when, the trustee training workshops come up in our library system that especially new board members should be attending those to get acclimated. As well as making themselves familiar with the board packets. Those documents are very important to understand the processes and procedures that we do, you know.
Marilyn	There are a lot of things that are similar to BNL but that's more of a scientific atmosphere so there are a lot of different things
Susan B	Yes, like apples and oranges for sure
Marilyn	Yes
John M	Okay anything else? So you'll notify them Kerrie.
Kerrie	Yes I will
John M	On that happy note can I have a motion to adjourn?
Susan	I'll make the motion to adjourn
John M	When are you adjourning to?
Susan	Monday morning
Ruth	10 o'clock
Susan	Monday morning, 10 o'clock February, I mean May 25
Janet	May, May, May
Susan	February is when I remember things being normal.
Marilyn	Yeah we had the event at the library .
David	And Friday at 1.
Kerrie	Yes, Friday at 1, correct.
Ruth	Ok
Susan	Thank you everybody. Stay well.
Marilyn	I make a motion that Susan and John stay on the board.
Janet	I second it, I second it.

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Marilyn	You're needed.
David	All in favor?
Marilyn	John, where are you? You are needed, you are wanted and you are loved. We need to keep you on the board. I am learning a lot by all of you honestly and I wouldn't want anyone to leave at this point.
Susan	Like I told Kerrie, I'll be around you know, I'm not, I'm not moving anywhere for at least another few years so I'll be around and you know I'll come to the meetings sometimes.
Marilyn	Is there an advisory board? The ad hoc?
Janet	She is still on SCLS.
Susan	And hoc committees are just specific committees like the trustees vote with select candidates but with 3 going off and 3 going on, there isn't a necessity for ad hoc at this time but there has been in the past so other than that. Ad Hoc being for very special issues but I dont think advisory', we've had liaisons but not advisories. Maybe I should start taking more ginkgo biloba to remember, I have no idea.
Laughing, laughing, laughing	
John M	In all those conversations did we do the motion?
Marilyn	Yes
Susan	Yes
Janet	Yes
Janet	See you Monday!
Susan	Bye, have a great day!

Meeting ended at 11:02 am