

DRAFT

**MINUTES OF THE SAYVILLE LIBRARY
SPECIAL BOARD OF TRUSTEES MEETING
Tuesday, March 31, 2020**

PRESENT:

Marianne Bastian
Joseph Loughren
Linda Halliday
Debra Mitchell
Louisa Kieffer
Jennifer Fowler, Director
Robert Goykin, Assistant Director
Jody D'Ambrosio, Business Manager

The Director requests the Sayville Library Board of Trustees to partake in the Tuesday, March 31, 2020 **Special Board Meeting through Zoom Meeting ID number 487038087**. This Emergency Board Meeting is being held in response to Governor Cuomo's signed executive order 202.6 which states "All businesses and not-for-profit entities in the state shall utilize, to the maximum extent possible, any telecommuting or work from home procedures that they can safely utilize. Each employer shall reduce the in-person workforce at any work locations by 100% no later than March 22 at 8pm."

Library Board President Marianne Bastian called the meeting to order at 7:08 PM.

A. Budget & Trustee Election was discussed.

1. Executive Order issued on 3/30/2020 as follows: Any school board, library board, or village election scheduled to take place in April or May of 2020 is hereby postponed until at least June 1, 2020, and subject to further directive as to the timing, location or manner of voting for such elections.
2. The Library's 2020-21 Proposed Budget Vote will be discussed at the April 13, 2020 Trustee meeting.
3. Incumbent trustee candidate Linda Halliday will remain on the ballot with the school vote.

B. Special Edition Newsletter reported on by Jennifer Fowler.

1. A special edition Library newsletter has been printed Content includes online resources, COVID-19 information and information from community partners.

C. Building Maintenance reported on by Jennifer Fowler & Robert Goykin.

1. Security checks on the building several times a day.
2. Custodians check on the building on a rotating schedule.
3. Mail is going to the PO where a staff picks it up once a week. All shipments from UPS and FedEx have been stopped until further notice.

D. Staff Update

1. Jennifer Fowler gave an update on the staff and services being offered to the public. She acknowledged the excellent work being done by the Sayville staff during this time.
 - a. temporary online cards are being issued to patrons who do not have cards or have lost theirs.
 - b. Online programming are set up – cooking demos, storytimes, Live Q&As, tutorials, etc.
 - c. Online services are promoted – Hoopla, Kanopy, Ancestry, Brainfuse, Flipster, Overdrive, etc..
 - d. During the week of 3/21-3/27 Overdrive had 51,000 checkouts in Suffolk County. (30% increase)
 - e. The MacMillian eBook embargo has been lifted.
 - f. Jonathan has been excellent in reaching out to community groups.
 - g. Live Chat on the Library website will begin on Friday, April 3, 2020.
 - h. Work on the new website continues.
 - i. Online continuing education training is available to staff.
 - j. Kevin Verbesey, Director of SCLS has been an excellent leader for the county.

E. 3D Printing of headbands for medical face shields

1. As of yesterday, over 400 masks have been printed and delivered to Stony Brook Hospital.

No Public Expression.

The next regular meeting of the Library Board will be held on Monday, April 13, 2020 at 7:00 PM.

A motion was made to adjournment the meeting at 7:50 pm. (Halliday) Motion carried 5 – 0.

Debra Mitchell
Board Secretary