

Approved

**LAKEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
January 15, 2020
Meeting Minutes**

The Regular Meeting of the Lakeview Public Library Board of Trustees was held on Wednesday January 15, 2020, 1120 Woodfield Road, Rockville Centre, New York from 7:20pm to 8:10p.m.

Roll Call: Board Trustees present were: Michael Alexander, Dawn Parchment , Ka're Akins and Lisa Ortiz. **Board Attorney:** Ed Grimmett;

Board Treasurer: Opal Ramdial; was excused from executive session

District Clerk: Lisa Ridley was excused from executive session

Absent were: Board Trustee Marlene Tapley from executive session and public session

MINUTES: December 2019 Minutes were tabled

Lisa Ridley was sworn in as District Clerk by Board Attorney Ed Grimmett.

Motion was made by Dawn Parchment and seconded by Ka' re Akins to nominate Lisa Ortiz to hold the seat as Vice President for the 2020 year. All were in favor

Motion was made by Ka're Akins and seconded by Lisa Ortiz to nominate Michael Alexander to hold the seat as President for the 2020 year. All were in favor

AUDIT REPORT

Motion was made by Ka're to accept the Audit Report All were in favor

TREASURER 'S REPORT:

Motion was made by Ka're Akins to accept the December 2019 Treasurer's Report seconded by Dawn Parchment All were in favor

Motion was made by Ka're Akins to accept the January 2020 Treasurer's Report seconded by Lisa Ortiz All were in favor

LIBRARIAN'S REPORT

Motion was made by Ka're Akins to accept the Librarian's Report and seconded by Michael Alexander All in favor

COMMITTEE REPORT: NONE

COMMUNICATIONS: NONE

UNFINISHED BUSINESS: NONE

Approved

NEW BUSINESS:

Lisa Ortiz informed the Board of Trustees the Lakeview Football Team requested to use one of Lakeview Public Library rooms to hold their meetings.

Michael Alexander mentioned to the board he will look at their policy on community use of rooms to meet in the Library.

PERIOD OF PUBLIC DISCUSSION: NONE

ADJOURNMENT:

Motion was made by Ka're Akins and seconded by Michael Alexander to adjourn the public meeting at 9:05p.m.

Respectfully Submitted by

Lisa Ridley
District Clerk

Approved

**LAKEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
February 19, 2020
Meeting Minutes**

The Regular Meeting of the Lakeview Public Library Board of Trustees was held on Wednesday February 19, 2020, 1120 Woodfield Road, Rockville Centre, New York from 7:05pm to 8:15p.m. to discuss collective negotiations pursuant to Taylor law involving the Library's sole bargaining unit.

Roll Call: Board Trustees present were: Michael Alexander, Dawn Parchment, Lisa Ortiz and Marlene Tapley. **Board Attorney:** Ed Grimmett;

Board Treasurer: Opal Ramdial; was excused from executive session

District Clerk: Lisa Ridley was excused from executive session

Absent were: Board Trustee Ka' re Akins from executive session and public session

Marlene Tapely was sworn in by attorney Ed Grimmett

MINUTES: The Board approved the December 2019 Minutes and January 15, 2020 Minutes

Lisa Ortiz motioned to accept the December 18, 2019 Board meeting minutes

Seconded by Dawn Parchment All in favor

Dawn Parchment motioned to accept the January 15, 2020 Board meeting minutes

Seconded by Lisa Ortiz All were in favor

AUDIT REPORT:

TREASURER 'S REPORT

Michael Alexander motioned to accept the February 2020 Treasurer's Report

Seconded by Lisa Ortiz All were in favor

LIBRARIAN'S REPORT

Lisa Ortiz motioned to accept the Librarian's Report

seconded by Marlene Tapley All were in favor

COMMITTEE REPORT: NONE

COMMUNICATIONS: Election information packet was provided in the mail to Michael Alexander

UNFINISHED BUSINESS: NONE

NEW BUSINESS:

Approved

BE IT RESOLVED that the Board of Trustees of the Lakeview Public Library hereby approves a Memorandum of Agreement dated February 11, 2020 between the Lakeview Public Library and the United Public Service Employees Union , regarding the terms and condition of employment for a collective bargaining agreement covering the period of January 1, 2020 through December 31, 2020, as if set forth hereinafter at length , a true copy of which shall be appended to the Minutes hereof.

Whereas, the Board of trustees of the Lakeview Public Library passed two resolutions at its December 18, 2019 meeting regarding the potential promotion of two employees subject to civil service approval.

BE IT RESOLVED, that the Board hereby rescinds both resolutions and requests a promotional examination from the Nassau County Department of Civil Service for the purpose of filling vacant Librarian II positions in accordance with Civil Service Law 52.

BE IT RESOLVED, that the Board of Trustees of the Lakeview Public Library hereby approves a three percent (3%) salary increase, retroactive to January 1, 2020, for Lizzy, which shall be based on her 2019 salary.

PERIOD OF PUBLIC DISCUSSION: Resident Doris Hicks made a request to the Board of Trustees

If the friends of Carol Cherry could have a memorial plaque to be displayed in the Library in memory of Carol Cherry.

ADJOURNMENT:

Michael Alexander motioned to adjourn the public meeting at 9:20p.m.

Seconded by Lisa Ortiz, All in favor

Respectfully Submitted by

Lisa Ridley
District Clerk

Approved

**LAKEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
MARCH 4, 2020
MEETING MINUTES**

The Meeting of the Lakeview Public Library Board of Trustees was held Wednesday March 4, 2020 1120 Woodfield Road Rockville Centre New York from 7:15 PM to 8:00PM to discuss

Roll call: Board Trustees present were Michael Alexander , Dawn Parchment, Ka're Akins, Lisa Ortiz and
Marlene Tapely

Motion made by Marlene Tapely and seconded by Ka're Akins to continue participation with NLS

All were in favor

Letter sent to Hands On Now Children Services

Motion made by Ka're Akins and seconded by Lisa Ortiz to accept letter indicating lease timing and potential termination of tendency.

All were in favor

Discussion of Copier agreement (ED printing)

\$257 Per month .08 per page for black and white .08 per page for color.

Motion made by Dawn to continue lease agreement seconded by Ka're Akins

All were in favor

Be It Resolved, that the Board of Trustees hereby approves an Equipment Rental agreement dated March 4, 2020 between the Library and Wells Fargo Financial Leasing , Inc. for a color copier and further authorizes the Board President to execute said agreement and any addenda thereto on the Board's behalf.

Discussion of Memorial for Carol Cherry

Motion made by Lisa Ortiz to an April time frame

Seconded by Ka're Akins

All were in favor

(Board will brainstorm, present potential ideas at next meeting with a \$500 budget for memorial)

Board will review current meeting room policy for revision. Revision will include equipment fee, security deposit, and potential no cost to in district residents

Dawn should compile a list of neighboring library accountants

Approved

Director qualities:

Budgeting skills, Management, Leadership, Librarian background/experience , excellent communication skills.

Board will follow up with Glen to see which list can be acted on. (Once determined , a letter will be drafted.

Respectfully submitted by,

Approved

**LAKEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
APRIL 15, 2020
MEETING MINUTES**

The Regular Meeting of the Lakeview Public Library Board of Trustees was held on Wednesday April 15, 2020 by video conference.

Roll Call: Board of Trustees present were: Michael Alexander, Lisa Ortiz, Dawn Parchment, Ka're Akins and Marlene Tapley and Board Attorney: Ed Grimmett

Board Treasurer: Opal Ramdial was present at video conference meeting

District Clerk: Lisa Ridley was present at video conference meeting

The Board went into executive session at 7:30pm to discuss collective negotiations pursuant to the Taylor law. The Library Board exited the executive session and reconvened the public session at 8:13pm.

BOARD MEETING VIA VIDEO CONFERENCE

WHEREAS, New York State Governor Andrew Cuomo issued Executive Order No. 202.1 which suspended certain requirements under Article 7 of the Public Officers Law through May 7, 2020; and

WHEREAS, Executive Order No. 202.1 authorizes the Board of Trustees of the Lakeview Public Library to conduct a duly convened meeting and take such actions necessary remotely by conference call or similar service; and

WHEREAS, pursuant to Article 7 of the Public Officers Law, the Library provided notice to the public that the Board will meet on April 15, 2020 at 7:30 P.M. via videoconference and included the manner in which the public may view or listen to such meeting;

NOW, THEREFORE, BE IT RESOLVED, that the Board meeting held on April 15, 2020 at 7:30 P.M. shall be conducted via videoconference and such meeting shall constitute a duly convened meeting pursuant to Article 7 of the Public Officers Law in which the Board is authorized to take all actions authorized by law.

BE IT FURTHER RESOLVED, that the Board meeting held on April 15, 2020 at 7:30 P.M. via videoconference shall be recorded and later transcribed.

Ka're Akins motioned to approve the resolution of Board meeting video conference for April 15, 2020 Seconded by Marlene Tapley All were in favor

MINUTES: The Board approved the March 18, 2020 Board Meeting Minutes

Lisa Ortiz motioned to accept the March 18, 2020 Board Meeting Minutes
Seconded by Dawn Parchment All were in favor

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Michael Alexander informed the Board of trustees the following: due to Covid 19 in compliance with Federal and State local authorities the Library will remain closed until further notice.

2019 Audit financial statements for the Library is in progress. Completion has been delayed due to Covid 19. A question was asked if there was an expected completion date of the audit and Opal the treasurer replied no.

TREASURER REPORT

Dawn Parchment motioned to accept April 2020 Treasurer's Report

Seconded by Ka're Akins All were in favor

LIBRARIAN'S REPORT

Submitted by Ivy Reckson

One issue on everyone's mind is how and when the library will reopen in a safe manner that will be in the best interest of everyone once the time comes. I have been researching this topic and how other libraries are dealing with the same issues. Library Directors are creating a **Library Reopening Committee** to develop safe and effective procedures for reopening when the government and other experts find it time to safely reopen and go to an unknown new normal. Their Charge is to establish best practices for a coordinated response of Nassau County Libraries reopening to the public. Their plan will include what can be done now through leading up to phasing in staff, services and opening to the public.

There is a listserv created for communication among directors of New York State's public libraries and I was added to the list in order to keep Lakeview informed of these administrative issues on this proprietary list serve. These members are also brainstorming ideas on how to safely reopen libraries, sharing information on sanitizing materials and ideas on what people will do regarding people entering the building, possibly limiting people, quarantining materials, providing services that put people in close proximity and the likelihood of canceling programs and gatherings. NLS mentioned working to arrange a coordinated order for a cleaning service as well as a coordinated order of gloves, masks and other supplies. There are no specifics as of now.

As of today's guidelines, time is the best decontaminating agent and we will likely not check the book drop or attend to materials for 72 hours. When we get close to reopening, any items coming in the book drops will be secured away from staff for 72 hours.

The Northeast Document Conservation Center (NEDCC) recommends a 72-hour quarantine of collection items as the safest and most effective way to disinfect them after handling by staff and patrons. For specific material types, a quarantine period of less than 72 hours may be appropriate.

A study published as a Correspondence in the *New England Journal of Medicine* on March 17, 2020 (<https://www.nejm.org/doi/pdf/10.1056/>) shows that COVID-19 will persist on cardboard surfaces for 24 hours and on plastic surfaces for up to 72 hours. Based on this research, an appropriate quarantine time for paper or plain cardboard products would be a minimum of 24 hours, while an appropriate quarantine time for books covered in polyester (e.g. Mylar) or other plastics, as well as plastic-based materials such as CD's and DVD's, is 72 hours. A 72-hour

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quarantine is appropriate for any other type of collection item or any item about which a curator is uncertain.

The use of liquid disinfectants is harmful to library and archives materials and is **not recommended**. UV ray exposure as a means of sterilization is also **not recommended**. The risks to books subjected to aqueous cleaning or disinfecting include water damage and weakened hinges and joints

<https://www.nedcc.org/free-resources/preservation-leaflets/3.-emergency-management/3.5-disinfecting-books>

Time is the best disinfectant. Yet stepping back may be the best defense against a still developing threat. The easiest, safest, and most inexpensive disinfectant is time. This information was found in the American Libraries Magazine article titled "How to Sanitize Collections in a Pandemic." <https://americanlibrariesmagazine.org/blogs/the-scoop/how-to-sanitize-collections-covid-19/>

Sean, John, Delroy and I have been coming in weekly to check on the building, clean, take in mail and packages, process payroll, empty the book drop, take out the garbage, etc. Audrey came in to process the vouchers so Opal was able to complete her work.

Right now the plan is working on promoting online resources via social media and providing information, entertainment and resources for the community during this difficult time. I was planning to start up an account with constant contact and Lissy and I will send out some mailings for now and then it can be continued in place or in conjunction with the print newsletter. Many libraries are already doing this in place of print and now this seems like our best way of reaching more people than just on our website or social media can reach. I contacted constant Contact and have several options since they do not start service without payment and our trial period only allows for 100 emails and our email list has over 600 people. We sent out one blast in trial mode to the first 100 people to start. One month can be put on my credit card for \$45 and then we will see after that how and if we can proceed. A pre paid 6 month service can be billed and would be \$216 or a year subscription would be \$378 which is discounted rate of month by month plans.

The Hands on Day Care lease was received.

Arrow Security raised their rates \$1 an hour for this time period.

Some executive order notes of interest from the List Serves:

New Executive Order 202.16 Mandates that Employers Provide Masks to Employees Interacting with the Public

<https://www.governor.ny.gov/news/no-20216-continuing-temporary-suspension-and-modification-laws-relating-disaster-emergency>

For all essential businesses or entities, any employees who are present in the workplace shall be provided and shall wear face coverings when in direct contact with customers or members of the public. Businesses must provide, at their expense, such face coverings for their employees. This provision may be enforced by local governments or local law enforcement as if it were an order pursuant to section 12 or 12-b of the Public Health Law. This requirement shall be effective Wednesday, April 15 at 8 p.m.

Approved

NLS has started identifying vendors of different types of masks (behind head/behind ears/disposable/washable) for potential coordinated order/s.

3. Executive Order 202.15 Postpones In-person Hearings to June 1

Any local official, state official or local government or school, which, by virtue of any law has a public hearing scheduled or otherwise required to take place in April or May of 2020 shall be postponed, until June 1, 2020, without prejudice, however such hearing may continue if the convening public body or official is able to hold the public hearing remotely, through use of telephone conference, video conference, and/or other similar service.

<https://www.governor.ny.gov/news/no-20215-continuing-temporary-suspension-and-modification-laws-relating-disaster-emergency>

4. Executive Order 202.15 Also Expands Availability of Absentee Ballots

Section 8-400 of the Election Law is temporarily suspended and hereby modified to provide that due to the prevalence and community spread of COVID-19, an absentee ballot can be granted based on temporary illness and shall include the potential for contraction of the COVID-19 virus for any election held on or before June 23, 2020.

Solely for any election held on or before June 23, 2020, Section 8-400 of the Election Law is hereby modified to allow for electronic application, with no requirement for in-person signature or appearance to be able to access an absentee ballot.

<https://www.governor.ny.gov/news/no-20215-continuing-temporary-suspension-and-modification-laws-relating-disaster-emergency>

5.(Board of Elections called that the April election is off but as of now June 23rd is on. They will update us later on with more info and cancellations)

Updated Construction Project Guidance from Empire State Development (ESD)

Municipalities are exempt from restrictions on construction, but only "essential" projects may continue. If you are or will be having construction done at your facility it may be advisable to have your board officially resolve that the project is essential to protect both you and the vendor. Libraries who will have difficulty meeting deadlines for construction aid projects set to close this year need to let us know asap. This version of the ESD guidance on essential vs. nonessential highlights the recent changes that were made to the

guidance: <https://drive.google.com/file/d/1vZbW1g8F9HZaRokMUAZj6EdSWeM61OR9/view>.

I recommend consulting your attorney before proceeding with any project at this time.

6. Extended Patron Expiration Dates & Item Due Dates

Based on the discussion during the call, NLS Tech Ops will extend patron expiration dates through December 31, 2020 and item due dates to September 1

Dawn Parchment motioned to accept the Librarians Report for April

Seconded by Ka're Akins All were in favor

COMMITTEE REPORT:

Approved

None

COMMUNICATIONS:

None

UNFINISHED BUSINESS:

The Library is in receipt of renewed lease with Hands on Now.

APPROVAL OF LEASE AGREEMENT

BE IT RESOLVED that the Board of Trustees of the Lakeview Public Library hereby approves a lease agreement between the Library and Hands On Now the Arts Children Service Inc. at the rate of six thousand three hundred eighty six dollars (\$6,386.00) per month for Library Meeting Rooms 1, 2 & 3 from January 1, 2020 through December 31, 2020.

BE IT FURTHER RESOLVED, that the Board authorizes the Board President to execute the Agreement on the Board's behalf.

Hands on Now shall also pay to the Library the sum equal to \$618 per month in order for the premises to be available to Hands on Now at 7:00am Monday through Friday. This fee shall include all cost including utilities and security.

Lisa Ortiz motioned to approve the renewed lease agreement with Hands on Now
Seconded by Marlene Tapely All were in favor

NEW BUSINESS:

None

PERIOD OF PUBLIC DISCUSSION:

None

ADJOURNMENT:

Marlene Tapley motioned to adjourn the public meeting at 8:30pm
Seconded by Ka're All in favor

Approved

**LAKEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MAY 20, 2020
MEETING MINUTES**

The Regular Meeting of the Lakeview Public Library Board of Trustees was held on Wednesday May 20, 2020 by video conference.

Roll Call: Board of Trustees present were: Lisa Ortiz, Dawn Parchment. Ka're Akins and Marlene Tapley and Board Attorney: Ed Grimmett

Michael Alexander was absent from the May 20, 2020 meeting

Board Treasurer: Opal Ramdial was present at the video conference meeting

District Clerk: Lisa Ridley was present at the video conference meeting

The Board went into executive session at 7:30pm to discuss collective negotiations pursuant to the Taylor law. The Library Board exited the executive session and reconvened the public session at 8:00pm.

Attorney Ed Grimmett opened the meeting with Roll Call and resolution for May 20, 2020 Board Meeting via Video Conference.

BOARD MEETING VIA VIDEO CONFERENCE

WHEREAS, New York State Governor Andrew Cuomo issued Executive Order No. 202.1 which suspended certain requirements under Article 7 of the Public Officers Law through June 6, 2020; and

WHEREAS, Executive Order No. 202.1 authorizes the Board of Trustees of the Lakeview Public Library to conduct a duly convened meeting and take such actions necessary remotely by conference call or similar service; and

WHEREAS, pursuant to Article 7 of the Public Officers Law, the Library provided notice to the public that the Board will meet on May 20, 2020 at 7:30 P.M. via videoconference and included the manner in which the public may view or listen to such meeting;

NOW, THEREFORE, BE IT RESOLVED, that the Board meeting held on May 20, 2020 at 7:30 P.M. shall be conducted via videoconference and such meeting shall constitute a duly convened meeting pursuant to Article 7 of the Public Officers Law in which the Board is authorized to take all actions authorized by law.

BE IT FURTHER RESOLVED, that the Board meeting held on May 20, 2020 at 7:30 P.M. via videoconference shall be recorded and later transcribed.

Marlene Tapley motioned to approve the resolution of the Board meeting video conference for May 20, 2020. Seconded by Ka're Akins All in favor

Approved

MINUTES: The Board approved the April 15, 2020 Board Meeting Minutes
Lisa Ortiz motioned to accept the April 15, 2020 Board Meeting Minutes with the corrections noted.

Seconded by Ka're Akins All in favor

Resolution to authorize Board Trustee Dawn Parchment to sign off on checks for May 2020 while in the absence of the Board President.

Be It Resolved that the Board of trustees of the Lakeview Public Library hereby designate Dawn Parchment to execute any and all checks related to expenses of the Library for the month of May 2020, while in the Board President's absence.

Marlene Tapley, motioned to accept the resolution

Seconded by Ka're Akins All in favor

TREASURER REPORT

Marlene Tapley motioned to accept April 2020 Treasurer's Report

Seconded by Ka're Akins All in favor

The Board agreed to schedule their Budget meetings on the following dates with Opal the Treasurer:

June 24th, July 1, July 8th, July 22nd and July 29th. The Board will vote on the Budget on August 19th.

Resolution for one-year subscription of constant contact.

Be It Resolved the Board of Trustees of the Lakeview Public Library hereby approves a one-year subscription of constant contact at a price of \$378 for the year.

Dawn Parchment motioned to accept the resolution

Ka're Atkins Seconded All in favor

Resolution of purchase of a protective shield and the personnel protection equipment

Be It Resolved the Board of Trustees of the Lakeview Public Library approves the purchase of a protective shield and the personnel protection equipment set forth in the Librarians Report and suspends all percurrent policies to extend necessary emergency purchases to help protect the health and safety of the Library staff.

Marlene Tapley motioned to accept the resolution

Ka're Atkins Seconded All in favor

LIBRARIAN'S REPORT

Approved

Dawn Parchment, motioned to accept the May 2020 Librarian's Report
Seconded by Ka're Akins All in favor

COMMITTEE REPORT:

None

COMMUNICATIONS:

None

UNFINISHED BUSINESS:

NEW BUSINESS:

None

PERIOD OF PUBLIC DISCUSSION:

None

ADJOURNMENT:

Ka're Atkins motioned to adjourn the public meeting at 9:41pm
Seconded by Marlene Tapley All in favor

Respectfully Submitted by

Lisa Ridley
District Clerk

Approved

**LAKEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
JUNE 17, 2020**

The Regular Meeting of the Lakeview Public Library Board of Trustees was held on Wednesday June 17, 2020 by video conference.

Roll Call: Board of Trustees present were Michael Alexander, Lisa Ortiz, Dawn Parchment, Ka're Akins, Marlene Tapley, and Attorney: Ed Grimmatt

Board Treasurer: Opal Ramdial was present at the video conference meeting

District Clerk: Lisa Ridley was present at the video conference meeting

The Board convened the meeting at 7:30pm and entertained a motioned to enter executive session to discuss Library sole bargaining unit.

Motioned was made by Michael Alexander

Seconded by Ka're Akins

The Library Board exited executive session and reconvened the public session at 8:00pm.

Attorney Ed Grimmatt opened the meeting with a resolution for June 17, 2020 Board Meeting via Video Conference.

BOARD MEETING VIA VIDEO CONFERENCE RESOLUTION

WHEREAS, New York State Governor Andrew Cuomo issued Executive Order No. 202.1 which suspended certain requirements under Article 7 of the Public Officers Law through July 6, 2020; and

WHEREAS, Executive Order No. 202.1 authorizes the Board of Trustees of the Lakeview Public Library to conduct a duly convened meeting and take such actions necessary remotely by conference call or similar service; and

WHEREAS, pursuant to Article 7 of the Public Officers Law, the Library provided notice to the public that the Board will meet on June 17, 2020 at 7:30 P.M. via videoconference and included the manner in which the public may view or listen to such meeting;

NOW, THEREFORE, BE IT RESOLVED, that the Board meeting held on June 17, 2020 at 7:30 P.M. shall be conducted via videoconference and such meeting shall constitute a duly convened meeting pursuant to Article 7 of the Public Officers Law in which the Board is authorized to take all actions authorized by law.

Approved

BE IT FURTHER RESOLVED, that the Board meeting held on June 17, 2020 at 7:30 P.M. via videoconference shall be recorded and later transcribed.

Michael Alexander motioned to approve the resolution of the Board Meeting Video Conference held on June 17, 2020 at 7:30 P.M.

Seconded by Lisa Ortiz All were in Favor

MINUTES: The Board approved the May 20, 2020 Board Meeting Minutes

Dawn Parchment motioned to accept the May 20, 2020 Board Meeting Minutes.

Seconded by Marlene Tapley All were in Favor

Michael Alexander abstained from voting on the May 20, 2020 Board Meeting minutes due to his absence from that meeting.

TREASURER'S REPORT:

Dawn Parchment motioned to accept June 2020 Treasurer's Report

Seconded by Lisa Ortiz All were in Favor

Marlene Tapley motioned for the Library to purchase the updated quick books software

Seconded by Ka're Akins All were in favor

LIBRARIAN 'S REPORT

Dawn Parchment , motioned to accept the June 2020 Librarian's Report

Seconded by Ka're Akins All were in favor

It seems like there will be constant updates and adjustments as some libraries are opening and some are waiting. We would have to consider time slots, if we are extending dates, forgiving fines and to what extent, leaving items outside or in vestibule right before the order is placed then confirming that they are on the way to pick up. NLS is asking libraries to fill out there surveys https://docs.google.com/forms/d/e/1FAIpQLSfkd2MatQpJGDzpb3mx2VY3HPCAGHk_hew43TBqjwg_iIIrZ1w/viewform

Board Policies to Consider Regarding Safety Plans, PPE, etc

Shared Opening Documents from other Libraries including PPE policies and safety plans, cleaning logs, wellness questionnaires, etc. -

<https://drive.google.com/drive/folders/12wF5b2uOf1HOGLzhNCXQ3SgM2um9r8mS>

Safety Plan Template for

Reopening- https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/NYS_BusinessReopeningSafetyPlanTemplate.pdf

I attached a PPE plan draft adapted from another library

Possible Statements on Black Lives Matter. I have been posting booklists, pictures, etc on social media, quotes, etc. and links to events for Juneteenth and Kid Lit Rallies.

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NYLA Coronavirus Response with government updates https://www.nyla.org/corona-virus-response/?fbclid=IwAR0J3QpR-941IgvVy_SIk3wYGOmJ-aGOLKwrI5mZHVyJqRFJLUagSxT_Pi3Q. The latest laws and executive orders are here pertaining to libraries.

<https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/offices-interim-guidance.pdf?fbclid=IwAR0GjvreO9LymOtvEWPa9K7ahHotc0PA5tHEiIHpwsn1PbFnoMlhZ4Y0SM> NY DEPARTMENT OF HEALTH INTERIM GUIDANCE FOR OFFICE-BASED WORK DURING THE COVID-19 PUBLIC HEALTH EMERGENCY

I came across the following information for possible construction grants that you may want to have our contractor look into.

I started posting the Page Turners Videos and an email regarding summer reading programs. They can fill out forms online or through ReadSquared.

Sean met with roofers and received quotes. He also installed some UV lights and we reviewed some of the architects suggestions from the planning webinar.

The Caravan to thank essential workers in Lakeview was a positive event for the community and it was great that the library was involved.

NLS has \$824,137 to allocate to our member libraries for the FY2021 library construction aid cycle. Libraries that intend to apply for this funding should fill out the Intent to Apply form by Friday, July 17. Libraries that do not submit the Intent to Apply form will not be considered for the 2020-2023 award. Here is the link to the Intent to Apply: <https://forms.gle/4SSXRHUNoEGFmSTS6>.

All applications must be submitted to NLS by Monday, August 17.

I have a posting if needed. John worked 8:30-11:30 or 12:30. Night shift has been 5-8. Delroy is 12-3. We may want to have 4- 8 for total coverage if possible since usually people are coming from another job and may not be able to do that shift.. Also, we don't have a cleaner on Saturdays now. We wouldn't be at full 9-5 Saturdays for a while. I wasn't sure if we were doing the agency at first. That is where some started in the past before going through civil service. Delroy said he can take on some extra hours til we find someone and could come in 10-3 or 4 most days. His normal hours are 12-3. He is not available for evenings.

Job Posting to Post

PART-TIME CLEANER POSITION AVAILABLE

The Lakeview Public Library has an immediate opening for 2 Part-Time Cleaners. Candidates must work for either the morning (9-12 and likely 8:30 to open the building once probation is over or evening shift (4 or 5 to 8 pm) and Saturdays. The position is for approximately 17 hours per week. This position is responsible for seeing that the

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buildings and grounds are clean, safe and free of hazards to public and staff.

RESPONSIBILITIES/DUTIES INCLUDE BUT NOT LIMITED TO:

- Responsible for preparing setups and take downs for meetings.
- Using cleaning supplies and equipment to keep the interior/exterior of the library looking clean and professional. This includes emptying trash cans, vacuuming, sweeping, dusting and sanitizing surfaces.
- Responsible for cleaning all restrooms and restocking materials such as soap and paper towels and preparing lists of when materials/ supplies need to be reordered.
- May be responsible for Opening/closing the building when needed and securing alarms.
- Minor building maintenance, repairs and changing light bulbs when needed.
- Assists with light snow removal as needed and putting down ice melt.
- Must be able to lift 50 lbs. occasionally during a shift.
- Other duties as assigned by Director and/ or Librarians

QUALIFICATIONS:

- Previous experience and knowledge of building systems (mechanical/ electrical etc.) is a plus
- High School Graduate or GED.
- Good interpersonal skills, ability to handle problems and emergency situations.
- Candidate should be responsible and dependable and an effective communicator.

Please send a resume and inquiries to Lisa Ortiz, lortiz@nassaulibrary.org

COMMITTEE REPORT:

None

COMMUNICATIONS:

None

UNFINISHED BUSINESS

None

NEW BUSINESS

REVISED MEETING ROOMS POLICY

BE IT RESOLVED, that the Board of Trustees of the Lakeview Public Library hereby amends its Meeting Rooms Policy in order to reflect the changes as submitted.

Approved

Lisa Ortiz motioned for the Board of Trustees of the Lakeview Public Library to amend its Meeting Rooms Policy

Seconded by Dawn Parchment All in favor

APPOINTMENT OF CO-LIBRARIANS-IN-CHARGE

BE IT RESOLVED, that based on the absence of the Library's Director, the Board of Trustees of the Lakeview Public Library hereby appoints Ivy Reckson and Sean Edwards as Co-Librarians-in-Charge, and authorizes them to take all necessary and appropriate actions that would otherwise be taken by the Library Director in order to protect the health and safety of the Library's staff and patrons with respect to the COVID-19 pandemic, provided that the total combined expenditures made by the Co-Librarians-in-Charge shall not exceed \$500 in any given month, and shall be consistent with applicable law, rule and regulation and under the supervision of the Board of Trustees; and

BE IT FURTHER RESOLVED, that the end of such appointment shall be at the discretion of the Board of Trustees and may be ended at any time.

Lisa Ortiz motioned for the Board of Trustees to appoint Ivy Reckson and Sean Edwards as Co-Librarians in Charge.

Seconded by Dawn Parchment All in favor

Front roof estimates were provided to the Library from four different vendors. Michael Alexander will review the details with Sean Edwards the Librarian.

The Board of Trustees is reviewing the reopening plan for curbside service for patrons.

PERIOD OF PUBLIC DISCUSSION

ADJOURNMENT

Marlene Tapley motioned to adjourn the public meeting at 8:40pm

Seconded by Lisa Ortiz All in favor

Respectfully Submitted by,
Lisa Ridley
District Clerk

Approved

**LAKEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
JULY 15, 2020**

The Regular Meeting of the Lakeview Public Library Board of Trustees was held on Wednesday July 15,2020 by video conference.

Roll Call: Board of Trustees present were Michael Alexander, Dawn Parchment, Ka're Akins, Marlene Tapley, and Attorney: Ed Grimmatt

Lisa Ortiz was absent from the Board Meeting

Board Treasurer: Opal Ramdial was present at the video conference meeting

District Clerk: Lisa Ridley was present at the video conference meeting

The Board convened the meeting at 7:30pm and entertained a motioned to enter executive session to discuss bargaining unit.

Motioned was made by Michael Alexander

Seconded by Ka're Akins All were in favor

The Library Board exited executive session and reconvened the public session at 8:05pm.

Attorney Ed Grimmatt opened the public meeting by reading a resolution for July 15, 2020 Board Meeting via Video Conference.

BOARD MEETING VIA VIDEO CONFERENCE RESOLUTION

WHEREAS, New York State Governor Andrew Cuomo issued Executive Order No. 202.1 which suspended certain requirements under Article 7 of the Public Officers Law through August 5, 2020; and

WHEREAS, Executive Order No. 202.1 authorizes the Board of Trustees of the Lakeview Public Library to conduct a duly convened meeting and take such actions necessary remotely by conference call or similar service; and

WHEREAS, pursuant to Article 7 of the Public Officers Law, the Library provided notice to the public that the Board will meet on July 15, 2020 at 7:30 P.M. via videoconference and included the manner in which the public may view or listen to such meeting;

NOW, THEREFORE, BE IT RESOLVED, that the Board meeting held on July 15, 2020 at 7:30 p.m. shall be conducted via videoconference and such meeting shall constitute a duly convened meeting pursuant to Article 7 of the Public Officers Law in which the Board is authorized to take all actions authorized by law.

Approved

BE IT FURTHER RESOLVED that the Board meeting held on July 15, 2020 at 7:30 P.M. via videoconference shall be recorded and later transcribed.

Dawn Parchment motioned to approve the resolution of the Board Meeting Video Conference held on July 15, 2020 at 7:30 P.M.

Seconded by Ka're Akins All were in Favor

MINUTES: The Board approved the June 17, 2020 Board Meeting Minutes
Dawn Parchment motioned to accept the June 17, 2020 Board Meeting Minutes
Seconded by Ka're Akins All were in Favor

TREASURER'S REPORT:

Dawn Parchment motioned to accept July 2020 Treasurer's Report
Seconded by Ka're Akins All were in Favor

LIBRARIAN 'S REPORT

Dawn Parchment , motioned to accept the July 2020 Librarian's Report
Seconded by Ka're Akins All were in favor

Librarian Report July 15, 2020
Submitted by Ivy Reckson

Curbside Plan Ideas are being reviewed. This would allow patrons to pick up books in the lobby area by placing holds online, by phone or through the catalog and giving us a library card number. They would then pick up the books and show their card or id. PPE would be required on all ends and there would be no direct contact. We would need to make some preparations to ensure safety and that we are all prepared. We would have safety protocols for this stage and the next stages which would likely involve browsing and then a stage with limited seating and possible computer use etc. Schedules need to be adjusted accordingly for the 10-2 and 2-6 time slots which may be difficult due to our small staff most of which are part time with limited availability that isn't always consistent and may be different now due to the coronavirus. I can provide staff emails as there will be questions/ concerns that I cannot answer. Once some of this is figured out a cleaner will be needed for the time slots we are open and likely another for the future when we increase hours.

I am resharing the NYLA Guidance, which continually updates and includes links to other library plans.

<https://www.nyla.org/corona-virus-response/>

Here is some guidance from NY State for opening indoor spaces:

<https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/LowRiskIndoorArtsEntertainmentSummary.pdf>

<https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Lowriskindoorartsandentertainment-MasterGuidance.pdf>

Approved

USA Today recently reported that, according to ALA, 47% of 3,000 libraries surveyed “do not have plans to reopen their doors to the public anytime soon”: <https://www.usatoday.com/story/news/2020/06/11/when-libraries-reopen-after-coronavirus-might-months/5316591002/>.

NLS has a survey for reopening that highlights some of the future modifications for future stages in areas such as reducing seating, limiting computer usage, adjusting hours or operation, etc. <https://docs.google.com/forms/d/e/1FAIpQLSfwf0Dw4hUPskg7qQa9S0b83iATSMOPWQy-ppeA7Y-7Bf7EmQ/viewform>

Staff is in the process of completing the Sexual Harassment Training. Our Kontola subscription was renewed and this time I did it through the NLS group order for a lower price. It is now \$8 per person and I ordered 18 licenses to start. There are 2 years left on the contract. Most staff did the training online already after I created the new accounts.

Shields were ordered and have to be installed.

Books and material can be ordered again. I put through a new release DVD cart and a book order and carts are being built by Sean and Jennifer as well.

Here is the link from last meeting to the NLS construction grant application due July 17th if interested https://docs.google.com/forms/d/e/1FAIpQLSethJKBl_F3Vthstp1DAUPaxKzhmKeNO_XaF2MeTTkpy8tu4w/viewform

COMMITTEE REPORT:

None

COMMUNICATIONS:

None

UNFINISHED BUSINESS

None

NEW BUSINESS

PERIOD OF PUBLIC DISCUSSION

ADJOURNMENT

Dawn Parchment motioned to adjourn the public meeting at 8:15pm

Approved

**LAKEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
August 19, 2020**

The Regular Meeting of the Lakeview Public Library Board of Trustees was held on Wednesday August 19,2020 by video conference.

Roll Call: Board of Trustees present were Michael Alexander, Lisa Ortiz, Dawn Parchment, Ka're Akins, Marlene Tapley, and Attorney: Ed Grimmett

Board Treasurer: Opal Ramdial was present at the video conference meeting

District Clerk: Lisa Ridley was present at the video conference meeting

The Board convened the meeting at 7:30pm and entertained a motioned to enter executive session to discuss bargaining unit.

Motioned was made by Lisa Ortiz

Seconded by Dawn Parchment All were in favor

The Library Board exited executive session and reconvened the public session at 8:00pm.

Michael Alexander motioned

Seconded by Ka're Akins All were in favor

Attorney Ed Grimmett opened the public meeting by reading a resolution for August 19, 2020 Board Meeting via Video Conference.

BOARD MEETING VIA VIDEO CONFERENCE RESOLUTION

WHEREAS, New York State Governor Andrew Cuomo issued Executive Order No. 202.1 which suspended certain requirements under Article 7 of the Public Officers Law through September 4, 2020; and

WHEREAS, Executive Order No. 202.1 authorizes the Board of Trustees of the Lakeview Public Library to conduct a duly convened meeting and take such actions necessary remotely by conference call or similar service; and

WHEREAS, pursuant to Article 7 of the Public Officers Law, the Library provided notice to the public that the Board will meet on August 19, 2020 at 7:30 P.M. via videoconference and included the manner in which the public may view or listen to such meeting;

NOW, THEREFORE, BE IT RESOLVED, that the Board meeting held on August 19, 2020 at 7:30 p.m. shall be conducted via videoconference and such meeting shall constitute a duly convened meeting pursuant to Article 7 of the Public Officers Law in which the Board is authorized to take all actions authorized by law.

Approved

BE IT FURTHER RESOLVED that the Board meeting held on August 19, 2020 at 7:30 P.M. via videoconference shall be recorded and later transcribed.

Dawn Parchment motioned to approve the resolution of the Board Meeting Video Conference held on July 15, 2020 at 7:30 P.M.

Seconded by Ka're Akins All were in Favor

MINUTES:

Marlene Tapley motioned to accept the July 15,2020 Board Meeting Minuets

Seconded by Dawn Parchment 4 were in Favor

Lisa Ortiz abstained from voting on the July 15, 2020 Minutes.

TREASURER'S REPORT:

Dawn Parchment motioned to accept July 2020 Treasurer's Report

Seconded by Ka're Akins All were in Favor

Lisa Ortiz motion to accept the Treasurer's Budget Report of \$1,410, 677.32 with adjustments

Seconded by Michael Alexander All were in favor

A special meeting will be needed to accept other pages of the Budget Report

LIBRARIAN S REPORT

Michael Alexander, motioned to accept the July 2020 Librarian's Report

Seconded by Dawn Parchment All were in favor

Librarian Report

August 19, 2020

Submitted by Ivy Reckson

The official conclusion for crown castle's work was supposed to be July 1, but covid-related delays pushed their work back to last week. At NLS, they have been hitting all the necessary e-rate requirements (namely redundant line web filtering) for reimbursement and we've worked out most networking kinks

Two steps remain before these lines will be useable:

1. We need a bit more time to iron out a few networking bugs, but afterward NLS staff will need to physically go onsite to configure the failover between the primary line and the secondary.
2. **In order to complete the e-rate reimbursement process, they will need a signed copy of the attached e-rate form from each "administrative entity" - (each library) .** It has to be filled out and signed by the administrator and scanned to Robert Drake at NLS rdrake@nassaulibrary.org 516-292-8920 x241. It was signed and scanned on August 19, 2020.

Possible Grant Opportunity

Approved

The Town of Hempstead received \$133M in federal CARES Act funding. After discussion with the Town of Hempstead, they will accept applications for CARES Act funding from the public libraries in the TOH.

CARES Act funding is for *unbudgeted expenses that were necessary as a result of COVID-19*. For example, Caroline Ashby of NLS said she "does not believe laptops and mobile devices that were purchased for staff will be eligible unless you exceeded what had been budgeted for computing equipment overall. I do not believe additional ebook purchases will be eligible unless you exceeded your overall book budget."

Any libraries wishing to apply should send an email request for an application to Carol Renta at crenta@tohmail.org. The Town Attorney's office will then send you the application. There is a town committee that will review each application carefully to ascertain if the request meets the requirements set forth by the US Treasury Department. I hope information about eligible expenses will be sent with the application. If not, more information about what expenses are eligible is available at: <https://home.treasury.gov/policy-issues/cares/state-and-local-governments>.

The Board of Elections called to remind us of the November election and that we will be a polling place. Originally they were going to consolidate polling places due to coronavirus and mail in voting but as of now we would be a polling place.

In one of his recent COVID-19 newsletters, Gov. Cuomo announced a statewide survey seeking input on how NY can "build back better." The survey is available at <https://forms.ny.gov/s3/2f7802808667-newsletter>. We all know public libraries are absolutely critical to any efforts to improve connectivity, workforce development, and support for remote workers and learners and anyone can include their input on how libraries are essential to the "build back better" campaign.

Nassau Library Directors drafted a letter to civil service addressing Civil Service and Laura Curran regarding discriminatory and racist hiring practices. A letter was drafted and reviewed by the MLD Executive Board. The letter centered on the residency requirement in Nassau County. The letter was shared with MLD, NCLAs Civil Service Committee, the NCLA Executive Board, and the NCLA Staff of Color Committee. I attached the letter and we will see how this impacts future civil service rules and regulations.

COMMITTEE REPORT:

None

COMMUNICATIONS:

None

UNFINISHED BUSINESS

None

NEW BUSINESS

Approved

1. The MAC Committee is requesting to use Library room for the use of after school program.
2. A Legislative grant for \$50,000 was applied for
3. Curbside picks up plans is scheduled for mid-September
4. Hands On childcare needs weekend coverage for First Responders children

PERIOD OF PUBLIC DISCUSSION

1. A news reporter for Newsday inquired about the concerns of reopening of the Library.
2. A concerned resident inquired about the need of clean up in front of the Library.

ADJOURNMENT

Michael Alexander motioned to adjourn the public meeting at 8:33pm

Respectfully Submitted by,

Lisa Ridley
District Clerk

Approved

**LAKEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
SEPTEMBER 16, 2020**

The Regular Meeting of the Lakeview Public Library Board of Trustees was held on Wednesday September 16,2020 by video conference.

Roll Call: Board of Trustees present were Michael Alexander, Lisa Ortiz, Dawn Parchment, Ka're Akins, Marlene Tapley, and Attorney Ed Grimmett

Board Treasurer: Opal Ramdial was absent from the video conference meeting

District Clerk: Lisa Ridley was present at the video conference meeting

The Board convened the meeting at 7:30pm on September 16, 2020 and entertained a motioned to enter executive session to discuss the employment history of particular employees of the Library

Motioned was made by Marlene Tapley

Seconded by Lisa Ortiz All were in favor

The Library Board exited executive session and reconvened the public session at 8:05 pm.

Attorney Ed Grimmett opened the public meeting by reading a resolution for September 16, 2020 Board Meeting via Video Conference.

BOARD MEETING VIA VIDEO CONFERENCE RESOLUTION

WHEREAS, New York State Governor Andrew Cuomo issued Executive Order No. 202.1 which suspended certain requirements under Article 7 of the Public Officers Law through October 4, 2020; and

WHEREAS, Executive Order No. 202.1 authorizes the Board of Trustees of the Lakeview Public Library to conduct a duly convened meeting and take such actions necessary remotely by conference call or similar service; and

WHEREAS, pursuant to Article 7 of the Public Officers Law, the Library provided notice to the public that the Board will meet on , 2020 at 7:30 P.M. via videoconference and included the manner in which the public may view or listen to such meeting;

NOW, THEREFORE, BE IT RESOLVED, that the Board meeting held on September 16, 2020 at 7:30 p.m. shall be conducted via videoconference and such meeting shall constitute a duly convened meeting pursuant to Article 7 of the Public Officers Law in which the Board is authorized to take all actions authorized by law.

Approved

BE IT FURTHER RESOLVED that the Board meeting held on September 16, 2020 at 7:30 P.M. via videoconference shall be recorded and later transcribed.

Michael Alexander motioned to approve the resolution of the Board Meeting Video Conference held on September 16, 2020 at 7:30 P.M.

Seconded by Lisa Ortiz All were in favor

MINUTES

Dawn Parchment motioned to accept the August 19,2020 Board Meeting Minutes

Seconded by Lisa Ortiz All were in favor

TREASURER'S REPORT

Marlene Tapley to accept September 2020 Treasurer's Report

Seconded by Ka're Akins All were in favor

LIBRARIAN S REPORT

Dawn Parchment, motioned to accept the September 2020 Librarian's Report

Seconded by Lisa Ortiz All were in favor

Librarian Report

September 2020

Submitted by Ivy Reckson

We just found out that Malverne High School has been closed due to faculty being diagnosed and we will monitor the situation and possible effects on people in the community and library who live and work with people with ties to the school. Staff is filling out a questionnaire regarding symptoms, travel etc. at this time and there is a chart to fill out that you do not answer yes to questions regarding having symptoms, being in contact with someone with symptoms, or travelling outside New York.

I forwarded an email regarding Town of Hempstead Cares funding and application instructions. Requests for totals, budgets, intended expenditures usage, authorized signatures, etc. are needed in this phase.

The evening cleaner position has been posted and applications are being compiled. Most did not provide a great deal of information.

I attached information regarding NLS 2021 Member Library Support. There is nothing we need to do at this point and the director's list serve were sent the email to present the information to the Boards. A packet of information with the final proposal and a vote form will be sent by early October. You will have until early December to return the results of the board vote. The exact date the vote is due will be on the proposal.

I am requesting considering Delroy become full time and we hire an additional cleaner for evenings and weekends. Delroy has been with the library 11 years part time and has always helped where

Approved

needed. We always had multiple part time cleaners for AM, afternoon and PM shifts and have had a lot of turnover . Now the other shifts aren't filled and this could make it possible to have a full timer with more responsibility. Hiring a full timer would not interfere with a part timer as it would have in the past when we had other cleaners in place. Now we need more cleaners and have staff questioning if we are hiring professional services.

Other open positions have been mentioned including director, administrative clerk, a page or 2 and a full time clerk or several part timers and a full or part time librarian. Other options in the meantime would be cutting open hours in the meantime to help eliminate an immediate need for some of the open positions. This would allow more of the current staff and trained staff in the building during open hours rather than training on computers during a time with increased need for social distancing. Libraries now are not reporting to be very crowded during these times and many have limited hours to begin with. This will not eliminate the need to fill all the positions but help with the need for some during this time.

People have a lot of vacation time for the year and part timers only carry 10 hours. I don't know if an increased carryover would be considered due to the extenuating circumstances and to prevent. Some people may need extra time to make sure we are covered for other shifts when we are short to balance this out.

Curbside service has started with most of the staff returning. I am currently working on promoting the service via Constant Contact and social media. Signs were made and staff are calling people for their holds that came in and we are telling people who call the library asking about our current services. Free discard books and the magazines from the last few months are still on the windowsill for anyone to come in and take. I contacted NLS to get more consistent delivery of the bins with interloans. Books and materials are being ordered and processed currently.

I am recommending we allow patrons with small fines to take out books since other libraries do not have our zero fine tolerance policy. Additionally books are not being checked in right away in most places due to 4 day quarantine recommendations. We don't have to eliminate old fines yet but people with under \$5 or \$10 fines can pay once things settle down and patrons are allowed in and taking in money is more practical than it is during curbside services.

Lissette Fuentes resigned as of September 4th. A letter was sent out to the board as soon as I received it.

Another staff member is not comfortable returning until a vaccine due to having to take care of family with health issues. She does want to come back eventually. I am not sure when she will be ready. More details were emailed along with their inquiry regarding doing some tasks at home.

Another cannot work within the allotted curbside hours and may be taken off payroll until they can work for at least a certain percentage of their average hours that they have been paid for. More information is provided in emails.

The NAACP School Supply Giveaway on September 5th went well.

Approved

The tiling work by the stairwell was completed Sept 4th to 5th. The front roof was done on Wednesday, September 9th. There was no leak after last week's heavy rain.

I send an email regarding the library covering the new overtime rate for Jimmy from Arrow Security. To retain him as is we now have to pay OT rate which is \$3.87 more per hour for the 7 hours that would be considered our share of overtime from his shift here and a 12 hour shift elsewhere. This would prevent us from having new guards unfamiliar with procedures on Friday and Saturday.

I am thinking of not renewing museum passes that expired during library closure yet due to an anticipated decreased demand. We are looking into how long some are extending their expiration dates and will get a better idea since some were expiring less recently than others.

Lisa Ortiz motioned to adjust Delroy's employment status from part time to full time
Seconded by Dawn Parchment All were in favor

Marlene Tapley motioned to accept Lisette Fuentes resignation effective September 4,2020.
Seconded by Dawn Parchment All were in favor

COMMITTEE REPORT

None

COMMUNICATIONS

None

UNFINISHED BUSINESS

None

NEW BUSINESS

None

Marlene Tapley inquired about the MAC program.

Michael Alexander informed he did not hear back from MAC regarding using the Library space for their program. The MAC program has reached an agreement with the Bridge Church in Malverne to utilize their facility for their program.

PERIOD OF PUBLIC DISCUSSION

ADJOURNMENT

Dawn Parchment motioned to adjourn the public meeting at 8:33pm
All were in favor

Respectfully Submitted by,
Lisa Ridley

Approved

District Clerk

Approved

**LAKEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
OCTOBER 21, 2020**

The Regular Meeting of the Lakeview Public Library Board of Trustees was held on Wednesday October 21, 2020 by video conference.

Roll Call: Board of Trustees present were Michael Alexander, Lisa Ortiz, Ka're Akins, Marlene Tapley

Dawn Parchment was absent from the Library Board Meeting

Board Treasurer: Opal was present at the video conference meeting

District Clerk: Lisa Ridley was present at the video conference meeting

The Board convened the meeting at 7:30pm on October 21, 2020 and entertained a motioned to enter executive session to discuss collective negotiations pursuant to the Taylor law.

Motioned was made by Lisa Ortiz

Seconded by Ka're Atkins

The Library Board exited executive session and reconvened the public session at 8:00 pm.

Library Attorney opened the public meeting by reading a resolution for October 21, 2020 Board Meeting via Video Conference.

BOARD MEETING VIA VIDEO CONFERENCE RESOLUTION

WHEREAS, New York State Governor Andrew Cuomo issued Executive Order No. 202.1 which suspended certain requirements under Article 7 of the Public Officers Law through November 4, 2020; and

WHEREAS, Executive Order No. 202.1 authorizes the Board of Trustees of the Lakeview Public Library to conduct a duly convened meeting and take such actions necessary remotely by conference call or similar service; and

WHEREAS, pursuant to Article 7 of the Public Officers Law, the Library provided notice to the public that the Board will meet on , 2020 at 7:30 P.M. via videoconference and included the manner in which the public may view or listen to such meeting;

NOW, THEREFORE, BE IT RESOLVED, that the Board meeting held on October 21, 2020 at 7 p.m. shall be conducted via videoconference and such meeting shall constitute a duly convened meeting pursuant to Article 7 of the Public Officers Law in which the Board is authorized to take all actions authorized by law.

BE IT FURTHER RESOLVED that the Board meeting held on October 21, 2020 at 7:30 P.M. via videoconference shall be recorded and later transcribed.

Approved

Lisa Ortiz motioned to approve the resolution of the Board Meeting Video Conference held on October 21, 2020 at 7:30 P.M.

Seconded by Ka're Atkins All were in favor

MINUTES

Lisa Ortiz motioned to accept the September 16,2020 Board Meeting Minutes

Seconded by Ka're Atkins All were in favor

TREASURER'S REPORT

Lisa Ortiz motioned to accept September 16, 2020 Treasurer's Report

Seconded by Marlene Tapley All were in favor

LIBRARIAN' S REPORT

Ka're Atkins motioned to accept the September 2020 Librarian's Report

Seconded by Lisa Ortiz All were in favor

Curbside is running well.

Follow up of the status of the promotion to Librarian 2 and raise for Sean and Ivy .

Carolyn Ashby of NLS informed Ivy the Library will need a waiver.

Salary of Delroy the cleaner full time was requested.

Data base renewals are coming up for renewals.

Individual database is due

The entry way main entrance is fixed

Upcoming budget vote from NLS need to be voted on at the November Board meeting

COMMITTEE REPORT

None

COMMUNICATIONS

None

UNFINISHED BUSINESS

None

NEW BUSINESS

None

PERIOD OF PUBLIC DISCUSSION

ADJOURNMENT

Marlene Tapley motioned to adjourn the public meeting at 8:33pm

Seconded by Ka're Atkins All were in favor

Approved

Respectfully Submitted by,
Lisa Ridley
District Clerk

Approved

**LAKEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
NOVEMBER 18, 2020**

The Regular Meeting of the Lakeview Public Library Board of Trustees was held on Wednesday November 18,2020 by video conference.

Roll Call: Board of Trustees present were Michael Alexander, Lisa Ortiz, Ka're Akins, Marlene Tapley and Dawn Parchment and Library Attorney

Board Treasurer: Opal was present at the video conference meeting

District Clerk: Lisa Ridley was present at the video conference meeting

The Board convened the meeting at 7:00pm on November 18, 2020 and entertained a motion to enter into executive session to discuss legal and personnel matters.

The Library Board exited executive session and reconvened the public session at 8:06 pm.

The Library Attorney opened the public meeting by reading a resolution for November 18, 2020 Board Meeting via Video Conference.

BOARD MEETING VIA VIDEO CONFERENCE RESOLUTION

Due to the Covid 19 Pandemic Governor Cuomo has issued a series of executive orders including those which are allowed public entities, including the Lakeview Public Library to meet remotely and virtually in order to protect the safety of our patrons , staff and Board members. The Board has decided to conduct this meeting remotely. It remains available to the public to listen and participate and the meeting will be recorded and later transcribed.

MINUTES

Lisa Ortiz motioned to accept the October 21 ,2020 Board Meeting Minutes
Seconded by Ka're Akins All were in favor

TREASURER'S REPORT

Marlene Tapley motioned to accept October 2020 Treasurer's Report
Seconded by Lisa Ortiz All were in favor

LIBRARIAN' S REPORT

Lisa Ortiz motioned to accept the October 2020 Librarian's Report
Seconded by Dawn Parchment All were in favor

- Database renewals are coming up
- A holiday closing schedule is in review to add Juneteenth for consideration
- Election notices from Lisa Ridley have been posted and the Election is December 3rd
- Heating system was repaired
- Waiting for bid approval for window repair

Approved

- Maryann Lino expressed interest in a part time clerk position

NLS For Rates Membership for 2021

Marlene Tapley motioned to approve the NLS Database Subscription
Seconded by Lisa Ortiz , All were in favor

Core Collection for Group Pricing Databases

Ka're Akins motioned to approve the Core Collection for group pricing
Seconded by Marlene Tapley, All were in favor

Regular Database Renewals

Lisa Ortiz motioned to approve the Database Renewals
Seconded by Ka're Akins , All were in favor

2021 Holiday closing for the Library

Lisa Ortiz motioned to approve the Holiday Closing for the Library with subject to negotiations
Seconded by Marlene Tapley, All were in favor

COMMITTEE REPORT

None

COMMUNICATIONS

None

UNFINISHED BUSINESS

The Library received the Civil Service Library Director's List and is being reviewed by Lisa Ortiz and Ivy Reckson. Lisa Ridley District Clerk will be contacted to get canvassed letters sent out for candidates.

NEW BUSINESS

None

PERIOD OF PUBLIC DISCUSSION

ADJOURNMENT

Marlene Tapley motioned to adjourn the public meeting at 8:25pm
Seconded by Ka're Akins All were in favor

Respectfully Submitted by
Lisa Ridley
District Clerk

Approved

**LAKEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
NOVEMBER 23, 2020**

The Regular Meeting of the Lakeview Public Library Board of Trustees was held on Monday November 23,2020 by video conference.

Roll Call: Board of Trustees present were Michael Alexander, Lisa Ortiz, Ka're Akins, Marlene Tapley and Dawn Parchment

In alignment with Governor Cuomo's ruling that we can host a library board meeting public session online, we are doing this meeting.

The Board convened the executive meeting at 6:00pm on November 23, 2020 and entertained a motioned to enter executive session to discuss personnel.

Motioned was made by Lisa Ortiz
Seconded by Dawn Parchment All were in favor

The Library Board exited executive session and reconvened the public session at 6:55 pm.

Marlene Tapley motioned to provide the increase as discussed for Sean, Ivy and Delroy
Seconded by Ka're Akins All were in favor

COMMITTEE REPORT

None

COMMUNICATIONS

None

UNFINISHED BUSINESS

The Library will move forward with the Director's list from Nassau County Civil Service. Lisa Ortiz will be in contact with Lisa Ridley, District Clerk to start sending out canvass letters to the Director's list.

The Board will move forward to recompile all the information regarding the electronic signage in regard to the curbside pickup.

Formation of the 3rd floor Library co-chaired by Lisa Ortiz and Dawn Parchment will began. The Board will start compiling the necessary information to start with ideas around the 3rd floor. Consultants will be contacted for pricing.

Approved

NEW BUSINESS

None

PERIOD OF PUBLIC DISCUSSION

ADJOURNMENT

Lisa Ortiz motioned to adjourn the public meeting at 7:00pm
Seconded by Marlene Tapley All were in favor

Respectfully Submitted by
Lisa Ridley
District Clerk

Approved

**LAKEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
DECEMBER 16, 2020**

The Regular Meeting of the Lakeview Public Library Board of Trustees was held on Wednesday December 16,2020 by video conference.

Roll Call: Board of Trustees present were Michael Alexander, Lisa Ortiz, Ka're Akins, Marlene Tapley and Dawn Parchment and Library Attorney Larry Tenenbaum

Board Treasurer: Opal was present at the video conference meeting

District Clerk: Lisa Ridley was present at the video conference meeting

The Board convened the meeting at 7:00pm on December 16, 2020 and entertained a motion to enter into executive session to discuss legal and personnel matters.

The Library Board exited executive session and reconvened the public session at 8:08 pm.

The Library Attorney Larry Tenenbaum opened the public meeting by reading a resolution for December 16, 2020 Board Meeting via Video Conference.

BOARD MEETING VIA VIDEO CONFERENCE RESOLUTION

Due to the Covid 19 Pandemic Governor Cuomo has issued a series of executive orders including those which are allowed public entities, including the Lakeview Public Library to meet remotely and virtually in order to protect the safety of our patrons , staff and Board members. The Board has decided to conduct this meeting remotely. It remains available to the public to listen and participate and the meeting will be recorded and later transcribed.

MINUTES

Marlene Tapley motioned to accept the December 16 ,2020 Board Meeting Minutes
Seconded by Ka're Akins All were in favor

TREASURER'S REPORT

Ka're Akins motioned to accept December 2020 Treasurer's Report
Seconded by Dawn Parchment All were in favor

LIBRARIAN' S REPORT

Lisa Ortiz motioned to accept the December 2020 Librarian's Report
Seconded by Dawn Parchment All were in favor

Health Insurance Rates increased to \$1074.87

The Library started book bundles to help patrons browse safely and increase circulation.

Holiday schedule with corrections were provided.

Approved

NLS received 39 affirmative votes on the 2021 Member Library Support request. The proposal was officially passed.

Snow removal contract is in place until the end of the year.

The window in the Director's office will be repaired in January.

NLS is reviewing the purchase of outdoor WIFI access points and antenna that can be placed on the exterior of member libraries or community facilities.

COMMITTEE REPORT

Building Planning Development:

Lisa Ortiz informed the Board members she will provide pictures of Library samples for planning review. A meeting will be scheduled to discuss what the Board would like to see for the third floor area of the Library.

COMMUNICATIONS

None

UNFINISHED BUSINESS

NEW BUSINESS

None

PERIOD OF PUBLIC DISCUSSION

ADJOURNMENT

Lisa Ortiz motioned to adjourn the public meeting at 8:36pm

Seconded by Ka're Akins All were in favor

Respectfully Submitted by

Lisa Ridley

District Clerk