

Minutes SFL Board of Trustees  
4/22/2020

Meeting Opened on ZOOM at 5:31pm

Present: President, David Robinson, Director Caroline MacArthur, Bridget Rymer, Heather Romanelli, Martin Faint, Larry Jungblut, Chris Gallagher, Mark Heidemann, Cheryle Amara.

Public Present: Penny Kelley

Minutes from March 25,2020 Approved.

Chris reviewed the Warrants and moved to approve, Mark 2<sup>nd</sup>. Unanimous.

Treasurer's Report: Heather reported a decision needs to be made to liquidate stocks or hold on to them. After discussion Heather moved to hold on to stocks, Larry 2<sup>nd</sup>.

Unanimous.

Director's Report: Caroline reported that the staff is doing an incredible amount of work and are thankful for the acknowledgment from the board. More and more patrons are utilizing the online tools being made available. She will share online usage data next month. Caroline met with the Marketing committee to discuss additions and changes to the web site. A Live Chat option was given free through Marketing. The web page has been updated to highlight materials for downloading and streaming. Products have been made available including Hoopla, Flipster, Overdrive, RB digital. Other sections of the site continue to be updated with online programs, blogs and other current information. Daily contact with our Marketing Company continues. Our social media presence continues to be consistent. County Directors continue to meet weekly by phone, SCLS has scheduled departmental meetings for staff and the East End Director's have begun to meet weekly, sharing online programs which bring a larger audience and save on program budget. Caroline continues to meet with her staff on ZOOM. The staff are taking webinars as well as reaching out to patrons and helping to decimate information. Regular meetings are also ongoing with Dana and Penny. Caroline completed a required 6 week online course on leadership skills. This course was geared towards librarians, Caroline found the readings and assignments useful. SCLS continues to use library 3-D printers to print PPE materials. To date 109 printers are being used and 4,250 headsets delivered to SBU. In addition, 1,010 face shield kits have been delivered to 33 health care organizations in Suffolk County.

Finance: No report.

Policy: The Disaster Plan policy rough draft was looked over and discussed. Martin will be "tweaking" it and the board will review it when he's done.

Personnel: Mark reported that the evaluation will be pushed off a bit, the calendar may

have to be adjusted. Currently contract date is in June. Caroline has completed the Leadership course as per board request.

Long Range Planning: Chris reported that the committee may be expanding the Mission Statement. He will continue to share information and ZOOM meeting dates. Chris also spoke about the methods to get to a final mission statement. One of the methods is to get a survey out to the Public to get feedback/information on our vision and how we're doing.

Grants: No report.

Buildings and Grounds: Board approved the Grounds Maintenance contract. We will be charged each month for work done that month. The library is waiting on the last brick order.

Marketing: Bridget met with Caroline and Jim (marketing company) regarding changes and additions to web site. (see director's report).

Old Business: No old Business.

New Business: No new Business.

Bridget moved and Mark 2<sup>nd</sup> to Adjourn meeting. Unanimous.  
Meeting Adjourned at 6:03pm

Respectfully Submitted,  
Cheryle Amara  
Secretary