

Brentwood Public Library
Board of Trustees Monthly Meeting
Minutes February 25, 2021

Present:

Ellen Edelstein, Vice President
Francis Picart, Trustee
Dorina Barksdale, Trustee

Absent with notice:

Mary Reid, President
William Menendez, Trustee

Public Attendance: None

Thomas Tarantowicz, Director,
Xibe Solis, Assistant Director,
Matthew Morley, Business Manager

Also Present:

William Cullen, Library Attorney
Miranda Hatziangelou, Board Secretary
Tia Johnson, Office Assistant

I. Call to Order

The meeting was called to order at 2:09 pm by Vice President Ellen Edelstein.

II. Pledge of Allegiance, led by Vice President Ellen Edelstein.

III. Public Expression

There was none.

IV. Approval of Agenda

Francis Picart moved, Dorina Barksdale seconded, to accept the agenda as presented. All in favor.

V. Approval of Minutes

Dorina Barksdale moved, Francis Picart seconded, to accept the minutes of the January 28, 2021 board meeting as amended. All in favor.

VI. Correspondence

Was tabled until the Director's report.

VII. Financial

- a) Francis Picart moved, Dorina Barksdale seconded, to accept the Treasurer's Monthly Report for the period of April 1, 2020 to April 30, 2020, as per review and recommendation of the Business Manager, Matthew Morley. All in favor.
- b) Francis Picart moved, Dorina Barksdale seconded, to accept the Treasurer's Monthly Report for the period of May 1, 2020 to May 31, 2020, as per review and recommendation of the Business Manager, Matthew Morley. All in favor.
- c) Dorina Barksdale moved, Francis Picart seconded, to accept the Financial Report for the period of January 1, 2021 to January 31, 2021, as per review and recommendation of the Business Manager, Matthew Morley. All in favor.
- d) Francis Picart moved, Dorina Barksdale seconded, to accept the Collateral Reconciliation Report dated January 2021, as per review and recommendation of the Business Manager, Matthew Morley. All in favor.
- e) Bills for the month of February 2021 were audited by Dorina Barksdale. Ms. Barksdale moved, Francis Picart seconded, to approve the expenditures for the amount of \$709,313.26. All in favor.

VIII. Reports

- a. Board Members reported on meetings and library events attended.
Dorina Barksdale attended Town of Islip Meeting, First Aid National Counsel, discussed concerns of mental health.
Francis Picart attended SCLS Board Meeting, Executive committee of NAACP.
Ellen Edelstein attended library programs such as the Motown concert, was very pleased with the programs, and also attended St. Joseph's program.
- b. The Director's report was accepted. Olivia Branigan received a letter from a patron, Gio, who received much help from library staff when first moving here he formed important friendships and was grateful for their help and kindness as he moves onto the next step in his life. Since the opening of the computers to the public, we have been very busy. Computers remain socially distant, services for copying and help through our telephone reference service remain available. Much input was received from program attendees and patrons hope that the library continues with online programming. User rates for curbside continue to rise; we are monitoring the number of COVID cases in the district to gauge the total re-opening of the building to patrons. Patrons are using the library's services extensively. The library continues to inform staff of vaccine availability and we are providing employees with paperwork stating their employment with the library for eligibility.

- c. The Assistant Director's report was accepted. Library Assistant Director Xibe Solis participated in zoom meetings with North Well Health regarding breastfeeding accommodations. Assistant Director Solis attended the SCLS Directors' meeting with Director Thomas Tarantowicz, and also the Chamber of Commerce meetings where Town Supervisor Angie Carpenter spoke. Discussed meetings with LILRC, Legislature Phil Boyle, Assemblyman Phil Ramos and Legislative aide Jeanine Vargas.

- d. The Business Manager's report was accepted.
The teen room remains under renovation and with help from custodians, the floors will be done next month and shelves made mobile, nice and functional. In addition, the newly designed Library Archive room is beginning construction soon. The 2020 audit is almost finished and will be released within the next two weeks, no issues were found.

- e. The Library Attorney's report was deferred to Executive Session.

- f. Personnel report:
Francis Picart moved, Dorina Barksdale seconded, to accept personnel changes as reported. All in favor.

IX. Unfinished Business
There was none.

X. New Business

Library Director Thomas Tarantowicz discussed the annual State Report, filed through SCLS. This was an interesting report year with four months of data occurring during pandemic conditions. Nonetheless, the Library still had a busy year, with many visitors and curbside deliveries. Registered borrowers seeking access to Library programs and services increased by 2,000 and the reference desks also saw an increase in service. Information contained within last year's State Report lead to the Library's increased rating, and the Brentwood Public Library is now a 4 star Library, and we hope to become a 5 star Library as a result of the services offered during the COVID-19 pandemic. Library Director Thomas Tarantowicz asked that the Board approve the current report so that it may be submitted to SCLS. Francis Picard moved, Dorina Barksdale seconded to approve the Annual State Report as presented. All in favor.

XI. Other. There was none.

XII. Suggestion Box. There was none.

XIII. Public Expression. There was none.

XIV. Date/Time of next board meeting

The next regular meeting of the Board of Trustees will be on Tuesday, March 30, 2021, directly following the 7:00 pm Public Information Meeting.

XV. Executive Session

Vice President Ellen Edelstein moved to adjourn the meeting to Executive Session for legal matters/personnel matters at 2:43 pm. All in favor.

Ellen Edelstein moved to reconvene the meeting at 2:54 pm.

XVI. Adjournment

There being no further business, Ellen Edelstein moved to adjourn the meeting at 2:54 pm.

Respectfully submitted

Miranda Hatziangelou
Secretary to the Board