

**Floyd Memorial Library**  
**Board of Trustees Meeting**  
**Monday, April 4, 2023**

- I. Call to Order**
  - A. 6:05 Meeting called to order: Mulvany, Gabriel, Sacks, Byrne, Leveille and Nasto
  
- II. Approval of Minutes: 12/5/2022, 2/6/2023, and 3/6/2023**
  - A. 12/5/2022 minutes not available.
  - B. 2/6/2023 minutes Sacks motions, Byrne seconds, unanimous
  - C. 3/6/2023 minutes Sacks motions, Byrne seconds, unanimous
  
- III. Treasurer's Report (Sacks)**
  - A. Status of Case Estate: money left to the library through the Southold Historical Society.
  - B. Audit has been paid.
  - C. Nassau Library System payout represents Long Island Reads (represents a book order).
  - D. Questions:
    - 1. What is T-Mobile bill and if for HotSpots, how many do we provide and how many go out?
    - 2. What is typical for monthly expenses? Should we reflect on highs/lows of last year and track trends for financial planning.
    - 3. What are we putting in the "miscellaneous" budget line?
  - E. Treasurer's report approved: Brenna motions, Rosemary seconds, unanimous
  
- IV. Public Comment:**
  - A. Friends of Floyd Memorial Library - Presentation by J. Ripley
    - 1. Friends Garden Party (tentative) Saturday, June 10, 2023
      - a) Board, Friends Members, Community Members invited
    - 2. Friends donated some refreshments for the Art Opening; Will do the same for the June 9, 2023 Textile Art Opening
    - 3. Looking to plan a Bus Trip to NYC (Fall/Winter)
  
- V. Communications:**
  - A. No communications
  
- VI. Personnel Report:**
  - A. Yolanda (cleaning staff) retired.
  - B. Teen Librarian needed
  - C. Two more Circulation Desk staff (part time) needed
  
- VII. Director's Report:**

- A. Staff members reported on their own activities for the month and Ellen put together the report.
- B. How is the ESL program advertised? Can we advertise through CAST?

### VIII. New Business

- A. Administrative:
  - 1. Bank needs a signed letter to add Ellen to the accounts as Library Director
  - 2. Brenna needs to sign; will sign after letter delivered
  
- B. Cleaning and Maintenance
  - 1. Trying to find a service that will sign a service contract for the year.
  - 2. Ellen working on leads.
  - 3. Several maintenance issues – Ellen addressing these issues by bringing a handyman
  
- C. Sora/Public Library Connect (Greenport UFSD request)
  - 1. Sora is the educational version of (Overdrive – Libby) USFD asked us to bridge connections that would allow students to use Libby from their student IDs.
  - 2. Could cost money if there are extensive downloads. Can begin with a trial run.
  - 3. Can they download movies? Can we restrict materials
  - 4. Board approves setting this up and giving it a try.
  
- D. Trustee Training from Kevin Verbeseey
  - 1. Would occur during a board meeting (not August)
  
- E. 2023 Holidays
  - 1. Easter- the library will be closed.
  - 2. **(Library Policy Currently States) HOLIDAYS:** The library will be closed on the following holidays: New Year’s Day, Martin Luther King Day, President’s Day, Memorial Day, Juneteenth (June 19th), Independence Day, Labor Day, Indigenous People’s Day, Veteran’s Day, Thanksgiving Day, **The Day After Thanksgiving**, Christmas Eve Day, Christmas Day, New Year’s Eve Day ½ day. Regular, full-time employees will receive these days off with pay. If a holiday falls on a regularly scheduled day off, full-time employees are entitled to a “holiday” day to be taken within one month at the Director’s discretion. Regular part-time employees will earn their normal working hour pay and

benefits if the holiday falls on their regular scheduled workday.

F. July Board meeting will take place on Monday, July 10, 2023

**IX. Old Business**

- A. Garden/Exterior grant- When will the state approve this grant? Grant is a reimbursement of what we spend.
  - 1. Pollinator Garden - Pollinator Pathway (national program will help provide information/volunteers/planning etc)
  - 2. Go forward with summer programming planning. Major construction and changes will take place after the summer.
  
- B. New public access computers
  - 1. Computers have been received
  - 2. Placement/layout Ellen is confirming and getting a contractor to run needed cables. Friends of Floyd will pay for the furniture and computers.
  
- C. Staff Appreciation Party
  - 1. Potential dates: Thursday, 4/20 from 6-8pm; Thursday, 5/18 from 6-8pm; Saturday, 6/3 from 5-7pm
  - 2. Brenna to send out Survey to find best date for most board members
  
- D. Estate of Ann Bleich- Waiting on final payment
  
- E. Library Strategic Plan
  
- F. Upgrading of lighting in Community Room/Support for Arts Programming

**X. Executive Session:**

- A. Called at 8:12pm by Diane
- B. Ended at 8:24pm

**XI. General Discussion**

- A. What's the status of the Maker Space?

**XII. Adjourn**

- A. Next meeting, Monday, May 1, 2023 at 6pm in the Community Room