North Bellmore Public Library

MINUTES OF BOARD OF TRUSTEES MEETING

Tuesday, November 24, 2020

ATTENDANCE
Mr. Thomas Vaughn
Mr. Brandon Gimpelman
Mrs. Laurie Henneborn
Mrs. Barbara Fillios
Mr. Ralph Esposito

Mrs. Jessica Tymecki
Mrs. Susan LaBarbera

GUESTS
None

AGENDA
A. Roll Call
B. Approval of Minutes of Tuesday, October 27, 2020
C. Correspondence
D. Report of Director for November, 2020
E. Approval of Financial Reports for October, 2020
F. Approval of the Bill Payments of October 23 – November 6, 2020 & November 7 – November 24, 2020
G. Approval of the Bill Payments of October 23 – November 6, 2020 & November 7 – November 24, 2020 for the Renovation Account
H. Approval of Warrant for October, 2020
I. Report of Standing Committees
   a. Technology Committee
J. Report of Special Committees
K. Old Business
   a. COVID19
L. New Business
   a. Library Policies:
      1. Bylaws of the Board of Trustees
      2. Emergency Closing Policy
      3. Remote Work Policy
      4. Book Selection Policy
      5. Code Adam Policy
      6. Code of Conduct
   b. Janice Davis Design
M. Community Participation
DISCUSSION AND RECOMMENDATIONS

A. **Roll Call** - Roll Call was taken by Board President, Thomas Vaughn and the meeting was called to order at 7:00PM.

B. **Minutes of October 27, 2020** - The minutes of October 27, 2020 were approved in a motion made by Thomas Vaughn, seconded by Laurie Henneborn and unanimously approved.

C. **Correspondence** – The Children’s Librarians have received numerous emails from appreciative children who have participated in the on-line virtual programs.

D. **Report of the Director, November, 2020** – After a discussion about the various types of self-check kiosks offered by Bibliotheca, a motion was made to purchase the Self-Check 1000, as per the proposal, by Laurie Henneborn, seconded by Barbara Fillios and unanimously approved.

The Report of the Director for November, 2020 was approved in a motion made by Brandon Gimpelman, seconded by Thomas Vaughn and unanimously approved.

E. **Approval of Financial Reports for October, 2020** – The Financial Reports for October, 2020 were approved in a motion made by Laurie Henneborn, seconded by Barbara Fillios and unanimously approved.

F. **Approval of Bill Payments of October 23 – November 6, 2020 & November 7 – November 24, 2020** - The Bill Payments for 10/23/20 – 11/6/20 & 11/7/20 – 11/24/20 were approved in a motion made by Laurie Henneborn, seconded by Thomas Vaughn and unanimously approved.

G. **Approval of Bill Payments of October 23 – November 6, 2020 & November 7 – November 24, 2020 for the Renovation Account** – The Bill Payments for 10/6/20 – 11/6/20 & 11/7/20 – 11/24/20 for the Renovation Account were approved in a motion made by Laurie Henneborn, seconded by Brandon Gimpelman and unanimously approved.

H. **Approval of Warrant of October, 2020** - The Warrant of October, 2020 was approved in a motion made by Laurie Henneborn, seconded by Brandon Gimpelman and unanimously approved.

I. **Report of Standing Committees** –
   Technology Committee - No updates

A motion was made to establish the four following committees with chair persons by Thomas Vaughn, seconded by Ralph Esposito and unanimously approved:

1. Finance Committee – Ralph Esposito, Chairperson
2. Personnel Committee – Brandon Gimpelman, Chairperson
3. Building & Grounds Committee – Thomas Vaughn, Chairperson
4. Long-Range Planning Committee – Laurie Henneborn and Barbara Fillios, Co-chairs
J. **Report of Special Committees** – None

K. **Old Business** -
   a. **COVID19** – Restrictions for the Library as per the color codes of “yellow”, “orange”, or “red” were discussed.

L. **New Business** –
   a. **Library Policies:**
      1. **Bylaws of the Board of Trustees** – It was decided to table the Bylaws of the Board of Trustees to allow for amendments to be made.
      2. **Emergency Closing Policy** – The Emergency Closing Policy was adopted, as amended, in a motion made by Barbara Fillios, seconded by Laurie Henneborn and unanimously approved.
      3. **Remote Work Policy** – The Remote Work Policy was adopted in a motion made by Ralph Esposito, seconded by Thomas Vaughn and unanimously approved.
      4. **Book Selection Policy** – The Book Selection Policy was adopted in a motion made by Laurie Henneborn, seconded by Ralph Esposito and unanimously approved.
      5. **Code Adam Policy** – The Code Adam Policy was adopted in a motion made by Barbara Fillios, seconded by Ralph Esposito and unanimously approved.
      6. **Code of Conduct** – The Code of Conduct was adopted in a motion made by Barbara Fillios, seconded by Ralph Esposito and unanimously approved.
   
   b. **Janice Davis Design** - A Power Point presentation was viewed with the designs prepared by Janice Davis Designs for the Children’s and Young Adult Rooms. It was decided that the Library will ask for more examples.

M. **Community Participation** – None

The meeting was adjourned at 8:45 by Thomas Vaughn.

Respectfully submitted.
Susan LaBarbera

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