

BOARD MEETING MINUTES – MONDAY, APRIL 20, 2020
SOUTH HUNTINGTON PUBLIC LIBRARY
145 PIDGEON HILL ROAD
HUNTINGTON STATION, NY 11746

The regular meeting of the Board of Trustees of the South Huntington Public Library was held on Monday, April 20 at 7:00 p.m. via Zoom meeting.

PRESENT: Mrs. Pat Dillon, President
Mrs. Stella Fox, Vice-President
Mr. Stuart Horowitz, Financial Chairperson
Mrs. Eleanora Ferrante
Mrs. Eileen Sullivan

STAFF: Mrs. Janet Scherer, Director
Mr. Nick Tanzi, Assistant Director
Mrs. Erin McShane Hedger, Business Manager
Mrs. Doreen Kilkenny, Board Secretary

CALL TO ORDER: The meeting was called to order by the President at 7:04 p.m.

PLEDGE OF ALLEGIANCE: The President led everyone in the Pledge of Allegiance.

ADOPTION OF THE AGENDA: Motion by Mr. Horowitz, seconded by Mrs. Sullivan, and carried unanimously to accept the agenda as written, with the exception of tabling the Notary Policy and canceling the Executive Session scheduled.

DISPOSITION OF REGULAR MEETING MINUTES

MARCH 16, 2020: Motion by Mr. Horowitz, seconded by Mrs. Sullivan, and carried unanimously to accept the minutes of the regular meeting of March 16, 2020 electronically on March 24, 2020.

DISPOSITION OF SPECIAL MEETING MINUTES

MARCH 22, 2020: Motion by Mr. Horowitz, seconded by Mrs. Sullivan, and carried unanimously to accept the minutes of the special

meeting of March 22 2020 electronically on March 24, 2020.

FINANCIAL MATTERS: Mr. De Dora sent a letter stating that he compared all the warrants to the invoices and payroll register to verify amounts to be paid and counts of checks issued. He also reviewed the check signer log. He viewed and compared all petty cash disbursements with the receipts for expenditure, and reported that all was in order.

Motion by Mrs. Fox, seconded by Mr. Horowitz, and carried unanimously to authorize payment of Warrant #30 Fund L in the amount of \$0.00; Warrant #27 Fund L in the amount of \$11,639.91; Warrant #32 Fund L in the amount of \$75,749.34; Warrant #3/05 PR Fund L in the amount of \$110,997.78; Warrant #3/190 PR Fund L in the amount of \$110,084.55.

Motion by Mrs. Sullivan, seconded by Mrs. Fox, and carried unanimously to authorize payment of Warrant #18 Fund TA in the amount of \$42,896.13; Warrant #19 Fund TA in the amount of \$43,052.72.

Motion by Mr. Ferrante, seconded by Mrs. Sullivan, and carried unanimously to approve the American Express statement for March 2020 in the amount of \$556.20.

Motion by Mrs. Sullivan, seconded by Mrs. Fox, and carried unanimously to approve the Amazon/Synchrony Bank Monthly Statement for February 2020 in the amount of \$2,175.82.

FINANCIAL CHAIRPERSON'S REPORT:

Mr. Horowitz reported that he selected at random and reviewed original purchase orders, invoices, check requisitions, and copies of the following cancelled checks. He compared them to the original warrants, and found the vendors' names, check amounts, and endorsements to be in order.

DIRECTOR'S REPORT: Mrs. Scherer updated the Board on the Library's response to the coronavirus as it pertains to library services and personnel.

ADJOURNMENT: Motion by Mrs. Sullivan and seconded by Mr. Horowitz to adjourn the regular meeting at 8:23 p.m.


