

BOARD MEETING MINUTES - MONDAY, APRIL 17, 2023
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 17 at 7:00 p.m. in the Conference Room.

- PRESENT: Mrs. Eleanora Ferrante, President
Mrs. Eileen Sullivan, Vice President
Mrs. Stella Fox
Mrs. Pat Dillon, Financial Chairperson
Mr. Stuart Horowitz
- 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 7:01 p.m.
- PLEDGE OF ALLEGIANCE: The president led everyone in the Pledge of Allegiance.
- ADOPTION OF THE AGENDA: Motion by Mrs. Dillon, seconded by Mrs. Fox, and carried unanimously to accept the agenda as written.
- DISPOSITION OF MINUTES:
MARCH 20, 2023: Motion by Mrs. Sullivan, seconded by Mrs. Dillon, and carried unanimously to accept the minutes of the regular meeting of March 20, 2023.
- DISPOSITION OF MINUTES:
MARCH 27, 2023: Motion by Mrs. Sullivan, seconded by Mrs. Dillon, and carried unanimously to accept the minutes of the annual budget meeting of March 27, 2023.
- 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. The voided check log has been viewed and recorded. He also reviewed the check

signer log. He viewed and compared all petty cash disbursements with the receipts for expenditures, and reported that all was in order.

Motion by Mrs. Sullivan, seconded by Mr. Horowitz, and carried unanimously to authorize payment of Warrant #30 Fund L in the amount of \$13,058.22; Warrant #31 Fund L in the amount of \$180,652.39; Warrant #3/02 PR Fund L in the amount of \$114,282.10; Warrant #3/16 PR Fund L in the amount of \$115,479.29; Warrant #3/30 PR in the amount of \$115,169.02.

Motion by Mrs. Fox, seconded by Mrs. Dillon, and carried unanimously to authorize payment of Warrant #18 Fund TA in the amount of \$43,794.05; Warrant #19 Fund TA in the amount of \$39,804.59; Warrant #20 Fund TA in the amount of \$44,855.73.

Motion by Mr. Horowitz, seconded by Mrs. Dillon, and carried unanimously to authorize payment of Warrant #5 Fund H in the amount of \$2,021.88.

Motion by Mrs. Sullivan, seconded by Mrs. Fox and carried unanimously to approve the American Express statement for March in the amount of \$5,623.08.

Motion by Mrs. Sullivan, seconded by Mrs. Fox, and carried unanimously to approve the Amazon Capital Services Monthly Statement for February 20, 2023 through March 19, 2023 in the amount of \$3,263.63.

PERSONNEL ACTIONS: Motion by Mr. Horowitz, seconded by Mrs. Sullivan, and carried unanimously to approve the personnel report.

COMMUNICATIONS: The board acknowledged the SCLS minutes, letter from Councilwoman Cergol and thank you letter to Eileen Sullivan.

DIRECTOR'S REPORT: Mrs. Scherer reported on the following:

- I am happy to report that our 2023-2024 budget passed 190-32. Congratulations to Pat Dillon, who was re-elected to a five-year term. Voter turnout was low across the zone, but to date, all budgets across Suffolk County have passed.
- The Trex Challenge has been extremely popular with both patrons and staff. To date, we have collected 94.52 lbs. of the 500 needed to earn a bench.

- SCLS received additional funds for last year's construction grant program and are increasing South Huntington's award by \$10,000 for a new total of \$210,000.00. However, until the State officially approves everything, and we hear from them, we need to hold off on any public announcements.

ASSISTANT
DIRECTOR'S
REPORT:

Mr. Tanzi reported on the following:

- We are in the process of creating a "Library of Things," essentially a more formal collection of gadgets and equipment available to be borrowed. This collection will combine established items (such as our laptops and mobile hotspots) with new offerings, including blood pressure monitors and digitization equipment. We are working with our web developer on a web-presence for the collection that showcases each item, links to pertinent information (such as the instruction manual), and defines the lending rules, including a user agreement (if necessary) .
- Earlier this month, the library pushed through a major calendar software update. To ensure minimal downtime, we scheduled the update on a Saturday night into Sunday morning. We also chose a week where there were no upcoming paid programs. I am happy to say that the update was completed without major incident, and we are good to go!
- On Wednesday, March 22nd, we held the second and final session of our school professional development workshop. The more hands-on approach we utilized was very well-received by both the school district and the staff conducting the workshop. We ended the day with a series of coding, robotics, and augmented reality stations meant to mirror the activities we engage in during class visits. Given the excellent feedback, I expect us to continue these workshops using this new model.

BUILDING & GROUNDS
REPORT:

The board thanked Ray Capone for his report.

WINTER SERIES 2023
REPORT:

The board thanked Catherine Schmoller for her report.

NEW BUSINESS –
PERSONNEL POLICY
MANUAL AND
SALARIES 2023-2024:

Motion by Mrs. Dillon, seconded by Mrs. Sullivan, and carried unanimously that the board of trustees approves the proposed 2023-2024 Salary Schedules and individual staff salaries as presented.

Motion by Mrs. Dillon, seconded by Mrs. Sullivan, and carried unanimously that the board of trustees approves the proposed changes to the current Personnel Policy Manual for the 2023-2024 fiscal year.

NEW BUSINESS –
OBSOLETE
EQUIPMENT:

Motion by Mrs. Dillon, seconded by Mrs. Fox and carried unanimously that the board of trustees authorizes staff to discard obsolete equipment in accordance with library policy and best practice.

NEW BUSINESS –
ALA ANNUAL
CONFERENCE:

Motion by Mr. Horowitz, seconded by Mrs. Dillon and carried unanimously that the board of trustees authorizes four staff members to attend the 2023 ALA Annual Conference in Chicago, IL at a cost not to exceed \$10,860.00 If there is interest, sufficient funds are available in the Board Continuing Education code to send trustees to the conference.

NEW BUSINESS –
LIBRARY SECURITY

The board carried out a discussion regarding library security.

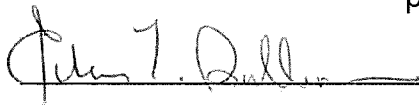
EXECUTIVE SESSION:

Motion by Mr. Horowitz, seconded by Mrs. Fox to go into executive session at 8:12 p.m. to discuss a legal issue.


Motion by Mr. Horowitz, seconded by Mrs. Fox to come out of executive session at 8:25 p.m.

ADJOURNMENT:

Motion by Mr. Horowitz to adjourn the regular meeting at 8:26 p.m.



Respectfully submitted by,



Doreen Kilkenny, Board Secretary

Acknowledged by:

Eileen Sullivan, Vice President