

BOARD MEETING MINUTES – DECEMBER 17, 2018
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, December 17 at 7 p.m. in the Conference Room.

PRESENT: Mrs. Eileen Sullivan, President
Mrs. Kathleen Rea, Vice President
Mrs. Pat Dillon, Financial Chairperson
Mrs. Stella Fox
Mr. Stuart Horowitz

STAFF: Mrs. Janet Scherer, Director
Mr. Nick Tanzi, Assistant Director
Mrs. Cathy Trotter, Board Secretary

CALL TO ORDER: The meeting was called to order by the President at 7:00 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. Rea, and carried unanimously to accept the agenda with the addition of two Board Resolutions in New Business.

DISPOSITION OF MINUTES:

NOVEMBER 19, 2018: Motion by Mr. Horowitz, seconded by Mrs. Fox, and carried unanimously to accept the minutes of the regular meeting of November 19, 2018, as written.

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 recorded all voided checks, and compared all petty cash disbursements with the receipts for expenditure, and reported that all was in order.

Motion by Mrs. Dillon, seconded by Mrs. Fox, and carried unanimously to authorize payment of Warrant #14 Fund L in the amount of \$11,677.47; Warrant #16 Fund L in the amount of 162,745.79; Warrant #11/01 PR Fund L in the amount of 104,861.89; Warrant #11/15 PR Fund L in the amount of

\$107,671.37; Warrant #11/29 Fund L in the amount of \$105,071.74.

Motion by Mrs. Dillon, seconded by Mr. Horowitz, and carried unanimously to authorize payment of Warrant #9 Fund TA in the amount of \$39,958.30; Warrant #10 Fund TA in the amount of \$38,535.55; Warrant #11 Fund TA in the amount of \$40,052.55.

Motion by Mr. Horowitz, seconded by Mrs. Rea, and carried unanimously to authorize payment of Warrant #5 Fund H in the amount of \$160.44.

Motion by Mr. Horowitz, seconded by Mrs. Rea, and carried unanimously to approve the American Express statement for November in the amount of \$1,368.66.

Motion by Mr. Horowitz, seconded by Mrs. Rea, and carried unanimously to approve the Amazon/Synchrony Bank Monthly Statement for September in the amount of \$6,261.04.

FINANCIAL CHAIRPERSON'S

REPORT:

Mrs. Dillon reported that she selected at random and reviewed copies of the following cancelled checks, compared them to the original warrants, and found the vendor's name, check amount and endorsements to be in order.

Check #	Date	Amount	Vendor
53083	09/17/2018	\$ 250.00	Baking Coach Inc., The
53156	09/17/2018	\$ 250.00	The Grindouse Radio
53178	10/15/2018	\$ 250.00	Baking Coach Inc., The
53188	10/15/2018	\$ 219.00	Cardiac Life
53200	10/15/2018	\$1,260.00	Edmer Sanitary Supply
53201	10/15/2018	\$4,665.55	Elm USA
53210	10/15/2018	\$5,201.00	Hampton Jitney
53225	10/15/2018	\$ 885.00	LILRC
53241	10/15/2018	\$ 23.90	Personnel Concepts
53249	10/15/2018	\$ 515.60	Recorded Books, Inc.
53259	10/15/2018	\$ 300.00	Square Peg Square Hole Coaching
53265	10/15/2018	\$ 34.75	Unique Management

The following check that was outstanding last month also cleared.

Check #	Date	Amount	Vendor
53218	10/15/2018	\$ 300.00	Island Wide Entertainment

PERSONNEL ACTIONS: Motion by Mrs. Dillon seconded by Mrs. Rea, and carried unanimously to approve the following personnel change:

Resignation:

Name	Title	Hrs./Wk	Salary	Step	Effect. Date
Nicole Gallo	Librarian I – Youth Svs.	5.75	\$30.25/hr.	1	3/12/19

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

- On November 30, the Library experienced an attack on its network that resulted in the encryption of several computers. To prevent further damage and preserve evidence for law enforcement, we powered down our IT infrastructure, including our website, internet, wireless service and staff and public computers. The incident was reported to law enforcement, which is currently investigating. As of December 12, WiFi has been restored and our website is back online. Staff and public computers will be next. Payroll was processed without incident. There has been no evidence of a breach of public or staff’s personal data.
- Our landscaping company has recently installed four raised gardening beds just beyond the Elsie Coulter Reading Terrace. The cost for the beds with installation (\$1,975) has been discussed with the Friends of the Library and they have expressed interest in donating these gardens, evidence of the valued partners our Friends are. The garden will not only provide interested staff with the ability to plant and harvest as well as provide unlimited programming opportunities for adults and youth.

ASSISTANT DIRECTOR’S REPORT:

Mr. Tanzi reported on the following:

- The Emergency Notification System through the DialMyCalls software has been tested, reviewed, and revised for staff notification of emergency situations. This information will be forwarded to the Business Office to maintain.
- The Rave Panic Button, meant to notify staff and first responders in the event of a fire, active shooter, or other emergency is now being set up. I have also collected floor plans and uploaded them to the system to aid first responders who may enter our facility.
- After speaking with an account representative for KnowBe4, I have set up a trial sexual harassment prevention training

module to allow us to preview the enrollment process. Once we're familiar with the notification system and enrollment process, we will establish a completion date for staff and deliver the curriculum via email.

WEBSITE CONTRACT: Motion by Mr. Horowitz, seconded by Mrs. Dillon, and carried unanimously to authorize Library Market to redesign the South Huntington Public Library's website for a total cost of \$36,975, with 50% due at signing and the remaining 50% due upon completion.

**NEW BUSINESS:
SHPL PROPOSED 2019-
2020 BUDGET 1ST DRAFT
FOR DISCUSSION:**

The preliminary draft budget begins our discussion with a proposed 1.87% increase in the tax appropriation for the 2019-2020 fiscal year. This will undoubtedly change as our appropriation status for the current year progresses and more information becomes available.

**OTHER:
BOARD RESOLUTION
FOR THE ADMINISTRATION
AND STAFF OF THE
SHPL:**

Motion by Mr. Horowitz, seconded by Mrs. Dillon, and carried unanimously to resolve the following:

1. Resolved: The Board of Trustees offers its gratitude to the administration and staff of the South Huntington Public Library for their professional actions and attitude during the recent computer shutdown. Their commitment to their service to the public as well as their willingness to adjust to the rapidly changing demands of the situation clearly demonstrate why South Huntington Public Library continues to be a respected and remarkable institution.
2. Resolved: The Board of Trustees of the South Huntington Public Library commends Scott Kalogris and David Smisek, firstly for preventing damage to the library's computer systems, and secondly for their dedication to safely, securely, and speedily bring these systems back online. Their quick, decisive initial actions protected our patrons' records and maintained our financial integrity. The meticulous time and effort they brought to the computer

restart insured the least possible interruption in services to the public.

EXECUTIVE SESSION: Motion by Mr. Horowitz to go into Executive Session at 8:40 p.m.

Motion by Mr. Horowitz, seconded by Mrs. Fox to come out of Executive Session at 8:47.

RETIREMENT INCENTIVE PROGRAM FOR FISCAL YEAR 2018-2019:

Motion by Mr. Horowitz, seconded by Mrs. Fox, and carried unanimously to authorize the South Huntington Public Library Retirement Incentive Program for Fiscal Year 2018-2019 as written below:

Description

Eligible staff members would receive a lump sum payment of 1% of their salary times their step on the salary schedule. For example, a staff member on step 20 would receive a lump sum payment at retirement equal to 20% of the salary they are earning on the 18-19 salary schedule. Staff members who are on step 30 would receive a 30% lump sum payment. The cap on the bonus would be 30% of the 18-19 salary that the staff member is earning on the 18-19 salary schedule. This payment is in addition to accrued vacation and sick leave payments. The total final payment can be deposited into your 403(b) up to the maximum allowed per year.

Eligibility

Eligible staff must work full time, be at least 55 years of age and have a minimum of 10 years of credited service with the New York State Retirement System. Employees must notify the library by February 8, 2019 of their request to retire. The actual date of retirement must take place no later than June 30, 2019. The library reserves the right to limit the award to two individuals per department based on seniority.

ADJOURNMENT: Motion by Mrs. Dillon to adjourn the regular meeting at 8:48 p.m.