

BOARD MEETING MINUTES - MONDAY, JULY 16, 2018
SOUTH HUNTINGTON PUBLIC LIBRARY
145 PIDGEON HILL ROAD
HUNTINGTON STATION, NY 11746

The organizational and regular meeting of the Board of Trustees of the South Huntington Public Library was held on Monday, July 16 at 7 p.m. in the Conference Room.

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

STAFF: Mrs. Janet Scherer, Director
Mrs. Erin McShane Hedger, Business Manager
Mrs. Cathy Trotter, Board Secretary

CALL TO ORDER: The meeting was called to order by the President at 7:08 p.m.

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

OATH OF OFFICE: Mrs. Dillon read the Oath of Office for a five-year term as Library Trustee (2018-2023); Mrs. Scherer read the Oath of Office as the newly appointed Director. Mrs. McShane Hedger notarized both Oath of Office letters.

ELECTION OF OFFICERS: Motion by Mrs. Fox, seconded by Mrs. Dillon, and carried unanimously to accept the following slate of officers for fiscal year 2018-2019:

President – Eileen Sullivan
Vice President – Kathleen Rea
Financial Chairperson – Patricia Dillon

ADOPTION OF THE AGENDA: Motion by Mrs. Fox, seconded by Mrs. Dillon, and carried unanimously to accept the agenda as written.

APPOINTMENTS, AUTHORIZATIONS & DESIGNATIONS: Motion by Mrs. Fox, seconded by Mrs. Dillon, and carried unanimously to approve the following appointments, authorizations and designations:

- A. That Hamburger, Maxson, Yaffe, Knauer & McNally, LLP, be retained at a blended hourly rate of \$245 for legal matters that may come up during the contract period of July 1, 2018 to June 30, 2019, as outlined in the letter of agreement dated July 3, 2018. (attached)
- B. That Robert A. Johnson, CPA, P.C., be appointed auditor for the South Huntington Public Library for fiscal year 2018-2019 at a stipend of \$9,250 as per letter dated June 30, 2018. (attached)
- C. That Philip De Dora, in accordance with the agreement dated July 16, 2018, be appointed Treasurer of the South Huntington Public Library for fiscal year 2018-2019 at an annual compensation of \$4,200. (attached)
- D. That Joseph P. Price Agency Inc. be appointed insurance broker-of-record for the South Huntington Public Library for fiscal year 2018-2019.
- E. That The Long-Islander be designated newspaper-of-record for the South Huntington Public Library for fiscal year 2018-2019.
- F. That the Board of Trustees' regular monthly meeting be held on the third Monday of each month, in the Board Conference Room of the South Huntington Public Library at 7 p.m., for fiscal year 2018-2019 as listed below unless otherwise noted:

Meeting Date	Meeting Exception
August 20, 2018	5:30 p.m.
September 17, 2018	
October 15, 2018	
November 19, 2018	
December 17, 2018	
January 21, 2019	On Martin Luther King Jr. Day
February 19, 2019	Tuesday after President's Day
March 18, 2019	
March 25, 2019	Annual Meeting (public budget presentation)
April 15, 2019	
May 20, 2019	
June 17, 2019	
July 15, 2019	Regular and Organizational Meeting
August 19, 2019	At 5:30 p.m.

G. That the Board of Trustees designates Tuesday, April 2, 2019 as the South Huntington Public Library 2019-20 Budget Vote and Trustee Election (to elect one board member to a 5-year term) between the hours of 3 and 9 p.m.

H. That a petty cash fund in the amount of \$250 and the set up of cash bags of \$460 be authorized for the South Huntington Public Library for fiscal year 2018-2019.

I. That the Investment Policy with bank accounts, as detailed below, be authorized for fiscal year 2018-2019:

Valley National Bank	- General Fund Checking Acct - #0817005980
Valley National Bank	- Director's Account - #0827000201
Valley National Bank	- Trust & Agency Account - #0817006101
Valley National Bank	- Payroll Account - #0817006222
Valley National Bank	- Gen. Fund Money Mkt. Acct - #0817003824
Valley National Bank	- Reserve Fund Money Mkt Acct - #827000223
Valley National Bank	- Reserve Fund Checking Account - #41660404
Empire National Bank	- General Fund #9010013728
Empire National Bank	- Reserve Fund - #9010013719
Empire National Bank	- Reserve for Bond Indebtedness – #9010013737

J. That the South Huntington Public Library Procurement Guidelines Policy adopted January 20, 2015 be authorized for fiscal year 2018-2019.

K. That the South Huntington Public Library Collateral Agreement with Valley National Bank dated September 9, 2016, and Empire National Bank dated July 11, 2017 be authorized for fiscal year 2017-2018.

L. That the Board of Trustees authorizes, in accordance with NYS Education Law, Section 1724, the payment in advance of audit of claims for public utility services, postage, freight and express charges. All such claims shall be presented at the next regular meeting for audit. As used in this subdivision, the term public utility services shall mean electric, gas, water, sewer and telephone services.

M. That the Board designates Mrs. Deborah Katz as the Art Curator from July 1, 2018 through June 30, 2019. Mrs. Katz is to be compensated at a fee of \$540 per exhibit. It is anticipated that 9 art shows including 1 sculpture show will be scheduled in 2018-2019.

- N. That the Board of Trustees designates Margaretha Maimone as the Music Coordinator from July 1, 2018 through June 30, 2019 at a stipend of \$2,800 per year.

DISPOSITION OF MINUTES:

JUNE 18, 2018: Motion by Mrs. Rea, seconded by Mrs. Fox, and carried unanimously to accept the minutes of the regular meeting of June 18, 2018.

DISPOSITION OF SPECIAL

MINUTES JULY 3, 2018: Motion by Mrs. Fox, seconded by Mrs. Rea, and carried unanimously to accept the minutes of the special meeting of July 3, 2018.

FINANCIAL MATTERS

2017-2018:

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. Rea, seconded by Mrs. Fox, and carried unanimously to authorize payment of Warrant #37 Fund L in the amount of \$11,230.94; Warrant #40 Fund L in the amount of \$79,820.93; Warrant #6/14 PR Fund L in the amount of 99,783.54; Warrant #6/28 PR Fund L in the amount of \$110,205.53.

Motion by Mrs. Dillon, seconded by Mrs. Rea, and carried unanimously to authorize payment of Warrant #25 Fund TA in the amount of \$40,471.71; Warrant #26 Fund TA in the amount of \$43,526.07.

Motion by Mrs. Fox, seconded by Mrs. Dillon, and carried unanimously to authorize payment of Warrant #9 Fund H in the amount of \$198,914.69.

Motion by Mrs. Dillon, seconded by Mrs. Fox, and carried unanimously to approve the American Express statement for June in the amount of \$1,195.94.

Motion by Mrs. Fox, seconded by Mrs. Rea, and carried unanimously to approve the Amazon/Synchrony Bank Monthly Statement for June in the amount of \$1,588.78.

Motion by Mrs. Dillon, seconded by Mrs. Rea, and carried unanimously to approve the Director's Account for June in the amount of \$40.00.

FINANCIAL CHAIRPERSON'S REPORT:

Mrs. Rea 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
52664	5/21/2018	\$ 551.21	Blackstone Publishing
52675	5/21/2018	\$ 114.34	County Line Hardware
52686	5/21/2018	\$ 75.00	Husar, Linda
52697	5/21/2018	\$ 382.30	Konica Minolta Business Solutions
52708	5/21/2018	\$ 1,020.99	Midwest Tape
52719	5/21/2018	\$ 1,063.25	Midwest Tape
52730	5/21/2018	\$ 1,020.00	Nu-Vision Technologies LLC
52741	5/21/2018	\$ 29.47	Regent Book Company
52752	5/21/2018	\$ 241.95	Suffolk County Board of Elections
52757	5/21/2018	\$ 76.45	Unique Management Services

The following check from last month has cleared since the above report was submitted.;

Check #	Date	Amount	Vendor
52758	5/21/2018	\$175.00.00	Vail, Amy

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

Temporary Appointments

Name	Title	Hrs./Wk	Salary	Step	Effect. Date
Catherine Natale	Temp. Summer Page	35	\$11.00/hr.	1	6/16/2018
Rachel Vaughan	Temp. Summer Page	35	\$11.00/hr.	1	6/16/2018
Grace Hanrahan	Temp. Summer Page	12	\$11.00/hr.	1	6/19/2018
Ethan Leicht	Summer Intern	12	N/A	N/A	7/2/18

BUDGET TRANSFERS: Motion by Mrs. Rea, seconded by Mrs. Fox, and carried unanimously to authorize the budget transfers below.

Transfer from:			Transfer to:	
ACCOUNT	DESCRIPTION	AMOUNT	ACCOUNT	DESCRIPTION
L7410.143-01	Salaries-Sunday-Prof.	\$ 12,073.03	L7410.141-01	Salaries-Prof. FT
L7410.142-06	Salaries-Saturday Evening	\$ 3,742.11	L7410.141-01	" "
L7410.142-03	Salaries-Page	\$ 1,487.30	L7410.141-01	" "
L7410.143-02	Salaries-Sunday-Clerical	\$ 13,954.64	L7410.141-01-P	Salries-Prof. PT
L7410.142-02	Salaries-Clerical FT	\$ 1,977.60	"	" "
L7410.142-04	Salaries-Custodial FT	\$ 2,211.95	"	" "
L7410.142-04-P	Salaries-Custodial PT	\$ 3,33.603	L7410.142-02-P	Salaries-Clerical PT
L7410.143-04	Salaries-Sunday-Custodial	\$ 511.26	L7410.142-02-P	" "
L7410.143-03	Salaries-Sunday-Page	\$ 292.85	L7410.143-05	Temporary Summer Help
L7420.415-11	Computer Software-Circ.-Adults	\$ 1,526.11	L7420.429	Computer Software-Non-Cir.
L7430.430-22	Supplies-Library	\$ 1,216.13	L7430.430-21	Supplies-Office
L7430.435-32	Continuing Ed/Mileage Reimb/BOA	\$ 1,409.65	L7430.435-31	Continuing Ed/Mileage Reim/Staff
L7430.435-33	Library Vehicle	\$ 457.41	"	" "
L7430.434	Publicity-Printing/Newsletter	\$ 330.50	L7430.438	Membership Dues
L7430.439-51	Office Equipment-Copier Rental	\$ 296.98	L7430.439-52	Office Equipment-Service C
L7430.441	Cost of Vote	\$ 53.53	L7430.440	Misc. Expenses
L7430.442-12	Community Activities-Child. Pro	\$ 315.88	L7430.442-12-F	Commun. Act.-Y.S. Fam. Pg
L7430.442-11	Community Activities-Adult Pro.	\$ 339.84	L7430.442-15	Credit Merchant Fees
L7440.450-61	Utilities – Electric	\$ 3,720.64	L7440.450-63	Utilities-Gas
L9000.906-0	Health Insurance	\$ 2,726.40	L9000.906-1	Medicare Reimbursement

FINANCIAL MATTERS

2018-2019:

Motion by Mrs. Fox, seconded by Mrs. Dillon, and carried unanimously to authorize payment of Warrant #2 Fund L in the amount of \$85,228.15.

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

- Traditional circulation for June 2018 has increased 1.23% compared to June of 2017. Other circulation (in-house computer use, wireless laptop-use and wireless network use) showed a decrease of 20.29% for the month when compared to June of 2017. Total circulation for the month decreased by 4.32% compared to last year. Year-to-date circulation was 2.16% less than for the same period last year. These stats also reflect the closing of the Adult Reference Department from May 29 through June 15.
- The outdoor shed was delivered and assembled on June 21 and is already being put to good use with the extra carpeting.
- The original contract for carpeting, approved by the Board in February, in the amount of \$163,000.00, included an alternate contract to carpet the Circulation Area, Circulation Office and the Media Room at a cost of \$20,500. The carpet overage after

installing the Adult Reference is enough to carpet the Circulation Desk Area and Media Room for \$6,308. This represents a significant savings to the Library. This work is scheduled to be done on July 24 and July 25, with minimal disruption to Library service.

- The Yough Adult Department will once again be offering an opportunity for our teen thespians to take part in a musical performance. Junie B. Jones, The Musical will make its debut this fall. Joe Marshall and Lauren Rankel, our adult volunteers, will be back to supervise and direct.
- The library is bustling with activity this summer and registrations for our Summer Reading Clubs are doing well. The Children's count as of July 10 is 715; Young Adult is 151 and Adult is 147. The patrons seem to like the "Libraries Rock" theme.
- Our School-Library Partnership is active with the school district's Literacy and JumpStart programs bringing over 200 elementary age students to tour the library, take out books, work on planned activities and receive library cards. New this summer is a group of students attending a high school summer program for Spanish speaking students.
- The next bus trip to see the Broadway play, Come from Away, along with dinner at Hurley's restaurant downtown, was sold out by 4 p.m. on the first day of registration.
- The Friends will be sponsoring the Fourth Annual Art & Craft Fair on Saturday, Sept. 22, from 10-3 p.m. There will be handmade crafts, jewelry, and art. New this year is a call for vendors selling farmer's market items and flea market finds. With this addition, we hope to attract vendors that are more diverse in nature. The fair will also feature music, as well as a petting zoo, balloon twisters and a food truck; all activities that have been a huge success at past fairs.
- Upcoming meetings include:
 - Suffolk County Legislative Breakfast – Fri., Sept. 14
 - LILRC Annual Conference – Thurs., Oct. 25 & Fri., Oct. 26
 - NYLA Annual Conference – Rochester, NY – Nov. 7-10

BUILDING REPORT: The Board thanked Ray Capone for his monthly report.

**ADULT LIBRARY
INTERIOR RENOVATIONS
REPORT:**

Mr. Latini submitted the Adult Library Interior Renovations report as of July 11, 2018. The construction was substantially complete on July 2, and the IT staff installed computers, printers and scanner on July 3 and 5. The balance of the audiovisual equipment is being completed as this report was

being typed. We are just about ready for a soft opening and there are a few programs scheduled for the room in July and August. Most items on the punch list will be corrected without disrupting library service. However, the millwork contractor has a rather long punch list that may require completely replacing some of the custom furniture. Thus far, not a single payment has been issued to the Millwork company.

**NEW YORK LIBRARY
ASSOCIATION ANNUAL
CONFERENCE:**

Motion by Mrs. Fox, seconded by Mrs. Rea, and carried unanimously to authorize three staff members to attend the 2018 NYLA Conference at a cost not to exceed \$4,304.00. If there is interest, sufficient funds are available in the Board Continuing Education code to send a Trustee to the conference.

**ALSC NATIONAL
INSTITUTE:**

Motion by Mrs. Rea, seconded by Mrs. Fox, and carried unanimously to authorize one staff member to attend the 2018 ALSC (Association for Library Services to Children) National Institute at a cost not to exceed \$2,955.00.

**MEMORANDUM OF
UNDERSTANDING WITH
THE LONG ISLAND SCHOOL
FOR THE GIFTED:**

Motion by Mrs. Rea, seconded by Mrs. Dillon, and carried unanimously to authorize the Director to execute a Memorandum of Understanding between the South Huntington Public Library and the Long Island School for the Gifted giving consent for the South Huntington Public Library to act as a reunification site for the Long Island School for the Gifted in case of an emergency.

EXECUTIVE SESSION:

Motion by Mrs. Fox, seconded by Mrs. Rea to go into Executive Session at 7:48 p.m. to discuss legal and personnel matters.

Motion by Mrs. Dillon, seconded by Mrs. Fox to come out of Executive Session at 8:17 p.m.

ADJOURNMENT:

Motion by Mrs. Dillon to adjourn the regular meeting at 8:10 p.m.