

BOARD MEETING MINUTES – TUESDAY, JUNE 20, 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 Tuesday, June 20 at 7:00 p.m. in the Conference Room.

- PRESENT:** Mrs. Eleanora Ferrante, President  
Mrs. Stella Fox  
Mrs. Pat Dillon, Financial Chairperson
- EXCUSED:** Mrs. Eileen Sullivan, Vice President  
Mr. Stuart Horowitz
- STAFF:** Mrs. Janet Scherer, Director  
Mr. Nick Tanzi, Assistant Director  
Mrs. Erin McShane Hedger, Business Manager  
Mrs. Doreen Kilkenny, Board Secretary  
Ms. Georgina Rivas-Martinez
- 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 Mrs. Dillon, seconded by Mrs. Fox, and carried unanimously to accept the agenda with the following ammendment:
- Under New Business add #5 – Parking Lot Maintenance
- DISPOSITION OF MINUTES:**  
**MAY 15, 2023:** Motion by Mrs. Dillon, seconded by Mrs. Sullivan, and carried unanimously to accept the minutes of the regular meeting of May 15, 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 checks 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. Fox, seconded by Mrs. Dillon, and carried unanimously to authorize payment of Warrant #35 Fund L in the amount of \$7,160.71; Warrant #37 Fund L in the amount of \$145,313.88; Warrant #5/11 PR Fund L in the amount of \$114,586.68; Warrant #5/25 PR Fund L in the amount of \$116,121.06.

Motion by Mrs. Dillon, seconded by Mrs. Fox, and carried unanimously to authorize payment of Warrant #23 Fund TA in the amount of \$41,727.27; Warrant #24 Fund TA in the amount of \$46,440.43.

Motion by Mrs. Dillon, seconded by Mrs. Fox, and carried unanimously to authorize payment of Warrant #7 Fund H in the amount of \$2,042.91.

Motion by Mrs. Dillon, seconded by Mrs. Fox and carried unanimously to approve the American Express statement for May in the amount of \$4,159.82.

Motion by Mrs. Fox, seconded by Mrs. Dillon, and carried unanimously to approve the Amazon Capital Services Monthly Statement for April 20, 2023 through May 19, 2023 in the amount of \$2,696.75.

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

COMMUNICATIONS: The board acknowledged the SCLS minutes, letter to Assemblyman Steve Stern, Letter to Senator Mario R. Mattera, thank you letter from Kathy Williams-Ging, and all of the staff Long Island Library Conference thank you letters.

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

- Each summer if funds allow, we contract to have the building power washed. The following quotes were obtained:

Dr. Drizzle	\$3,336.00
Exoclean Pressure	\$3,750.00
Super Clean Machine Power	\$4,275.00

Dr. Drizzle has performed this job in the past with good

results and submitted the lowest quote. We hope to have this completed by the end of June.

- The windows in the building need cleaning. We obtained the following quotes:

Summit Facility Solutions	\$3,060.00
Skylight Precision Company	\$3,000.00
Hewlett Window Cleaning Co.	\$3,300.00

Summit Precision Company will complete this work due to sub-par insurance coverage from Skylight Precision Company. The schedule for this work is still to be determined.

**ASSISTANT  
DIRECTOR'S  
REPORT:**

Mr. Tanzi reported on the following:

- As we've discussed in the past, the Suffolk Cooperative Library System has partnered with the American Heart Association to provide blood pressure monitors to the public. I recently met with Roger Reyes and Valerie Lewis to discuss our library's participation in this program. After completing an orientation, we received fifteen monitors; the majority are standard-size cuffs, while we have some with smaller and larger cuff sizes. Additionally, there is an accessible option which provides spoken instruction in English and Spanish. While the devices are catalogued for a 28-day loan period, they will also be accompanied by a health packet containing referral information and a blood pressure log for patrons to keep.

At present, our staff is cataloging a number of devices for an initial collection. Additionally, we are digitizing the instruction manuals and adding full descriptions to our website as part of the soon-to-be-unveiled Library of Things. We intend to make two devices available for staff use within the break room, while surplus equipment will be stored until it is needed.

**BUILDING & GROUNDS  
REPORT:**

The board thanked Ray Capone for his report.

**LONG ISLAND LIBRARY  
CONFERENCE**

**REPORTS:**

The board thanked Lisa Esposito, Kath Gieraltowski, Jen O'Connor, Jen Conlon, Michael Bartolomeo, Martha Kahn, Sally Nikolis, Georgina Rivas-Martinez, Beth Pereira and Elizabeth Klein for their reports.

**WOW TEAM**

**PRESENTATION:**

The board thanked Georgina Rivas-Martinez for her presentation.

**OLD BUSINESS –  
LIBRARY SECURITY:**

Motion by Mrs. Dillon, seconded by Mrs. Fox and carried unanimously that the board of trustees table discussion until the July 17<sup>th</sup> meeting.

**OLD BUSINESS –  
EV CHARGING  
STATIONS:**

Motion by Mrs. Dillon, seconded by Mrs. Fox and carried unanimously that the board of trustees authorizes the library director to retain the services of John Tanzi Architects to perform the required architectural services in connection with the purchase and installation of two Electric Vehicle (EV) Charging Stations at a cost of \$5,000.00 with an additional cost of \$2,800.00 to file all necessary documents for a SAM grant on behalf of the library.

**NEW BUSINESS –  
FURNITURE  
PURCHASE:**

Motion by Mrs. Fox, seconded by Mrs. Dillon and carried unanimously that the board of trustees approves an expenditure of \$18,803.24 to be paid to Creative Library Concepts for the purchase, delivery, and installation of four custom reading tables on New York State Contract #PC69555.

**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 –  
NEWLY ELECTED  
OATH OF OFFICE:**

Mrs. Pat Dillon read the Oath of Office for a five-year term as Library Trustee (2023-2028). Mrs. McShane Hedger notarized the Oath of Office letter.

NEW BUSINESS –  
PROPOSED 2023-2024  
BOARD OFFICERS

AND MEETING DATES: The board discussed proposed meeting dates for the fiscal year 2023-2024.

NEW BUSINESS –  
PARKING LOT  
MAINTENANCE:

Motion by Mrs. Dillon, seconded by Mrs. Fox and carried unanimously that the board of trustees authorizes an expenditure of \$10,575.00 to be paid to A & L Blacktop Sealcoating for labor and materials to repair, seal coat and stripe the library parking lot pending insurance approval.

EXECUTIVE SESSION: Motion by Mrs. Fox, seconded by Mrs. Dillon to go into executive session at 7:52 p.m. to discuss a legal matter.

Motion by Mrs. Dillon, seconded by Mrs. Fox to come out of executive session at 7:55 p.m.

ADJOURNMENT: Motion by Mrs. Fox to adjourn the regular meeting at 7:57 p.m.

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Respectfully submitted by,



Doreen Kilkenney, Board Secretary

Acknowledged by:

Eileen Sullivan, Vice President