

BOARD MEETING MINUTES – MONDAY, JUNE 21, 2021
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, June 21 at 7:00 p.m. via Zoom conference.

- PRESENT:** Mrs. Stella Fox, President
Mr. Stuart Horowitz, Vice President
Mrs. Eleanora Ferrante, Financial Chairperson
Mrs. Pat Dillon
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 7:02 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. Ferrante, and carried unanimously to accept the agenda as written.
- DISPOSITION OF REGULAR MEETING MINUTES MAY 17, 2021:** Motion by Mrs. Sullivan, seconded by Mrs. Dillon, and carried unanimously to accept the minutes of the regular meeting of May 17, 2021.
- 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 have been viewed and recorded. 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 Mr. Horowitz, seconded by Mrs. Dillon, and carried unanimously to authorize payment of Warrant #34 Fund L in the amount of \$8,874.41; Warrant #36 Fund L in the amount of \$0.00; Warrant #35 Fund L in the amount of \$201,819.16; Warrant #5/13 PR Fund L in the amount of \$105,314.61; Warrant #5/27 PR Fund L in the amount of \$104,249.44.

Motion by Mrs. Sullivan, seconded by Mrs. Ferrante, and carried unanimously to authorize payment of Warrant #23 Fund TA in the amount of \$41,378.24; Warrant #24 Fund TA in the amount of \$40,643.24.

Motion by Mrs. Sullivan, seconded by Mrs. Dillon, and carried unanimously to approve the American Express statement for May 2021 in the amount of \$1,795.52.

Motion by Mrs. Sullivan, seconded by Mrs. Dillon, and carried unanimously to approve the Amazon/Synchrony Bank Monthly Statement for April 2021 in the amount of \$3,434.19.

FINANCIAL CHAIRPERSON'S REPORT:

Mrs. Ferrante reported that she selected at random and reviewed original purchase orders, invoices, check requisitions, and copies of selected cancelled checks. She compared them to the original warrants, and found the vendors' names, check amounts, and endorsements to be in order.

PERSONNEL REPORT: Motion by Mrs. Ferrante, seconded by Mrs. Sullivan, and carried unanimously to approve the personnel report.

COMMUNICATIONS: The Board recognizes recent communications from SCLS.

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

- I am pleased to report that our Learning Garden is once again poised to produce a wonderful harvest of vegetables this year. Thank you to Ray and Jose for preparing and planting the beds.
- Our Adult Reference librarians along with Children's and YA have been busy preparing for our Summer Reading Programs. The programs will have an online presence as well as paper for those who prefer it. The theme this year is "Tails and Tales."

- We have completed our recertification process with the New York State Passport Department and will resume appointments this week. This will be a welcome return to a much needed and well used service in our community.
- COVID Update
 - We have restored most of our seating and public computers.
 - Sneeze Guards will remain in place. We expect an increase in patron visits.
 - We plan to bring back in house programming in the fall.
 - Concerts/receptions will resume in the fall.

**ASSISTANT DIRECTOR'S
REPORT:**

- With the Library's new Emerging Technologies Librarian scheduled to start on June 21, I have been preparing documentation so they can hit the ground running. This documentation includes vendor contacts, open tech projects, and necessary account access (website, digital collections, etc.). One of the immediate projects we will be focusing on is an update tech-focused staff training regimen so that we can maximize our existing Google Workspace software.
- On Thursday, June 10th, Verizon completed work to replace our copper phone lines with a fiber connection. We tested our fax lines, phone lines and elevators, and all are connecting as expected. We expect that this switch over will result in improved call quality and significantly less downtime. Scott Kalogris was extremely helpful navigating the switchover, which was able to take place with minimal disruption to the Library's operation.
- On June 18, 2021, the Library will be upgrading to a 2Gbps service through Crown Castle. In anticipation of this upgrade, we have installed a new Sonic Wall firewall capable of handling the higher bandwidth. This planned upgrade is especially exciting; it represents a tenfold increase in our bandwidth while saving us approximately \$4,000 annually! The new rate associated with this upgrade will be tied to a billing start date of 7/1/21.

**BUILDING & GROUNDS
REPORT:**

The Board thanks Raymond Capone for his report.

OLD BUSINESS –

AWNING PURCHASE: Motion by Mrs. Sullivan and seconded by Mr. Horowitz that the Board of Trustees approves an expenditure of \$14,780.00 to be paid to M & M Awning & Signs to furnish labor and materials to install two awnings. The work will be performed pending insurance approval.

OLD BUSINESS –

PERSONNEL MANUAL Motion by Mr. Horowitz and seconded by Mrs. Sullivan that the Library Board of Trustees approves the proposed changes to the current Personnel Policy Manual for the 2021 – 2022 fiscal year.

**POLICY REVIEW –
APPROPRIATE USE OF
THE LIBRARY**

Motion by Mrs. Dillon and seconded by Mrs. Ferrante that the Board of Trustees retains the Appropriate Use of the Library Policy with the addition of “Bringing animals or pets into the library except for patrons with disabilities that may have service animals trained to assist with a sensory, mental, or physical disability or to perform tasks for the benefit of a disabled individual,” and the deletion of “Bringing animals or pets into the library, except guide dogs for the blind (visually) or the hearing-impaired.”

**NEW BUSINESS –
PROPOSED 2021-2022
BOARD OFFICERS/
MEETING DATES:**

Motion by Mrs. Ferrante, and seconded by Mrs. Sullivan that the Annual Budget Vote and Trustee election, for the purpose of electing one member to a five-year seat on the Board of Trustees and voting on the budget shall be held at the South Huntington Public Library on Tuesday, April 5, 2022 between the hours of 10 a.m. and 9 p.m.

NEW BUSINESS –

SOCIAL MEDIA POLICY: Motion by Mr. Horowitz, and seconded by Mrs. Dillon that the Board of Trustees adopts the draft “Social Media Policy” with amendments.

**NEW BUSINESS –
LIBRARY DIRECTOR**

EVALUATION POLICY: Motion by Mr. Horowitz, and seconded by Mrs. Ferrante to table the motion to a future meeting.

NEW BUSINESS –
SECURITY GATE
PURCHASE:

Motion by Mrs. Dillon, and seconded by Mrs. Sullivan that the Board of Trustees approves and expenditure of \$5,900.00 to be paid to S/W Metal Fabricators to furnish labor and materials to install a security gate to the side parking lot. The work will be performed pending insurance approval.

NEW BUSINESS –
REPLACEMENT WINDOW
PURCHASE:

Motion by Mrs. Dillon, and seconded by Mrs. Sullivan that the Board of Trustees approves an expenditure of \$3,950.00 to be paid to Suffolk Plate Glass Co. to furnish labor and materials to install a replacement 48" x 120" window. The work will be performed pending insurance approval.

EXECUTIVE SESSION: Motion by Mrs. Dillon, seconded by Mrs. Sullivan to go into Executive Session at 8:44 p.m. to discuss employment history of an individual..

Motion by Mrs. Ferrante, seconded by Mr. Horowitz to come out of Executive Session at 8:54 p.m.

ADJOURNMENT: Motion by Mr. Horowitz to adjourn the regular meeting at 8:55 p.m.

