

BOARD MEETING MINUTES – MONDAY, MARCH 18, 2024
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, March 18, 2024 at 7 p.m. in the Conference Room.

PRESENT: Mrs. Pat Dillon, Vice President
Mrs. Eleanora Ferrante
Mr. Stuart Horowitz

EXCUSED: Mrs. Eileen Sullivan, President
Mrs. Stella Fox, Financial Chairperson

STAFF: Mrs. Janet Scherer, Director
Mr. Nick Tanzi, Assistant Director
Mrs. Doreen Kilkenny, Board Secretary
Mr. Howard Spiegelglass, Head of Adult Reference

CALL TO ORDER: The meeting was called to order by the vice president at 7:05 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. Ferrante, and carried unanimously to accept the agenda as amended as follows:

- Move Old Business – Collection HQ Presentation by Howard Spiegelglass to after Disposition of Minutes
- Add EV Charging Station Fund Allocation to New Business

DISPOSITION OF MINUTES
FEBRUARY 20, 2024: Motion by Mrs. Ferrante, seconded by Mr. Horowitz, and carried unanimously to accept the minutes of the regular meeting of February 20, 2024.

OLD BUSINESS –
COLLECTION HQ
PRESENTATION: The board thanked Howard Spiegelglass for his presentation.

FINANCIAL MATTERS

2023-2024:

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 expenditures, and reported that all was in order.

Motion by Mr. Horowitz, seconded by Mrs. Ferrante, and carried unanimously to authorize payment of Warrant #24 Fund L in the amount of \$10,857.10; Warrant #28 Fund L in the amount of \$1,000.00; Warrant #26 Fund L in the amount of 235,873.20; Warrant #2/01 PR Fund L in the amount of \$121,624.01; Warrant #2/15 PR Fund L in the amount of \$120,845.49; Warrant #2/29PR Fund L in the amount of \$121,076.72.

Motion by Mrs. Ferrante, seconded by Mr. Horowitz, and carried unanimously to authorize payment of Warrant #16 Fund TA in the amount of \$46,996.29; Warrant #17 Fund TA in the amount of \$41,875.91; Warrant #18 Fund TA in the amount of \$48,858.41.

Motion by Mrs. Ferrante, seconded by Mr. Horowitz, and carried unanimously to approve the American Express statement for February in the amount of \$2,245.53.

Motion by Mrs. Ferrante, seconded by Mr. Horowitz, and carried unanimously to approve the Amazon/Capital Services Monthly Statement for January 20, 2024 – February 19, 2024 in the amount of \$2,307.10.

COST OF VOTE –
DAY WORKERS:

Motion by Mrs. Ferrante, seconded by Mr. Horowitz, that the board of trustees approves the above schedule of workers to be paid at the rate of \$13 per hour for the budget vote and trustee election on April 16, 2024.

FINANCIAL
CHAIRPERSON'S
REPORT 2023-2024:

Mrs. Dillon read into record the Financial Chair Report on Mrs. Fox's behalf, stating 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 ACTIONS: Motion by Mr. Horowitz, seconded by Mrs. Ferrante, and carried unanimously to approve the personnel report.

COMMUNICATIONS: The board acknowledged the SCLS minutes and letter of thanks from Councilman Dr. Dave Bennardo regarding library impact on the community.

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

- I am happy to announce that the mezzanine project is complete. The carpet installation went well. Patrons can be seen using the space every day.

ASSISTANT DIRECTOR'S REPORT:

Mr. Tanzi reported on the following :

- The library has been building a small but growing collection of equipment, gadgets, toys and tools known as a Library of Things (LoTs). Previously, we detailed the back-end website work that was taking place to inventory, categorize, and organize the collection. Our Emerging Technologies Librarian Michael Bartolomeo has overseen that work, with Joann Mariani and Howard Spiegelglass assisting with the cataloging and materials processing component.

More recently, Ray Capone has created a space to store and display much of the collection, using repurposed space in the video room and repurposed excess shelving. This solution will allow the collection to be visible and easily retrievable by our Circulation staff for checkout. Recent acquisitions include an all-in-one film scanner for negatives and slides and a video-to-digital converter. We expect this collection to continue to grow over time.

BUILDING & GROUNDS REPORT:

The board thanked Ray Capone for his monthly report.

WINTER READING REPORTS:

The board thanked Jen Conlon, Ryann Riggs, and Jen O'Connor for their reports.

OLD BUSINESS – COVID-19 PROTOCOL:

Mrs. Scherer discussed recent Covid-19 protocol developments.

OLD BUSINESS - TAX REDUCTION FOR COMMUNITY

VOLUNTEERS: Mrs. Scherer updated the board on the tax reduction law for community volunteers.

**NEW BUSINESS –
SOCIAL WORKER
CONTRACT:**

Motion by Mrs. Ferrante, seconded by Mr. Horowitz that the board of trustees authorizes the library director to enter into a contract with the Family Service League to provide the services of a licensed social worker to our library community at an annual cost not to exceed \$15,000.00. The library attorney has reviewed the contract.

**NEW BUSINESS –
LIBRARY AUDITOR:**

Motion by Mr. Horowitz, seconded by Mrs. Ferrante that the board of trustees agrees to employ the firm of Baldassari & Coster LLC to perform the annual 2023-2024 annual audit for the South Huntington Public Library at a cost of \$15,000.00

**NEW BUSINESS –
PARKING LOT
EV CHARGING**

STATION ALLOCATION: Motion by Mr. Horowitz, seconded by Mrs. Ferrante that the board of trustees reallocate \$126,150.00 from the *Repairs & Improvements to Building Capital Reserve Fund – Emergency/Repair Replacement Fund* to the *Repairs & Improvements to Building Capital Reserve Fund – EV Charging Stations Project*.

EXECUTIVE SESSION: Motion by Mrs. Ferrante, seconded by Mr. Horowitz to go into Executive Session at 8:17 p.m. to discuss a personnel issue.

Motion by Mr. Horowitz, seconded by Mrs. Ferrante to come out of Executive Session at 8:24 p.m.

ADJOURNMENT: Motion by Mrs. Ferrante to adjourn the regular meeting at 8:30 p.m.

Respectfully submitted by,



Doreen Kilkenney, Board Secretary

Acknowledged by:

Patricia Dillon, Vice President