

BOARD MEETING MINUTES - TUESDAY, MARCH 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 Monday, March 20 at 7:00 p.m. in the Conference Room.

- PRESENT:** Mrs. Eleanora Ferrante, President
Mrs. Eileen Sullivan, Vice President
Mrs. Stella Fox
Mrs. Pat Dillon, Financial Chairperson
Mr. Stuart Horowitz
- 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 7:00 p.m.
- PLEDGE OF ALLEGIANCE:** The president led everyone in the Pledge of Allegiance.
- ADOPTION OF THE AGENDA:** Motion by Mrs. Dillon, seconded by Mr. Horowitz, and carried unanimously to accept the agenda as written.
- DISPOSITION OF MINUTES:**
- FEBRUARY 21, 2023:** Motion by Mrs. Fox, seconded by Mrs. Sullivan, and carried unanimously to accept the minutes of the regular meeting of February 21, 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 check 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. Dillon, seconded by Mrs. Fox, and carried unanimously to authorize payment of Warrant #25 Fund L in the amount of \$12,935.55; Warrant #28 Fund L in the amount

of \$211,982.39; Warrant #2/02 PR Fund L in the amount of \$115,777.07; Warrant #2/16 PR Fund L in the amount of \$115,378.95.

Motion by Mrs. Fox, seconded by Mrs. Sullivan, and carried unanimously to authorize payment of Warrant #16 Fund TA in the amount of \$44,268.95; Warrant #17 Fund TA in the amount of \$44,172.45.

Motion by Mr. Horowitz, seconded by Mrs. Sullivan, and carried unanimously to authorize payment of Warrant #4 Fund H in the amount of \$7,516.46.

Motion by Mrs. Fox, seconded by Mrs. Dillon and carried unanimously to approve the American Express statement for February in the amount of \$3,034.89.

Motion by Mrs. Fox, seconded by Mrs. Dillon, and carried unanimously to approve the Amazon Capital Services Monthly Statement for January 20, 2023 through February 19, 2023 in the amount of \$3,147.01.

PERSONNEL ACTIONS: Motion by Mr. Horowitz, seconded by Mrs. Sullivan, and carried unanimously to approve the personnel report.

COST OF VOTE DAY WORKERS:

Motion by Mrs. Fox, seconded by Mr. Horowitz, and carried unanimously to approve the presented schedule of workers to be paid at a rate of \$13 per hour for the budget vote and trustee election on April 11, 2023.

COMMUNICATIONS: The board acknowledged the SCLS minutes, letter from Department of Veterans Affairs and letter from Councilman Cook.

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

- The water fountains at the library have been retrofitted with water bottle filling stations. They provide cold filtered water and feature a counter that tells the user how many plastic bottles they are keeping out of landfills. There is one in the lobby and one on the lower level. As a certified sustainable library, this is one more way to help our community reduce its impact on the environment.

**ASSISTANT
DIRECTOR'S
REPORT:**

Mr. Tanzi reported on the following:

- On Wednesday, March 15th, we will be welcoming educators from the South Huntington School District for our Spring professional development workshop. As this group is expected to be smaller-than-usual, we are focusing on tailoring content to individual interests and specific use cases. We have added also additional hands-on activities that will showcase library resources, including some of our makerspace technologies. Staff is looking forward to once again collaborating with our partners at the school district.
- Our current supply of library cards is running low and we have begun to the process of reordering them. It has been several years since we last purchased cards, so we're requesting quotes from a number of vendors. We have asked other libraries in our zone to share their current library card supplier with us, along with any feedback they're willing to provide, and have several recommendations we're pursuing. This order will be for adult cards only; our supply of juvenile cards is adequate for the time being.

**BUILDING & GROUNDS
REPORT:**

The board thanked Ray Capone for his report.

**WINTER READING
REPORT:**

The board thanked Jen Griffing for her report.

**NEW BUSINESS –
HVAC PREVENTATIVE
MAINTENANCE AND
SERVICE CONTRACT
RENEWAL 2023-2024:**

Motion by Mrs. Fox, seconded by Mr. Horowitz, and carried unanimously that the board of trustees authorizes Pyramid Air Conditioning & Heating to provide preventive maintenance services as per proposal dated February 24, 2023 for the period April 1, 2023 through March 31, 2024 for a total cost of \$18,903.00.

**NEW BUSINESS –
POLICY REVIEW:
SMOKING ON LIBRARY
PROPERTY:**

Motion by Mrs. Dillon and seconded by Mrs. Fox, and carried unanimously that that the board of trustees replaces the

existing "Smoking on Library Property" policy with the new draft policy as presented.

NEW BUSINESS –
POLICY REVIEW:
APPROPRIATE USE
OF LIBRARY:

Motion by Mrs. Dillon, seconded by Mrs. Sullivan and carried unanimously that the board of trustees adopts the "Appropriate Use of Library" policy as amended.

NEW BUSINESS –
OBSOLETE
EQUIPMENT:

Motion by Mrs. Sullivan, seconded by Mr. Horowitz and carried unanimously that the board of trustees authorizes staff to discard obsolete equipment in accordance with library policy and best practice.

EXECUTIVE SESSION:

Motion by Mrs. Dillon, seconded by Mr. Horowitz to go into Executive Session at 7:38 p.m. to discuss personnel matters and a legal issue.

Motion by Mr. Horowitz, seconded by Mrs. Fox to come out of Executive Session at 7:51 p.m.

ADJOURNMENT:

Motion by Mrs. Sullivan to adjourn the regular meeting at 7:52 p.m.

X

Respectfully submitted by,



Doreen Kilkenny, Board Secretary