

BOARD MEETING MINUTES - MONDAY, MAY 15, 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, May 15 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 7:01 p.m.
- PLEDGE OF ALLEGIANCE: The president led everyone in the Pledge of Allegiance.
- ADOPTION OF THE AGENDA: Motion by Mrs. Fox, seconded by Mrs. Sullivan, and carried unanimously to accept the agenda with the following ammendment:
- Under New Business add #7 – CPR-AED Employee Training.
- DISPOSITION OF MINUTES: APRIL 17, 2023: Motion by Mrs. Dillon, seconded by Mrs. Sullivan, and carried unanimously to accept the minutes of the regular meeting of April 17, 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 Mr. Horowitz, seconded by Mrs. Fox, and carried unanimously to authorize payment of Warrant #32 Fund L in the amount of \$6,753.85; Warrant #36 Fund L in the amount of \$132,680.58; Warrant #4/13 PR Fund L in the amount of \$115,513.83; Warrant #4/27 PR Fund L in the amount of \$120,697.12.

Motion by Mr. Horowitz, seconded by Mrs. Dillon, and carried unanimously to authorize payment of Warrant #21 Fund TA in the amount of \$44,595.78; Warrant #22 Fund TA in the amount of \$53,092.26.

Motion by Mrs. Fox, seconded by Mrs. Sullivan, and carried unanimously to authorize payment of Warrant #6 Fund H in the amount of \$2,430.63.

Motion by Mrs. Sullivan, seconded by Mrs. Fox and carried unanimously to approve the American Express statement for April in the amount of \$4,918.71.

Motion by Mrs. Sullivan, seconded by Mrs. Fox, and carried unanimously to approve the Amazon Capital Services Monthly Statement for March 20, 2023 through April 19, 2023 in the amount of \$3,628.12.

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

COMMUNICATIONS: The board acknowledged the SCLS minutes, email from Patrick McAsey, AARP Tax Aide, and thank you letter to Debbie Rimler and the Tri-CYA Board.

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

- The Suffolk County Summer Library Tour program will be similar to last year's Huntington Zone Passport to Libraries program but will involve all libraries in Suffolk County. It will run from July 1 – August 31. Participants will pick up a booklet at their home library. They will receive stamps from each library they visit and raffle tickets will be awarded at 5, 15 and 25 , library stamps (visits). At five stamps, patrons can enter a raffle for a \$50 Barnes & Noble gift card, 15 stamps, a \$100 Barnes and Noble gift card and at 25 stamps, they can enter the raffle for a \$25 Barnes & Noble gift card and Nook e-reader.

- The State Budget is finally complete and it unfortunately was not as positive as we had hoped. The library funding that the Governor proposed cutting was restored but there were no gains beyond what we received last year. That means that general library aid will remain at \$99.6M and construction aid at \$34M.

The Love Your Library Fund will provide SCLS with a grant in the neighborhood of \$8-9K to run a summer event next year (this year it is the Library Tour.) In addition, a modest civil service reform was included that will allow additional continuous recruitment to take place in some positions though we are waiting for the full details on that.

- Thank you to the Friends of the South Huntington Public Library for their generous donations: \$2,000 towards summer reading programs; \$2,100.00 for the Technology Center sign; and \$460.52 to cover the vote day raffle prizes.
- The Huntington zone libraries will be sponsoring a trustee training session, given by Kevin Verbese, on the subject of library law. This training will take place here at South Huntington on Thursday, July 13<sup>th</sup> from 6:30 until 9:00 p.m. This training will count towards the state trustee training requirement.
- I am happy to report that our charging pole has been installed on our terrace and is already being used by our patrons.

ASSISTANT  
DIRECTOR'S  
REPORT:

Mr. Tanzi reported on the following:

- Work has been completed on the theater project, with the sound system in place and an iPad control panel mounted and configured. This control panel is much more user intuitive, and the audio quality has been improved significantly!
- Staff professional development continues to be a priority at the library. A virtual training module on Google Business has been created and is being sent to staff this month. It will cover common applications, including email and collaborative documents, and is being administered by our Emerging Technologies Librarian, Michael Bartolomeo. We

will continue to identify core staff competencies and develop appropriate training to match. Separately, I am working with the New York State Office of Addiction Services and Supports to provide voluntary in-person naloxone training to staff in the Fall.

**BUILDING & GROUNDS  
REPORT:**

The board thanked Ray Capone for his report.

**CIL 2023 REPORT:**

The board thanked Michael Bartolomeo for his report.

**OLD BUSINESS –  
LIBRARY SECURITY:**

Mrs. Scherer gave an update of her progress regarding library security options.

**NEW BUSINESS –  
STAAC WEBSITE:**

Mr. Tanzi gave a presentation of the STAAC website ([www.stacc.net](http://www.stacc.net)).

**NEW BUSINESS –  
ALLOCATION AND  
TRANSFERS OF  
RESTRICTED CAPITAL  
FUND BALANCE:**

Motion by Mr. Horowitz, seconded by Mrs. Sullivan and carried unanimously that the board of trustees authorizes an allocation of \$150,000.00 of the Restricted Fund Balance to be allocated as Assigned Fund Balance for Revenue in the 2023-2024 Operating Budget.

Motion by Mrs. Sullivan, seconded by Mrs. Dillon and carried unanimously that the board of trustees authorizes an allocation of \$51,930.80 from *the Improvements to Garden & Grounds Fund to the Repairs & Improvements to Building Fund – Emergency Repair/Replacement*, closing out the *Improvements to Garden & Grounds Fund*.

Motion by Mr. Horowitz, seconded by Mrs. Sullivan and carried unanimously that the board of trustees authorizes an allocation of \$7,654.13 from the *Repairs & Improvements Fund – Technology Center Project to Repairs & Improvements Fund – Emergency Repair/Replacement*, closing out the *Technology Center Project*.

NEW BUSINESS –  
THEATER CHAIR  
PURCHASE:

Motion by Mr. Horowitz, seconded by Mrs. Sullivan and carried unanimously that the board of trustees approves an expenditure of \$8,161.00 to be paid to Mity-Lite for the purchase of 150 stackable theater chairs.

NEW BUSINESS –  
CHILDREN'S LIBRARY  
FURNITURE  
PURCHASE:

Motion by Mrs. Dillon, seconded by Mrs. Fox and carried unanimously that the board of trustees approves an expenditure of \$16,771.02 to be paid to Creative Library Concepts on New York State Contract #PC68417.

NEW BUSINESS –  
CONNECTIONS AND  
CONFECTIONS ABOS  
CONFERENCE 2023:

Motion by Mrs. Dillon, seconded by Mrs. Sullivan and carried unanimously that the board of trustees authorizes three staff members to attend the 2023 ABOS Annual Conference in Hershey, PA at a cost not to exceed \$3,891.00. If there is interest, sufficient funds are available in the Board Continuing Education code to send trustees to the conference.

NEW BUSINESS –  
CPR/AED EMPLOYEE  
TRAINING:

Motion by Mrs. Dillon, seconded by Mrs. Sullivan and carried unanimously that the board of trustees authorizes up to 27 staff members to participate in the CPR/AED training program at a total cost of \$2,025.00 plus the cost of a sandwich/wrap dinner.

EXECUTIVE SESSION:

Motion by Mr. Horowitz, seconded by Mrs. Sullivan to go into executive session at 8:04 p.m. to discuss a personnel matter.

Motion by Mrs. Dillon, seconded by Mr. Horowitz to come out of executive session at 8:17 p.m.

ADJOURNMENT:

Motion by Mr. Horowitz to adjourn the regular meeting at 8:19 p.m.

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Respectfully submitted by,



Doreen Kilkenny, Board Secretary

Acknowledged by:

Eileen Sullivan, Vice President