

BOARD MEETING MINUTES – NOVEMBER 19, 2018  
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, November 19 at 7 p.m. in the Conference Room.

PRESENT: Mrs. Eileen Sullivan, President  
Mrs. Kathleen Rea, Vice President  
Mrs. Pat Dillon, Financial Chairperson  
Mrs. Stella Fox  
Mr. Stuart Horowitz

STAFF: Mrs. Janet Scherer, Director  
Mr. Nick Tanzi, Assistant Director  
Mrs. Cathy Trotter, 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 Mr. Horowitz, seconded by Mrs. Rea, and carried unanimously to accept the agenda with the addition of two Board Resolutions in New Business.

DISPOSITION OF MINUTES:

OCTOBER 15, 2018: Motion by Mr. Horowitz, seconded by Mrs. Fox, and carried unanimously to accept the minutes of the regular meeting of October 19, 2018, as written.

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. He also reviewed the check signer log. He viewed and recorded all voided checks, and compared all petty cash disbursements with the receipts for expenditure, and reported that all was in order.

Motion by Mrs. Dillon, seconded by Mrs. Fox, and carried unanimously to authorize payment of Warrant #14 Fund L in the amount of \$11,677.47; Warrant #16 Fund L in the amount of 162,745.79; Warrant #11/01 PR Fund L in the amount of 104,861.89; Warrant #11/15 PR Fund L in the amount of

\$107,671.37; Warrant #11/29 Fund L in the amount of \$105,071.74.

Motion by Mrs. Dillon, seconded by Mr. Horowitz, and carried unanimously to authorize payment of Warrant #9 Fund TA in the amount of \$39,958.30; Warrant #10 Fund TA in the amount of \$38,535.55; Warrant #11 Fund TA in the amount of \$40,052.55.

Motion by Mr. Horowitz, seconded by Mrs. Rea, and carried unanimously to authorize payment of Warrant #5 Fund H in the amount of \$160.44.

Motion by Mr. Horowitz, seconded by Mrs. Rea, and carried unanimously to approve the American Express statement for November in the amount of \$1,368.66.

Motion by Mr. Horowitz, seconded by Mrs. Rea, and carried unanimously to approve the Amazon/Synchrony Bank Monthly Statement for September in the amount of \$6,261.04.

**FINANCIAL CHAIRPERSON'S REPORT:**

Mrs. Dillon reported that she selected at random and reviewed copies of the following cancelled checks, compared them to the original warrants, and found the vendor's name, check amount and endorsements to be in order.

Check #	Date	Amount	Vendor
53083	10/15/2018	\$ 250.00	Baking Coach Inc., The
53156	10/15/2018	\$ 250.00	The Grindouse Radio
53178	10/15/2018	\$ 250.00	Baking Coach Inc., The
53188	10/15/2018	\$ 219.00	Cardiac Life
53200	10/15/2018	\$1,260.00	Edmer Sanitary Supply
53201	10/15/2018	\$4,665.55	Elm USA
53210	10/15/2018	\$5,201.00	Hampton Jitney
53225	10/15/2018	\$ 885.00	LILRC
53241	10/15/2018	\$ 23.90	Personnel Concepts
53249	10/15/2018	\$ 515.60	Recorded Books, Inc.
53259	10/15/2018	\$ 300.00	Square Peg Square Hole Coachin
53265	10/15/2018	\$ 34.75	Unique Management

The following check that was outstanding last month also cleared.

Check #	Date	Amount	Vendor
53218	10/15/2018	\$ 300.00	Island Wide Entertainment

PERSONNEL ACTIONS: Motion by Mrs. Dillon seconded by Mrs. Rea, and carried unanimously to approve the following personnel change:

**Resignation:**

Name	Title	Hrs./Wk	Salary	Step	Effect. Date
Nicole Gallo	Librarian I – Youth Services	5.75	\$30.25/hr.	1	3/12/19

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

- Traditional circulation for October 2018 has increased 23.75% compared to June of 2017. Other circulation (in-house computer use, wireless laptop-use and wireless network use) shows an increase of .93% for the month when compared to October of 2017. Total circulation for the month increased by 17.58% compared to last year. The gate count for October was 33,221 compared to 30,780 last year.
- The Veteran’s Day concert was once again a huge hit with our community and the annual Fall Book Sale held on the same weekend was very successful, bringing in a profit of \$951.53 for the Friends.  
Fall Book Sale held on the same weekend was very successful, bringing in \$951.53 for the Veterans weekend.
- The YA Theater Troupe performed three shows that were enjoyed by all in attendance. Thank you to our YA librarian Jen Griffing for all her coordination and to our community volunteers Joe Marshall and Lauren Rankel.
- Beth Pereira recently presented Countrywood Primary School with our “Readers Leaders” plaque for completing more reports than any other building in the district this summer.
- Lisa Esposito, who does much of the outreach for Youth Services, has been setting up school visits with Birchwood 5<sup>th</sup> grade classes on October 1, 2, and 3 as well as Oakwood on November 5 and Countrywood in early December.
- Samples for the Technology Room door are due to arrive for approval before Thanksgiving. Once we have approved the finish, there is an expected lead time of 10-12 weeks for completion of the door.
- In order to increase the security of our staff, Ray has installed peep holes and sliding bolts on some of the doors that have been identified as safe rooms in case of an emergency.

- Georgina Rivas-Martinez has been named a 2019 Emerging Leader by ALA's Association for Library Services to Children. (Please see New Business for the Board's Commendation.)

ASSISTANT DIRECTOR'S  
REPORT:

Mr. Tanzi reported on the following:

- In response to the New York State requirement that we provide interactive sexual harassment prevention training to all staff, I have opened an account with software provider KnowBe4. All employees have recently been given @shpl.info email addresses, which I will use for enrollment. All enrollees will need to review our sexual harassment policy and pass a test to complete their training. This software comes bundled with a number of other useful modules relating to human resources, as well as cybersecurity.
- Our snow chain is being automated into a call/text notification system from DialMyCalls.
- Our newly-formed marketing committee met giving the staff members a demonstration of how Facebook's algorithm determines what a user sees, and how this social media giant attributes value to content. We then talked about what types of engaging content we could use on our Facebook page. The first initiative drawn from our meeting is the hashtag #fursday in which the photo of a staff member's pet will be accompanied by a brief booktalk. This approach has shown promise with user engagement up 128% the week of November 4-10.
- The Library offered its first 3D printing class for the public. This class covered how 3D printing works, and what hardware/software is available here for patron use. Several attendees are now planning on utilizing the library's printer in conjunction with their own projects. The December newsletter will feature a list of available programs and how to reserve computer time.
- As we work to offer more technology-based programs, I have scheduled a number of related staff training opportunities. On November 14, approximately 20 staff members were trained on TinkerCAD, which is a free 3D design software available in our Tech Center. Youth Services staff will undergo an orientation on robotics, 3D printing, and virtual/augmented reality with the aim of incorporating these technologies in our 2019 programming.

BUILDING REPORT:

The Board thanked Ray Capone for his monthly report.

**CLASC FALL LITERATURE**

**CONFERENCE REPORT:** The Board thanked Georgia Protan for her conference report.

**NYLA ANNUAL CONFERENCE**

**REPORT:** The Board thanked Nick Tanzi for his NYLA Conference Report.

**OLD BUSINESS:**

**SEXUAL HARRASSMENT**

**POLICY:** Motion by Mr. Horowitz, seconded by Mrs. Rea, and carried unanimously to adopt the Sexual Harassment Policy and complaint form as written and presented by the State Department of Labor and State Division of Human Rights and the 2<sup>nd</sup> Precinct of the Suffolk County Police Department.

**SCLS PROPOSED 2018**

**BUDGET VOTE:** Motion by Mr. Horowitz, seconded by Mrs. Dillon, and carried unanimously to approve the SCLS Proposed 2018 Budget dated November 5, 2018. Mrs. Scherer signed the ballot for the Library.

**NEW BUSINESS:**

**SHPL CLERK OF THE**

**BUDGET VOTE:** Motion by Mr. Horowitz, seconded by Mrs. Rea, and carried unanimously to authorize the appointment of Catherine Schmoller as the Clerk of the Vote for the 2019-2020 Operating Budget Vote and Trustee Election.

**BUSINESS POLICY**

**REVISION:** Motion by Mr. Horowitz, seconded by Mrs. Dillon, and carried unanimously to adopt the revised South Huntington Public Library's Business Policy for the current fiscal year, 2018-2019.

**ALLOCATION OF FUNDS**

**(FY 2017-2018):** Motion by Mr. Horowitz, seconded by Mrs. Rea, and carried unanimously to authorize the following recommendations:

1. That the Board of Trustees authorize an allocation of \$1,337,329.01 of the Unassigned General Fund Balance to be maintained as such in order to provide the Library with a working capital margin of safety.
2. That the Board of Trustees authorizes \$84,493.96 of the Unassigned General Fund Balance to be allocated as Assigned Fund Balance for Encumbrances carried forward from the 2017-2018 General Fund.

3. That the Board of Trustees authorizes \$563,887.00 of the Unassigned General Fund Balance to be allocated as Assigned Fund Balance for Accrued Compensated Absences.
4. That the Board of Trustees authorizes an allocation of \$172,780.65 from the 2017-2018 Unassigned General Fund Balance to be allocated as Restricted Fund Balance for the Repairs and Improvements to the Building Capital Reserve Fund.
5. That the Board of Trustees authorizes an allocation of \$100,000.00 from the 2017-2018 Unassigned General Fund Balance to be allocated as Restricted Fund Balance for the Computer, Telecommunications and Equipment Capital Reserve Fund.
6. That the Board of Trustees authorizes an allocation of \$9,822.79 from the Capital Project Reserve Fund Interest to be allocated as Restricted Fund Balance for the Repairs and Improvements to the Building Capital Reserve Fund.

**SCLS 2019 TRUSTEE**

**VOTE:**

The written ballots to elect an SCLS Trustee to represent the Towns of Huntington & Smithtown on the SCLS Board were filled in and collected and will be sent in to SCLS.

**BOARD COMMENDATION**

**FOR GEORGINA RIVAS-**

**MARTINEZ:**

Motion by Mr. Horowitz, seconded by Mrs. Dillon, and carried unanimously to recognize Georgina Rivas-Martinez for being named by the ALA's Association for Library Services to Children as a 2019 Emerging Leader. Congratulations, Georgina.

**ADJOURNMENT:**

Motion by Mrs. Dillon to adjourn the regular meeting at 8:45 p.m.

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