

BOARD MEETING MINUTES - MONDAY, OCTOBER 15, 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, October 15 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. Erin McShane Hedger, Business Manager
Mrs. Cathy Trotter, Board Secretary

GUEST: Mr. Robert Johnson, Library Auditor

CALL TO ORDER: The meeting was called to order by the President at 7:10 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:
SEPTEMBER 17, 2018: Motion by Mr. Horowitz, seconded by Mrs. Dillon, and carried unanimously to accept the minutes of the meeting of September 17, 2018 as written.

PRESENTATION OF THE 2017-18 AUDIT: Mr. Johnson, the library auditor, presented an overview of the library's financial operations for the fiscal year ending June 30, 2018. Mr. Johnson reported that the library's practices are very sound, and that the library is in a strong financial position. The Board accepted the audit as presented.

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 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 #7 Fund L in the amount of \$17,430.15; Warrant #10 Fund L in the amount of \$123,727.03; Warrant #9/06 PR Fund L in the amount of 97,460.84; Warrant #9/20 PR Fund L in the amount of \$98,486.86.

Motion by Mr. Horowitz, seconded by Mrs. Fox, and carried unanimously to authorize payment of Warrant #5 Fund TA in the amount of \$37,039.55; Warrant #6 Fund TA in the amount of \$37,374.02.

Motion by Mr. Horowitz, seconded by Mrs. Fox, and carried unanimously to authorize payment of Warrant #3 Fund H in the amount of \$11,992.90.

Motion by Mrs. Dillon, seconded by Mr. Horowitz, and carried unanimously to approve the American Express statement for September in the amount of \$3,047.20.

Motion by Mr. Horowitz, seconded by Mrs. Dillon, and carried unanimously to approve the Amazon/Synchrony Bank Monthly Statement for August in the amount of \$2,198.10.

Motion by Mr. Horowitz, seconded by Mrs. Fox, and carried unanimously to approve the Director's Account for September in the amount of \$240.00.

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 |
|---------|-----------|-------------|------------------------|
| 52982 | 8/20/2018 | \$ 714.34 | B & H Photo |
| 52994 | 8/20/2018 | \$ 450.00 | Carter, Ronaldo |
| 52999 | 8/20/2018 | \$ 80.00 | Cohen, Joanne |
| 53004 | 8/20/2018 | \$ 91.75 | County Line Hardware |
| 53019 | 8/20/2018 | \$ 165.00 | High Hopes Productions |
| 53035 | 8/20/2018 | \$ 1,500.00 | Museum of Modern Art |
| 53048 | 8/20/2018 | \$ 15.99 | Quogue Library |
| 53063 | 8/20/2018 | \$ 225.00 | Vivas, Chris |
| 53070 | 8/20/2018 | \$ 281.61 | Zones |

COMMUNICATIONS: Mrs. Sullivan acknowledged the thank you letters to the Friends for their time spent at the Art and Craft Fair, as well as the condolence to the Director of Harborfields Public Library.

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

- Traditional circulation for September 2018 is up 15.41% compared to September 17. Other circulation (in-house computer use, wireless laptop-use and wireless network use) showed a decrease of 7.17% for the month when compared to last September. Total circulation for the month increased by 9.70% compared to last year. Year-to-date circulation is 12.87% more than for the same period last year. The gate count for Sept. 2018 was 30,234 compared to 25,943 last year.
- The Annual Trustee Workshop is Tuesday, November 13 at 6:30 p.m. at SCLS.
- There are still two outstanding items to be completed on the Technology Center punch list: the permanent side door entry and the ceiling louvers for the air conditioning of the room. We will continue to monitor the contractor's progress together with Park East Construction and the architect.
- We have received the final grant payment of \$19,847.00 for the Technology Center.
- We had a favorable inspection of the library by the company which services our Workman's Compensation Insurance.
- The Staff Personnel Committee comprised of staff members representing all library departments will soon begin meeting to discuss possible changes to the Personnel Policy Manual and salary schedules for the 2019-2020 fiscal year. Committee members are: Karen DiBiase (Circulation), Martha Kahn (Reference), Ray Capone (Maintenance), Erin McShane-Hedger (Business Office), Jennifer Griffing (Youth Services), Sheila Gorelick (Technical Services) and Ruth Williams (Page). Nick Tanzi and I serve as ex-officio members.
- The proposed 2019 SCLS operational budget will increase spending by 2% with member support overall increasing by 1%. In this context, our member support, determined by population and annual expenditures, is projected to increase by .47% or \$266.00. Every year for the past several years, SCLS requests additional funding for OverDrive, our countywide eBook collection. The final amount is yet to be determined, however, average percentage increases currently under consideration by the SCLS Board are 25%, 27.5% and 35%. Based on our 2018 cost of \$66,708.00, the percentage increases translate as follows:

| Average Percentage Inc. | Est. 2019 Cost | + / (-) Cost |
|-------------------------|----------------|--------------|
| 20% | \$79,617.00 | \$12,909.00 |
| 27.5% | \$84,593.00 | \$17,885.00 |
| 35% | \$89,569.00 | \$22,861.00 |

- The main branch of the Half Hollow Hills Community Library is closing on October 31 and reopening at the temporary location the week of Thanksgiving. Their Melville branch will remain open during the construction. Library administration estimates that staff will occupy the temporary space at Chestnut Hill School for at least two years.

ASSISTANT DIRECTOR
REPORT:

Mr. Tanzi reported on the following:

- In order to facilitate 3D printing at our library I have come up with a multifaceted approach that includes:
 - A workflow which allows patrons to submit their printing requests through our website, have them moderated by staff and then sent to the printer before picking them up at the Circulation Desk.
 - The creation of a 3D printing resource manual that will explain the technology, how it is used, and how it can be harnessed at SHPL. The resource will include sources of free software, schematics and lessons. The resource will be made available to patrons and staff, and will allow us to quickly acclimate our Adult Reference Department to the technology.
 - Training opportunities for staff including the basics of the technology, with a course rooted in design to be offered at a later date.
 - Introductory 3D printing classes for the public, starting in November.
- We will begin to loan mobile hotpots which are a portable piece of tech capable of providing an internet connection to several devices at the same time.
- We will be sending out an RFP for a new, modern website that will be capable of providing a seamless integration of our website, program registration and meeting room management.
- We are in the process of establishing a marketing committee represented by our public service departments, to help plan our social media strategy and develop content.
- The following is a list of recommended items that would increase the library's ability to offer patrons of all ages new programs and experiences in the areas of robotics/coding, virtual / augmented reality, 3D printing, electronics and engineering:

3D Printing Enhancements

NextEngine 3D Laser Scanner (\$3,000)

Ultimaker2+ 3D Printer (\$4,000 printer/warranty/filament)

3D Printer Cart (\$500)

Classroom set of 3Doodler START (\$950)

Structure Sensor (\$400)

Mobile Technology

Classroom set of iPads (\$6,500)

Set of Playaway Launchpads (\$900 for 5)

Virtual Reality

Classroom set of Oculus Go (\$3,200)

Coding/Robotics

Classroom set of Sphero SPRK (\$1,200)

Small set of Dash Robots & Programming Cards (\$800)

Electronics

Circuit Scribe Classroom Kit (\$900)

Engineering

MakeDo Class Set (\$250)

Large Keva Planks Set (\$450)

Digitization

Batch Photo Scanner (\$500)

BUILDING REPORT: The Board thanked Ray Capone for his monthly report.

**ALS NATIONAL INSTITUTE
REPORT:**

Mrs. Sullivan thanked Sally Nikolis for her report.

3D PRINTER POLICY:

Motion by Mr. Horowitz, seconded by Mrs. Rea, and carried unanimously to adopt the 3D Printer Policy as written below.

**SEXUAL HARASSMENT
POLICY:**

Motion by Mr. Horowitz, seconded by Mrs. Rea, and carried unanimously to table the Sexual Harassment Policy for further revisions and will consider its adoption at the next board meeting.

**SUFFOLK COUNTY-WIDE
SHARED SERVICES:**

Motion by Mrs. Dillon, seconded by Mrs. Fox, and carried unanimously to authorize the South Huntington Public Library to join the County-Wide Shared Services Initiative and execute the Suffolkshare Intermunicipal Cooperation Agreement.

MANDATED TRUSTEE
CONTINUING EDUCATION
INFORMATION:

Attached to tonight's packet were three documents related to a proposed regulation mandating library trustee continuing education in New York. The New York State Library Trustees Association has been lobbying for legislation such as this for years.

The documents were:

- A letter from Mr. Verbese, of SCLS, requesting trustees to take a short online survey on this topic,
- a draft of the proposed regulation,
- an FAQ answering questions related to it.

Mr. Verbese is looking for a response to the short survey by October 26, 2018.

ADJOURNMENT:

Motion by Mrs. Dillon to adjourn the regular meeting at 9:16 p.m.
