

BOARD MEETING MINUTES - MONDAY, SEPTEMBER 18, 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, September 18, 2023, at 7 p.m. in the Conference Room.

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

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. Ferrante, seconded by Mrs. Fox, and carried unanimously to accept the agenda as written.

DISPOSITION OF MINUTES:
JULY 17, 2023: Motion by Mrs. Fox, seconded by Mrs. Dillon, and carried unanimously to accept the minutes of the organizational and regular meeting of July 17, 2023.

DISPOSITION OF MINUTES:
AUGUST 21, 2023: Motion by Mrs. Fox, seconded by Mrs. Dillon, and carried unanimously to accept the minutes of the regular meeting of August 21, 2023.

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 Mrs. Fox, seconded by Mr. Horowitz, and carried unanimously to authorize payment of Warrant #5 Fund L in the amount of \$21,065.00; Warrant #7 Fund L in the amount of \$183,158.81; Warrant #8/03 PR Fund L in the amount of \$117,334.91; Warrant #8/17 PR Fund L in the amount of \$116,975.77; Warrant #8/31 PR Fund L in the amount of \$115,527.80.

Motion by Mr. Horowitz, seconded by Mrs. Ferrante, and carried unanimously to authorize payment of Warrant #3 Fund TA in the amount of \$45,024.84; Warrant #4 Fund TA in the amount of \$40,537.14; Warrant #5 in the amount of 45,497.49.

Motion by Mr. Horowitz, seconded by Mrs. Ferrante, and carried unanimously to authorize payment of Warrant #1 Fund H in the amount of \$31,750.09.

Motion by Mr. Horowitz, seconded by Mrs. Dillon, and carried unanimously to approve the American Express statement for August in the amount of \$1,043.12.

Motion by Mr. Horowitz, seconded by Mrs. Dillon, and carried unanimously to approve the Amazon/Capital Services Monthly Statement for July 20, 2023 – August 19, 2023 in the amount of \$2,503.63.

**FINANCIAL CHAIRPERSON'S
REPORT**

2022-2023:

Mrs. Dillon reported 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.

**FINANCIAL CHAIRPERSON'S
REPORT**

2023-2024:

Mrs. Fox reported 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.

COMMUNICATIONS: The board acknowledged the SCLS minutes, congratulatory letters from Mary N. O’Grady regarding Update to NYS Historic Newspapers digitization transition, recognition letters regarding Marguerite Vezzani memorial and the SCLS memo regarding the Local Library Services Aid for 2023.

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

- Passport services – Mrs. Scherer provided a chart showing passports completed by our Reference Staff from August 2022-July 2023 and a chart showing total passports completed since the inception of the passport program by year.
- We have been fortunate to find a replacement for our curator Deborah Katz, who will be retiring. Her name is Danielle Reischman. Catherine Schmoller, Deborah Katz and she met with Danielle and were impressed with her enthusiasm and knowledge. Danielle holds a M. A. in Art market Studies and a B. A. in studio art. Next month there will be a formal motion before the board to hire her as the library’s gallery consultant.
- We will once again be holding our staff appreciation breakfast and anniversary celebration on Wednesday, September 20th.
- The 32nd LILRC Annual Conference will take place on October 6, 2023, 8:00 a.m. at the Bethpage Club at Bethpage. The theme this year is “AI in Libraries.”

ASSISTANT DIRECTOR’S REPORT:

Mr. Tanzi reported on the following :

- We recently completed an annual industrial appraisal, listing library assets that need to be specifically noted. There were several additions to this year’s appraisal documentation, including the newly-installed theater project and sound system, a server backup, self-check terminal, AWE Early Literacy Computers, and bottle refill stations. The final report was shared with Joe Price/EPIC Insurance.
- Support for the RFID gate at the library’s main entrance was ended by Envisionware. The gate, which ensures that items are checked out before leaving the library, goes back to at least the opening of the building in 2004. While it had continued to operate, it was no longer possible to source replacement parts, or to carry a service contract. In the last week of August, we shipped a new gate, removed the old one, prepped the site, and had a technician install a new

gate. The work went relatively smoothly; the RFID frequency remains the same, the footprint of the gates was similar, and the underlying software was from a current vendor. Special thanks to Ray and Scott for ensuring a smooth transition.

BUILDING & GROUNDS

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

SUMMER READING

REPORTS: The Board thanked Martha Kahn, Ryann Riggs, Jennifer Conlon, and Beth Pereira for their reports.

SUMMER CONCERT

REPORT: The Board thanked Catherine Schmoller for her report.

**NEW BUSINESS –
OBSOLETE
EQUIPMENT:**

Motion by Mrs. Dillon, seconded by Mrs. Fox and carried unanimously to authorize staff to discard obsolete equipment in accordance with library policy and best practice.

**NEW BUSINESS –
NYLA ANNUAL
CONFERENCE:**

Motion by Mrs. Fox, seconded by Mr. Horowitz and carried unanimously to authorize five staff members to attend the 2023 NYLA Conference at a cost not to exceed \$6,620.00. If there is interest, sufficient funds are available in the Board Continuing Education code to send a Trustee to the conference.

**NEW BUSINESS –
EMPLOYEE
BACKGROUND
CHECKS:**

The board reviewed our Employee Background Check Policy.

**NEW BUSINESS –
STUDY BOOTH
PURCHASE:**

Motion by Mrs. Ferrante, seconded by Mr. Horowitz and carried unanimously to approve an expenditure of \$13,980.00 to be paid to Pillar Booth for the purchase and delivery of two study booths.

EXECUTIVE SESSION:

Motion by Mr. Horowitz, seconded by Mrs. Dillon to go into executive session at 8:10 p.m. to discuss the employment history of an individual.

Motion by Mrs. Ferrante, seconded by Mrs. Fox to come out of executive session at 8:30 p.m.

ADJOURNMENT: Motion by Mr. Horowitz to adjourn the regular meeting at 8:34 p.m.

Respectfully submitted by,



Doreen Kilkenny, Board Secretary

Acknowledged by:

Patricia Dillon, Vice President

Unapproved