

BOARD MEETING MINUTES – MONDAY, MAY 17, 2021
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 17 at 7:00 p.m. via Zoom conference.

- PRESENT:** Mrs. Stella Fox, President
Mr. Stuart Horowitz, Vice President
Mrs. Eleanora Ferrante, Financial Chairperson
Mrs. Pat Dillon
Mrs. Eileen Sullivan
- STAFF:** Mrs. Janet Scherer, 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 REGULAR MEETING MINUTES APRIL 19, 2021:** Motion by Mrs. Dillon, seconded by Mrs. Ferrante, and carried unanimously to accept the minutes of the regular meeting of April 19, 2021.
- 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 Mr. Horowitz, seconded by Mrs. Dillon, and carried unanimously to authorize payment of Warrant #31 Fund L in

the amount of \$13,070.66; Warrant #32 Fund L in the amount of \$172,717.77; Warrant #4/01 PR Fund L in the amount of \$105,240.70; Warrant #4/15 PR Fund L in the amount of \$112,040.33; Warrant #4/29 PR Fund L in the amount of \$104,515.16.

Motion by Mrs. Sullivan, seconded by Mrs. Ferrante, and carried unanimously to authorize payment of Warrant #20 Fund TA in the amount of \$40,750.16; Warrant #21 Fund TA in the amount of \$46,226.00; Warrant #22 Fund TA in the amount of \$41,148.82.

Motion by Mr. Horowitz, seconded by Mrs. Dillon, and carried unanimously to approve the American Express statement for March 2021 in the amount of \$1,849.46.

Motion by Mrs. Dillon, seconded by Mrs. Ferrante, and carried unanimously to approve the Amazon/Synchrony Bank Monthly Statement for March 2021 in the amount of \$6,560.31.

**FINANCIAL CHAIRPERSON'S
REPORT:**

Mrs. Ferrante 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 recognizes recent communications from SCLS, Director's request for funding letters to Sen. James Gaughran, and Assemblyman Steve Stern, as well as an email from Pat McAsey re: Tax preparation.

DIRECTOR'S REPORT:

Mrs. Scherer reported on the following:

- I am pleased to report that Verizon has begun the installation of fiber to our building. While the fiber is live into the building, we are waiting for the next steps, which include testing the continuity of the fiber and migrating our phone lines. We look forward to the end of what has been a long and frustrating process.
- The Friends of the Library received two applicants for the annual scholarship. Being that it was unnecessary to purchase prizes for this year's vote day raffles, it was

decided that both applicants (twins) would be awarded a scholarship this year.

**NEW BUSINESS –
POLICY REVIEW –
APPROPRIATE USE OF
THE LIBRARY**

Motion by Mrs. Dillon and seconded by Mr. Horowitz that the Board of Trustees retains the Appropriate Use of the Library Policy with the addition of “Photography, videotaping or use of other recording devices may not interfere with the provision of library services. Staff will terminate any photography, videotaping, or audio recording session that appears to compromise public safety, security or infringes on staff members’ or patrons’ right to privacy.” and the deletion of “extended conversation between two or more people in the adult library is prohibited.”

AWNING PURCHASE:

Motion by Mrs. Dillon and seconded by Mrs. Ferrante that the Board of Trustees approves an expenditure of \$13,637.00 to be paid to Rollup Awning to furnish labor and materials to install two awnings. The work will be performed pending insurance approval.

**WINDOW SHADE
PURCHASE:**

Motion by Mrs. Ferrante and seconded by Mr. Horowitz that the Board of Trustees approves an expenditure of \$5,710.00 to be paid to Love Window Treatments to furnish labor and materials to install shades and replacement parts. The work will be performed pending insurance approval.

**OBSOLETE
EQUIPMENT:**

Motion by Mrs. Dillon, and seconded by Mrs. Sullivan that the Board of Trustees authorizes staff to discard obsolete equipment in accordance with library policy and best practice.

EXECUTIVE SESSION:

Motion by Mr. Horowitz, seconded by Mrs. Dillon to go into Executive Session at 7:50 p.m. to discuss legal matters.

Motion by Mr. Horowitz, seconded by Mrs. Sullivan to come out of Executive Session at 8:23 p.m.

ADJOURNMENT:

Motion by Mrs. Ferrante to adjourn the regular meeting at 8:24 p.m.



