

BOARD MEETING MINUTES – TUESDAY, FEBRUARY 22, 2022
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 Tuesday, February 22 at 7 p.m. in the Meeting Room.

PRESENT:

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

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 7:02 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. Dillon, and carried unanimously to accept the agenda with the removal of the Executive Session.

DISPOSITION OF REGULAR MEETING MINUTES JANUARY 18, 2022:

Motion by Mrs. Fox, seconded by Mrs. Dillon, and carried unanimously to accept the minutes of the regular meeting of January 18, 2022.

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

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

- PJ Novak, who retired from SHPL on January 28th will continue to maintain our archives until a replacement can be hired. In addition, PJ will be working on a special project preparing materials for the Huntington town archivist's Spring exhibit on the history of libraries in the Town of Huntington. PJ will be paid an hourly rate for her efforts. She will also continue to present her popular genealogy workshop for the library.
- Currently SHPL does not employ a Library Assistant. However, this position is becoming more and more attractive to have on staff as reference questions simplify and computer questions become more prevalent. The job duties of our librarians are evolving to meet our community's diverse needs and a Library Assistant will allow our librarians the opportunity to spend more in depth time with a patron when necessary; prepare and present library programs for the public; receive additional training in our tech center; and be available for outreach opportunities.

A library assistant is required to have a four-year degree, pass a civil service test, and be able to assist librarians in all facets of their job duties with supervision. Wages for a Library Assistant on Long Island range from \$20 to \$28 per hour. I believe adding this position to the SHPL roster would be beneficial.

- The legislative advocacy days for New York libraries take place on Wednesday, March 2 and Thursday, March 3. For anyone interested in attending, the meetings will take place virtually with LILRC handling the registration. One person from each meeting will be appointed as spokesperson to ensure a cohesive presentation to our elected officials. I have attached NYLA information sheets for both general library aid and construction aid, which outline our collective legislative agenda. More detailed information is available on the NYLA website.

ASSISTANT DIRECTOR'S REPORT:

Mr. Tanzi reported on the following:

- Over the past few years, there has been a massive uptick in cyberattacks targeting public entities, with the vast majority

NEW BUSINESS –
LANDSCAPE
CONTRACT
RENEWAL:

Motion by Mrs. Sullivan and seconded by Mrs. Dillon that the board of trustees authorizes Benedetto Brothers, Inc. to furnish landscaping services for the 2022 through 2024 seasons for a total cost of \$18,500.00.

NEW BUSINESS –
ANNUAL STATE
REPORT:

Motion by Mrs. Fox and seconded by Mrs. Sullivan that the board of trustees accepts the South Huntington Public Library's New York State Report for 2021.

NEW BUSINESS –
USE OF PAPER
BALLOTS FOR
LIBRARY VOTE:

Motion by Mrs. Fox and seconded by Mrs. Sullivan, and carried unanimously to approve the use of paper ballots for the South Huntington Public Library Annual Vote and Trustee Election on April 5, 2022.

NEW BUSINESS –
NYLA YOUTH SERVICES
SECTION ANNUAL
CONFERENCE:

Motion by Mrs. Dillon and seconded by Mrs. Fox, and carried unanimously to authorize three staff members to attend the 2022 YSS Spring Conference in Schenectady, NY on Friday, April 8, 2022, at a cost not to exceed \$1,635.00.

NEW BUSINESS –
DIRECTOR
EVALUATION
FORM:

Motion by Mrs. Ferrante and seconded by Mrs. Sullivan, and carried unanimously to adopt the "Library Director's Evaluation Form for Trustees" to be used when conducting the director performance evaluation.

ADJOURNMENT:

Motion by Mrs. Ferrante to adjourn the regular meeting at 7:56 p.m.

Respectfully submitted by,




Doreen Kilkenney, Board Secretary