

BOARD MEETING MINUTES – TUESDAY, JANUARY 18, 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, January 18 at 7 p.m. via Zoom Conference.

PRESENT:

Mr. Stuart Horowitz, President
Mrs. Eleanora Ferrante, Vice President
Mrs. Eileen Sullivan, Financial Chairperson
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. Fox, seconded by Mrs. Dillon, and carried unanimously to accept the agenda as written.

DISPOSITION OF
REGULAR MEETING
MINUTES

DECEMBER 20, 2021:

Motion by Mrs. Sullivan, seconded by Mrs. Ferrante, and carried unanimously to accept the minutes of the regular meeting of December 20, 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 Mrs. Fox, seconded by Mrs. Sullivan, and carried unanimously to authorize payment of Warrant #16 Fund L in the amount of \$9,753.54; Warrant #18 Fund L in the amount of \$113,978.26; Warrant #12/09 PR Fund L in the amount of \$108,345.26; Warrant #12/23 PR Fund L in the amount of \$109,134.58.

Motion by Mrs. Dillon, seconded by Mrs. Ferrante, and carried unanimously to authorize payment of Warrant #12 Fund TA in the amount of \$43,443.63; Warrant #13 Fund TA in the amount of \$43,699.50.

Motion by Mrs. Sullivan, seconded by Mrs. Fox, and carried unanimously to approve the American Express statement for December in the amount of \$1,205.01.

Motion by Mrs. Dillon, seconded by Mrs. Fox, and carried unanimously to approve the Amazon/Synchrony Bank Monthly Statement for November in the amount of \$1,865.36.

**FINANCIAL CHAIRPERSON'S
REPORT:**

Mrs. Sullivan 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. Four items remain outstanding and will be reviewed next month.

PERSONNEL REPORT:

Motion by Mrs. Sullivan, seconded by Mrs. Fox, and carried unanimously to approve the appointment listed in the personnel report.

Motion by Mrs. Ferrante, seconded by Mrs. Sullivan, and carried unanimously to approve the resignation listed in the personnel report.

Motion by Mrs. Dillon, seconded by Mrs. Sullivan, and carried unanimously to approve with much regret the retirement listed in the personnel report.

COMMUNICATIONS: The board acknowledged SCLS minutes/memorandum, and thank you letter from Sylvia (Isselbaecher) Cardines.

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

- The architect will be sending an email by the end of the week regarding the HVAC proposals he has reviewed.
- We have received our Bullet Aid check from Assemblyman Steve Stern's office in the amount of \$25,000 for the HVAC project.
- The retirement dinner for our three staff members has been postponed to April 3, 2022 at 5:30 p.m.
- NYLA has appointed a new director, Anna Lee Dragon. Previously, she was the director of the Kinderhook Public Library. She will start on February 14, 2022.

ASSISTANT DIRECTOR'S REPORT:

Mr. Tanzi reported on the following:

- As we enter a new year, we will once more draft and submit an annual report to New York State's Division of Library Development. The report's gateway is scheduled to open later this month. While these reports generally ask for similar information each year, there are inevitably some changes. For the upcoming report, we have learned there will be some changes to how program attendance is reported, in light of the increasing virtualization of library programming.

One significant change is that there will be four virtual program categories beginning in the 2021 annual report:

- Synchronous Virtual Program Sessions (live streaming)
 - Synchronous Virtual Program Attendance
 - Asynchronous Virtual Program Sessions (pre-recorded)
 - Asynchronous Virtual Program Views in First 7 Days After Posting (pre-recorded)
- As the change in reporting has come after our programs have taken place and program attendance collected, these categories are expected to be voluntary this year, and mandatory after that. Administration has met with our library programming staff so that we make necessary changes to our stat collection; the sooner we implement these changes, the less we'll need to engage in lookbacks for the next report.

As always, once the gateway opens, we will work with each library department to collect and submit our data. The deadline for this year's reporting is March 15, 2022. Once our report is submitted, it will sit in a queue for the Suffolk Cooperative Library System to review, and they typically follow up with member libraries with any questions or concerns they may have with the reports. As the library's board of trustees is required to review and approve our submission, you will have the opportunity to view the report in its entirety at a future meeting.

- For the first time in approximately two decades, 2021 saw changes to New York State library minimum standards. While the library meets all of these standards, we went through our website to ensure that all of the necessary policies, services, and general information were readily accessible by the public.

BUILDING AND

GROUND REPORT: The board thanked Ray Capone for his report.

ABOS CONFERENCE: The board thanked Lisa Esposito for her report.

NEW BUSINESS –

SHPL 2022-2023

BUDGET DRAFT: Mrs. Scherer presented the board with the preliminary draft of the 2022 – 2023 Budget for discussion.

EXECUTIVE SESSION: Motion by Mrs. Sullivan, seconded by Mrs. Ferrante to go into Executive Session at 7:53 p.m. to discuss employment history of employees and legal matters.

Motion by Mrs. Dillon, seconded by Mrs. Fox to come out of Executive Session at 8:57 p.m.

ADJOURNMENT: Motion by Mrs. Dillon to adjourn the regular meeting at 8:58 p.m.



Respectfully submitted by,



Doreen Kilkeny, Board Secretary