

BOARD MEETING MINUTES - MONDAY, NOVEMBER 15, 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, November 15 at 7 p.m. in the conference room.

- PRESENT:** Mrs. Eleanora Ferrante, Vice President
Mrs. Eileen Sullivan, Financial Chairperson
Mrs. Pat Dillon
Mrs. Stella Fox
- EXCUSED:** Mr. Stuart Horowitz, President
- 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 vice president at 7:00 p.m.
- PLEDGE OF ALLEGIANCE:** The vice president led everyone in the Pledge of Allegiance.
- ADOPTION OF THE AGENDA:** Motion by Mrs. Fox, seconded by Mrs. Sullivan, and carried unanimously to accept the agenda as written.
- DISPOSITION OF REGULAR MEETING MINUTES OCTOBER 18, 2021:** Motion by Mrs. Dillon, seconded by Mrs. Fox, and carried unanimously to accept the minutes of the regular meeting of October 18, 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

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

- I am so pleased to announce that our Green Team has completed all the necessary requirements in our pursuit of the Sustainable Libraries Certification. We have submitted the packet to the Sustainable Libraries Initiative review panel and we hope to hear their response soon. Our Green Team looks forward to presenting the work to the board in the future.
- It is with mixed emotion that I announce the retirement of several long-time staff members in the coming months. Jeanne Condon will retire at the end of December and has worked at the library for 38 years. PJ Novak has chosen the end of January to leave and has worked here for 19 years. Jo Ann Messina will retire in March and has been with us for 13 years. Their collective contribution to our staff and community is very much appreciated and their presence in the building will truly be missed.
- Our librarians are enjoying creating photographs for our social media account that feature "bookfaces." This is when a book is lined up with a person to complete the face or body depicted on the book cover.

ASSISTANT DIRECTOR'S REPORT:

Mr. Tanzi reported on the following:

- On Tuesday, October 28th, I attended the SHUFSD's New Teacher Reception at the James Kaden District Office. This event is used both to welcome new educators to the district, as well as provide them with some early guidance as they start their careers. I was invited to speak at the top of the meeting; I used my time to offer congratulations on behalf of the library before sharing the many resources we have available for them to use. Attendees learned of their eligibility for library cards, and several indicated hearing positive things about the library from colleagues who had attended our October professional development workshop

Using this as a segue, staff from the Teacher Center urged attendees to look for another offering of "Where Community Connects; Exploring the SHPL's New Technology and Other Resources for Teachers and Students," in the spring professional development course catalog. At present, we are firming up dates for a new session in either early March or May of 2022.

Assigned Fund Balance for Encumbrances carried forward from the 2020-2021 General Fund.

3. That the board of trustees authorizes an allocation of \$200,000.00 from the 2020-2021 Unassigned General Fund Balance to be allocated as Assigned Fund Balance for Revenue in the 2021 – 2022 Operating Budget.
4. That the board of trustees authorizes \$589,626.00 of the Unassigned General Fund Balance to be allocated as Assigned Fund Balance for Accrued Compensated Absences.
5. That the board of trustees authorizes an allocation of \$362,951.26 from the 2020-2021 Unassigned General Fund Balance to be allocated as Restricted Fund Balance for the Repairs and & Improvements to Building Capital Reserve Fund.
6. That the board of trustees authorizes an allocation of \$2,655.56 from the Capital Reserve Fund Interest to be allocated as *Restricted* Fund balance for the repairs & improvements to the Building Capital Reserve Fund.

NEW BUSINESS –
HVAC REPLACEMENT
AND UPGRADE PROJECT
CONTRACT:

Motion by Mrs. Fox and seconded by Mrs. Sullivan and carried unanimously to table the recommendation.

EXECUTIVE SESSION:

Motion by Mrs. Sullivan, seconded by Mrs. Fox to go into Executive Session at 7:52 p.m. to discuss employment history of individual employees.

Motion by Mrs. Dillon, seconded by Mrs. Sullivan to come out of Executive Session at 8:02 p.m.

ADJOURNMENT:

Motion by Mrs. Fox to adjourn the regular meeting at 8:03 p.m.



Respectfully submitted by,



Doreen Kilkenney, Board Secretary