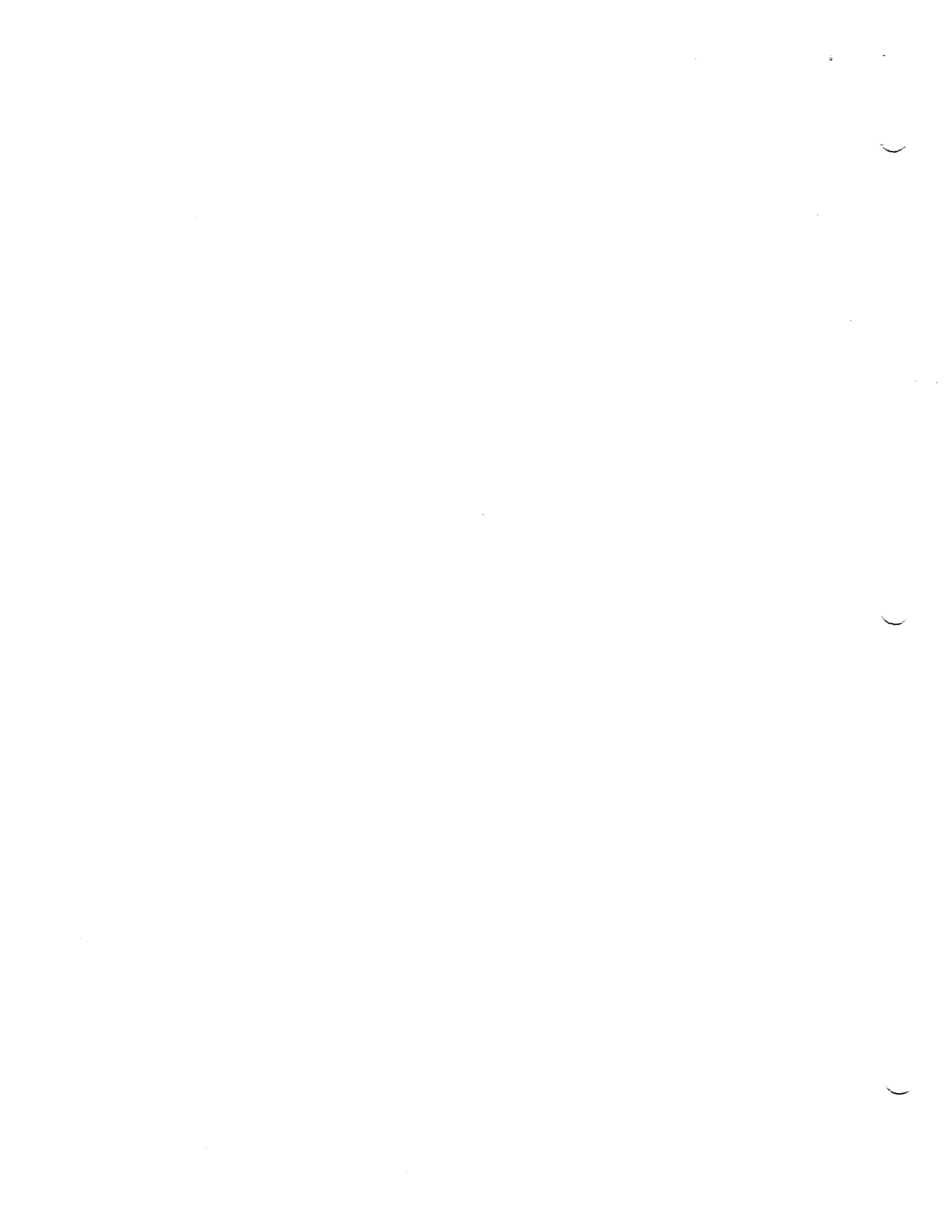


BOARD MEETING MINUTES - MONDAY, DECEMBER 21, 2020
SOUTH HUNTINGTON PUBLIC LIBRARY
145 PIDGEON HILL ROAD
HUNTINGTON STATION, NY 11746

The regular meeting of the Board of Trustees of the South Huntington Public Library was held on Monday, December 21 at 7 p.m. via Zoom meeting.

- 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
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 7:05 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 as written.
- DISPOSITION OF REGULAR MEETING MINUTES NOVEMBER 16, 2020:** Motion by Mrs. Dillon, seconded by Mr. Horowitz, and carried unanimously to accept the minutes of the regular meeting of November 16, 2020.
- 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. Ferrante, seconded by Mr. Horowitz and carried unanimously to authorize payment of Warrant #15 Fund L in the amount of \$8,986.98; Warrant #17 Fund L in the amount of \$160,662.58; Warrant #11/12 PR Fund L in the amount of \$107,957.02; Warrant #11/25 PR Fund L in the amount of \$107,023.98.

Motion by Mrs. Dillon, seconded by Mrs. Ferrante, and carried unanimously to authorize payment of Warrant #10 Fund TA in the amount of \$41,629.79; Warrant #11 Fund TA in the amount of \$42,114.47.

Motion by Mrs. Dillon, seconded by Mrs. Ferrante, and carried unanimously to approve the American Express statement for November in the amount of \$1,994.07.

Motion by Mrs. Dillon, seconded by Mrs. Ferrante, and carried unanimously to approve the Amazon/Synchrony Bank Monthly Statement for October in the amount of \$4,177.68.

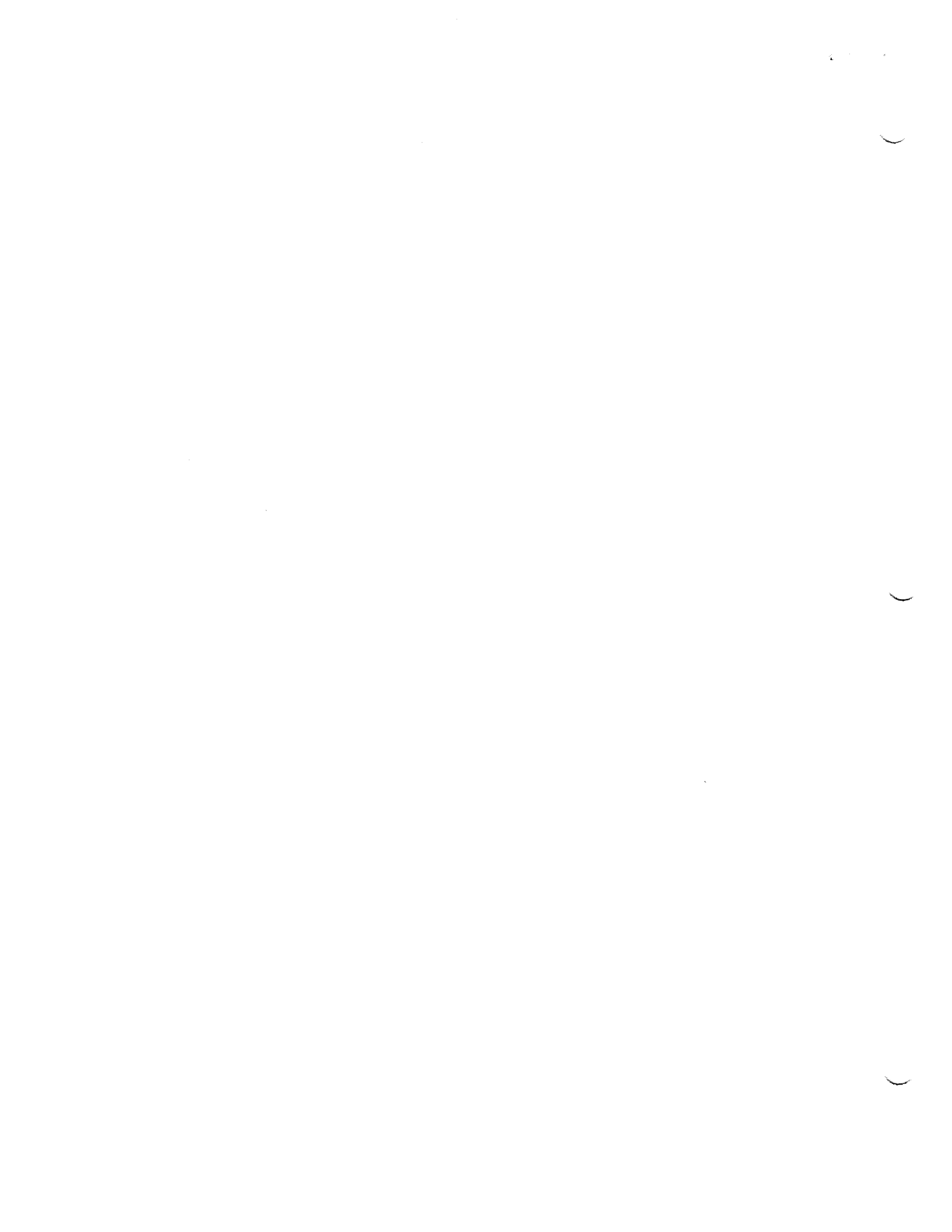
FINANCIAL CHAIRPERSON'S
REPORT:

Mrs. Ferrante reported that she selected at random and reviewed original purchase orders, invoices, check requisitions, and copies of the following cancelled checks. She compared them to the original warrants, and found the vendors' names, check amounts, and endorsements to be in order.

PERSONNEL REPORT: Motion by Mr. Horowitz, seconded by Mrs. Ferrante, and carried unanimously to approve the personnel report.

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

- In September of 2018, the Board approved the *Amendments to the Regulations of the Commissioner of Education* concerning libraries. To review, while the Library already meets many of the new requirements, several items require action, including:
 - The requirement that the Library's bylaws and written policies which define the structure and governing functions of the library board of trustees, are to be reviewed and re-approved by the board at least once every five years or earlier if required by law.
 - The requirement that the Library provide a board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives, as outlined in the library's long range plan of service.
 - The requirement that board approved written policies for the operation of the library shall be reviewed and updated at least once every five years or earlier if required by law.



- The requirement that the Library provides staff with annual technology training, appropriate to their position, to address community needs, as outlined in the library's long-range plan of service.

The amendments go into effect beginning January of 2021.

- Below is an update on the CARES Act from Kevin Verbesev:
The State Library received about \$1.4M in CARES Act funding for themselves and library systems Statewide. They are going to be distributing out about \$1.2M of that money to library systems - after voluminous grant paperwork is done at the individual library systems - sometime in 2021. We expect that SCLS will get about \$89k in total. It will most likely be used to offset expenditures that have already taken place for PPE, facility modifications, printing of face shields, and other pandemic related life/safety expenses.

ASSISTANT
DIRECTOR'S

REPORT: Mr. Tanzi reported on the following:

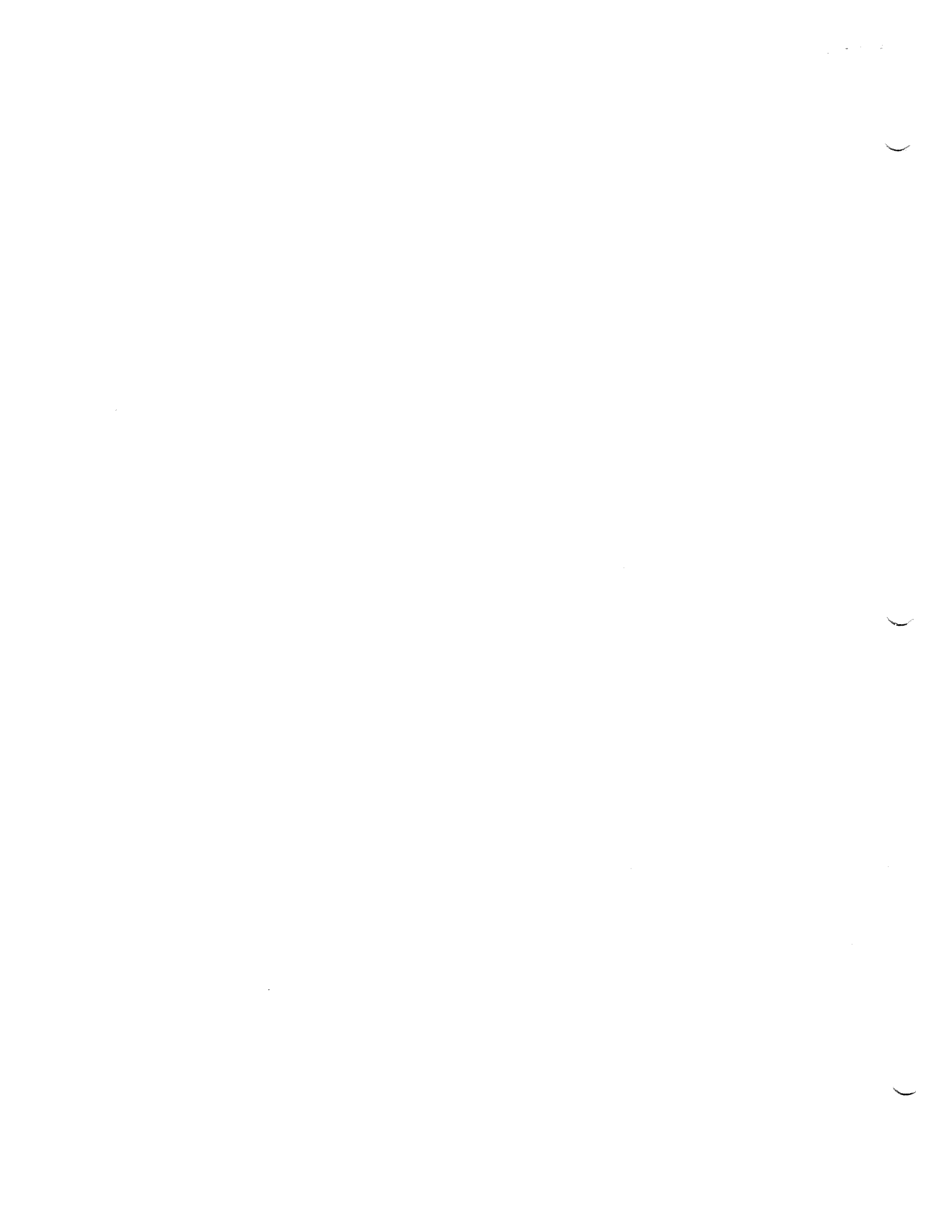
- Earlier this month, a survey went out to all staff meant to assess their IT needs in the event that the library returns to a remote work environment. This survey is being used to ensure that all staff will be able to receive ongoing electronic communication via email, staff intranet, and virtual meetings. Additionally, we are identifying all staff who will need library-provided hardware or software in order to maintain the website, create virtual programs, and otherwise carry out their day-to-day work responsibilities remotely. Using the results of the survey, Administration and Computer Services will work with the department heads to ensure a smooth transition to a remote workplace should the need arise.
- Previously, I indicated that we were working with our website developer to create a robust virtual solution for the Van Loen Gallery. That work has been completed, and our most recent exhibit, "Enchantment," has been uploaded to the page. Kudos to Catherine Schmoller for her help guiding the development process, and assembling the digital content for our site!
- We continue the work of improving our IT infrastructure. Included in this project is a significant upgrade of our Library's fiber broadband connection. Scott Kalogris has provided a detailed update, outlined in the "Internet Communications" memo distributed to the Board.

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

NEW BUSINESS –
ALLOCATION OF
FUNDS –

(FY 2019 - 2020):

Motion by Mr. Horowitz, seconded by Mrs. Sullivan, and carried unanimously to authorize the following recommendations:



1. That the Board of Trustees authorize an allocation of \$1,369,438.00 of the Unassigned General Fund Balance to be maintained as such in order to provide the Library with a working capital margin of safety.
2. That the Board of Trustees authorizes \$84,450.46 of the Unassigned General Fund Balance to be allocated as Assigned Fund Balance for Encumbrances carried forward from the 2019-2020 General Fund.
3. That the Board of Trustees authorizes \$624,794.00 of the Unassigned General Fund Balance to be allocated as Assigned Fund Balance for Accrued Compensated Absences.
4. That the Board of Trustees authorizes an allocation of \$200,000.00 from the 2019-2020 Unassigned General Fund Balance to be allocated as Assigned Fund Balance for Revenue in the 2021 – 2022 Operating Budget.
5. That the Board of Trustees authorizes an allocation of \$56,616.55 from the 2019-2020 Unassigned General Fund Balance to be allocated as Restricted Fund.
6. That the Board of Trustees authorizes an allocation of \$22,571.17 from the Reserve for Debt Service Interest to be allocated as Assigned Fund Balance to offset the Bond Payment in the 2021 – 2022 Operating Budget.
7. That the Board of Trustees authorizes an allocation of \$9,846.97 from the Capital Project Reserve Fund Interest to be allocated as Restricted Fund Balance for the Computer, Telecommunications and Equipment Capital Reserve Fund.

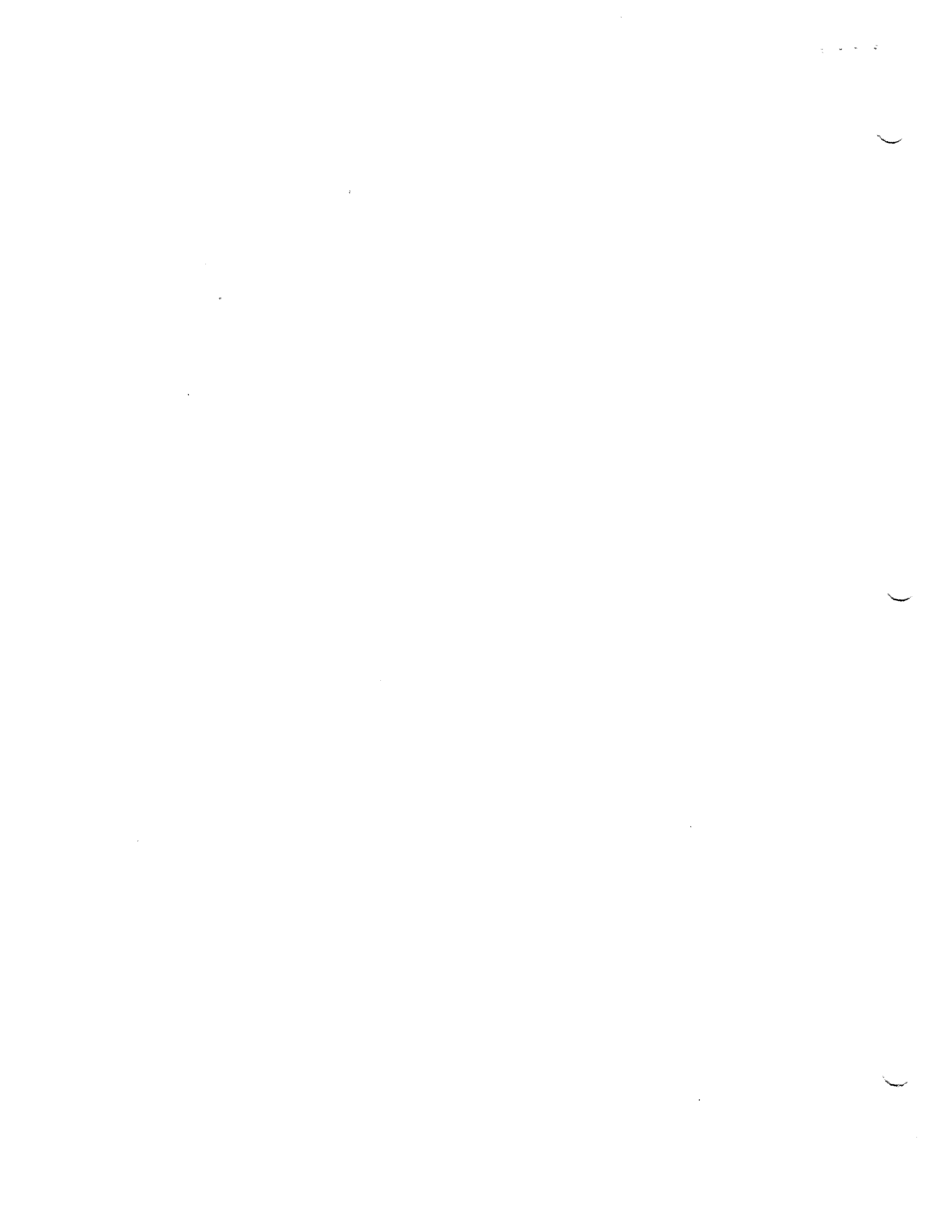
COMMERCIAL
INSURANCE
RENEWAL:

Motion by Mrs. Dillon and seconded by Mrs. Sullivan, and carried unanimously that the Board of Trustees approves renewal of the library's commercial insurance policies with Utica National through the Price Agency at a cost not to exceed \$50,250.00.

HOLIDAY
DESIGNATIONS:

Motion by Mrs. Sullivan and seconded by Mrs. Ferrante, and carried unanimously to designate Juneteenth as a Library compensatory holiday beginning in 2021. The library will remain open, and full-timers will earn one day of compensatory time if they work that day.

Motion by Mrs. Sullivan and seconded by Mrs. Ferrante, and carried unanimously to authorize closing the library on Martin Luther King Jr. Day and Veterans Day beginning in 2021.



**PRIVACY POLICY
DISCUSSION:**

The Board of Trustees and administration discussed issues with privacy in the library.

FINE FREE POLICY:

Motion by Mrs. Sullivan and seconded by Mr. Horowitz, and carried unanimously to extend fine-free lending and work towards permanently adopting a fine-free policy in April of 2021.

**SHPL 2021 – 2022
BUDGET DRAFT:**

Mrs. Scherer presented the Board with the preliminary draft of the 2021 – 2022 Budget for discussion.

**OBSOLETE
EQUIPMENT:**

Motion by Mrs. Ferrante and seconded by Mrs. Sullivan, and carried unanimously to authorize 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 8:37 p.m. to discuss employment history of individual employees and legal matters.

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

ADJOURNMENT:

Motion by Mr. Horowitz to adjourn the regular meeting at 8:58 p.m.

