

BOARD MEETING MINUTES - TUESDAY, MARCH 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, March 15 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
Mr. Nick Tanzi, Assistant Director
Mrs. Erin McShane Hedger, Business Manager
Mrs. Doreen Kilkenny, Board Secretary
- GUEST:** Mr. Chris DeCristofara
- CALL TO ORDER:** The meeting was called to order by the President at 7:15 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 corrections as follows:
- Add New Business: Collection Agency discussion
 - Add Executive Session to discuss legal matters.
- DISPOSITION OF REGULAR MEETING MINUTES FEBRUARY 16, 2021:** Motion by Mrs. Sullivan, seconded by Mrs. Dillon, and carried unanimously to accept the minutes of the regular meeting of February 16, 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. Sullivan, and carried unanimously to authorize payment of Warrant #24 Fund L in the amount of \$8,720.05; Warrant #25 Fund L in the amount of \$82,197.01; Warrant #2/04 PR Fund L in the amount of \$98,786.12; Warrant #2/18 PR Fund L in the amount of \$104,260.86.

Motion by Mrs. Ferrante, seconded by Mr. Horowitz, and carried unanimously to authorize payment of Warrant #16 Fund TA in the amount of \$37,541.74; Warrant #17 Fund TA in the amount of \$40,747.34.

Motion by Mrs. Sullivan, seconded by Mrs. Dillon, and carried unanimously to approve the American Express statement for February 2021 in the amount of \$5,437.03.

Motion by Mr. Sullivan, seconded by Mrs. Dillon, and carried unanimously to approve the Amazon/Synchrony Bank Monthly Statement for January 2021 in the amount of \$1,264.32.

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.

The following checks were outstanding:

Check #	Check Date	Vendor Name	Check Amount
55697	12/21/2020	SHEILA ALAMANSI	\$1,735.20
55822	01/19/2021	INDUSTRIAL APPRAISAL	\$1,383.00

COST OF VOTE-DAY WORKERS

Motion by Mr. Sullivan, seconded by Mrs. Dillon, and carried unanimously that the Board of Trustees approves the schedule of workers to be paid at the rate of \$13 per hour for the Budget Vote and Trustee Election on April 13, 2021.

COMMUNICATIONS: The Board recognizes recent communications from SCLS, US Census, and Kevin Verbese, and Director's thank you note to Ken and Chris Weil.

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

- After a hiatus due to Covid-19 the Green Team is back at work and meeting regularly. As you know our Green Team was formed with volunteers from across all job categories to work towards achieving our accreditation as a "Sustainable Library". The first requirement had our team working through multiple categories that helped align our efforts with the triple bottom line of sustainability: social equity, economic feasibility and environmentally sound practices. This culminated with a formal presentation and receipt of our Green Business Certification the fall of 2019.

The next part of the process involves working towards achieving several benchmarks that are specific to libraries. They include: collective impact; social cohesion; resilience planning; financial sustainability and collections. Each category has several action items to complete. I have attached a copy of these items to my report for your review.

It is the goal of the Green Team to complete these requirements by the fall of 2021. Our current team members are: Jen Griffing, Jen O'Connor, Beth Pereria, Howard Spiegelglass, Catherine Schmoller, Jamie Gholson, Nick and myself.

In addition, I am excited to report that I will have the honor of serving on the newly formed Sustainable Libraries Initiative (SLI) State Advisory Committee. The Committee will meet bi-monthly to review the operation and activates of SLI, provide feedback and guidance on the actions and outputs of the SLI, and serve to mentor others engaging with SLI. Our first meeting will be held later in the month.

- Advocacy Day was held virtually this year on Friday, February 26th. I had the opportunity to participate in the zoom conference with Legislator Stern's aide and later with Senator Gaughran himself. Each time slot was facilitated by one person chosen before the session started to alleviate cross talk and to save time. Each facilitator presented NYLA's advocacy agenda as presented in the Advocacy Day packet that I forwarded to each

of you prior to the day's events. As always, our legislators support our work and have pledged to do what they can to restore funds for libraries in general and new construction.

- Our annual fire inspection was completed on Tuesday, March 2. I am pleased to report that we passed with flying colors. Thank you to Ray and the Maintenance crew who work tirelessly to keep our building not only clean but safe.

**ASSISTANT DIRECTOR'S
REPORT:**

Mr. Tanzi reported on the following:

- Working with Adult Reference Librarian Jen O'Connor, we have launched our Seed Library webpage, ahead of the service debuting on March 15th. The site URL is <https://shpl.info/seed-library> and contains information on the service, a seed catalog, FAQs, and useful links. A book slider located on the lower third of the site links out to print and eBooks on seed saving and gardening as a whole. We've received strong interest in this service via social media, I suspect we are in store for a lot of use this year!
- I have been in contact with representatives at the Suffolk Cooperative Library System regarding our move to fine free. They have provided us with a table of loan rules which we are reviewing to ensure they're consistent with the changes we requested. We remain on track for permanent fine-free status beginning on April 1st.
- We have successfully concluded our first virtual professional development workshop in collaboration with SHUFSD. We received excellent feedback from attendees; staff did an excellent job making the pivot to a digital format. Following the workshop, we have seen increased interest in services like Book Match, Assignment Alert, virtual class visits, and educator cards.

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

**OLD BUSINESS -
NYS PUBLIC EMPLOYER
HEALTH EMERGENCY
PLAN:**

Motion by Mr. Horowitz and seconded by Mrs. Sullivan that the Board of Trustees approves the NYS Public Employer Health

Plan for submittal to New York State by April 1, 2021, pending approval by the library's attorney.

NEW BUSINESS –

2020 ANNUAL REPORT: Motion by Mr. Horowitz and seconded by Mrs. Ferrante that the Board of Trustees accepts the South Huntington Public Library's New York State Annual Report for 2020, with corrections as discussed.

COLLECTION AGENCY DISCUSSION:

A discussion was held concerning the Library's use of Unique Collection Agency to recover monies and materials owed.

CIRCULATION POLICY: Motion by Mrs. Horowitz, and seconded by Mrs. Sullivan that the Board of Trustees adopts the amended Circulation Policy as written, pending approval by the Library's attorney.

CONFIDENTIALITY

OF PATRON RECORDS: Motion by Mrs. Ferrante, and seconded by Mrs. Sullivan that the Board of Trustees adopts the Confidentiality of Patron Records Policy as written, pending approval by the Library's attorney.

OPEN MEETINGS

LAWY POLICY: Motion by Mr. Horowitz, and seconded by Mrs. Ferrante that the Board of Trustees adopts the Open Meetings Law Policy as written, pending approval by Library's attorney.

EXECUTIVE SESSION: Motion by Mrs. Ferrante, seconded by Mrs. Sullivan to go into Executive Session at 8:48 p.m. to discuss legal matters

Motion by Mrs. Sullivan, seconded by Mrs. Dillon to come out of Executive Session at 9:01 p.m.

ADJOURNMENT: Motion by Mrs. Dillon to adjourn the regular meeting at 9:02 p.m.

