

BOARD MEETING MINUTES – MONDAY, MARCH 16, 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, March 16 at 7:00 p.m. in the Meeting Room.

PRESENT: Mrs. Pat Dillon, President
Mr. Stuart Horowitz, Financial Chairperson
Mrs. Eleanora Ferrante
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 7:14 p.m.

PLEDGE OF ALLEGIANCE: The President led everyone in the Pledge of Allegiance.

ADOPTION OF THE AGENDA: Motion by Mr. Horowitz, seconded by Mrs. Ferrante, and carried unanimously to accept the agenda as written, with the exception of tabling the Notary Policy and cancelling the Executive session scheduled.

DISPOSITION OF REGULAR MEETING MINUTES
FEBRUARY 18, 2020: Motion by Mr. Horowitz, seconded by Mrs. Sullivan, and carried unanimously to accept the minutes of the regular meeting of February 18, 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 Mrs. Sullivan, and carried unanimously to authorize payment of Warrant #25 Fund L in the amount of \$7,889.73; Warrant #28 Fund L in the amount of \$145,691.55; Warrant #2/06 PR Fund L in the amount of \$113,181.75; Warrant #2/20 PR Fund L in the amount of \$110,924.37.

Motion by Mr. Horowitz, seconded by Mrs. Ferrante, and carried unanimously to authorize payment of Warrant #16 Fund TA in the amount of \$43,119.53; Warrant #17 Fund TA in the amount of \$42,814.86.

Motion by Mr. Horowitz, seconded by Mrs. Ferrante, and carried unanimously to authorize payment of Warrant #7 Fund H in the amount of \$681.83.

Motion by Mr. Horowitz, seconded by Mrs. Sullivan, and carried unanimously to approve the American Express statement for February 2020 in the amount of \$6,612.64.

Motion by Mrs. Sullivan, seconded by Mrs. Ferrante, and carried unanimously to approve the Amazon/Synchrony Bank Monthly Statement for January 2020 in the amount of \$2,422.74.

**FINANCIAL CHAIRPERSON'S
REPORT:**

Mr. Horowitz reported that he selected at random and reviewed original purchase orders, invoices, check requisitions, and copies of the following cancelled checks. He 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.

**COST OF VOTE-DAY
WORKERS:**

Motion by Mr. Horowitz, and seconded by Mrs. Sullivan, and carried unanimously to approve the schedule of workers as listed in the board packet to be paid at the rate of \$13 per hour for the budget vote and trustee election on April 7, 2020.

DIRECTOR'S REPORT:

Mrs. Scherer reported on the following:

- As this virus makes its presence known in our local community, we continue to monitor all the current information available from the federal government, state and county. I have been

updating staff as soon as I receive new information. Although a staff meeting was scheduled for Wednesday, March 18th, things have changed quickly and I will be updating staff via email.

- Ray has ordered additional wipes, Purell, dilutable cleaners, paper towels, toilet paper and tissues as his suppliers have warned of impending shortages. Supplies have been shared with all departments. Ray is also requiring his crew to be vigilant when cleaning surfaces, door handles, railings and the like. We are in a much better position compared to other libraries as we employ our own maintenance employees which allows for more frequent cleaning. Most libraries contract with a cleaning company that comes in only once per day.
- Nick is working on preparing information for our website, with social media following if necessary. I planned to be present as much as possible on the public floor and visit some of our programs in order to speak to the public directly, but that has since changed.
- Everything is going well with the marketplace. Our staff and patrons are enjoying the convenience and quality of the products. We are awaiting our first report from the company as to usage.
- Janet presented 2 renderings of the new address signage to the building. With further research after the February board meeting, Ray discovered the the original plan of using PVC for the address signage could possibly warp causing issues later down the line. As a result, we have decided not to go with the PVC backing. To repurpose letters from old signage, make an additional 6 letters that were missing and installation, the quotes are as follows:

Company	Cost
Signarama	\$2,020.40
Sundance Signs	\$1,375.00
Genesis Signs & Graphics	No response

Ray has recommended choosing Signarama as he believes their process is best. Signarama has provided all the signage for the building and reduced their original pricing. Their insurance has been approved. Further, it is Ray's recommendation that we install the letters on the curved structure just above the door.

ASSISTANT DIRECTOR'S REPORT:

- On February 21st, SCLS accidentally purged fines from patron cards. Only Overdue, Overdue Renewal, and Adjustment charges were purged. Replacement and Manual Charges were not removed from the records. The work to restore fines

needs to be done manually, and will likely require several weeks to complete. In the interim, any patron checking their account will see a fine balance reflective of the purge. Several libraries have indicated that they will not be restoring these fines. At present, our library has paused the restoration process while we discuss the matter further, but it is probably in our best interest to waive these purged fines.

- This month our webpage for Spanish speakers went live at shpl.info/en-espanol. Georgina Rivas-Martinez provided content and translations. At present, the site features a slideshow, Spanish language catalog, recommended books, translated newsletter, databases, a one-on-one appointment form, library card applications, and information on our public service departments. We intent to update site content on a monthly basis.
- Nick's trip to Washington has been postponed and credits for hotel and Amtrac tickets will be noted in upcoming board packets.

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

2020 PLA CONFERENCE REPORTS: The Board thanks all staff who attended for their reports.

WINTER READING CLUB REPORT: The Board thanks Jo Ann Messina and Jen O'Connor for their report.

OLD BUSINESS – CENSUS 2020 We are ready and have worked on that webpage, but things have changed. We still have access via computer and telephone, but there is a concern for undercounting.

NEW BUSINESS - HVAC MAINTENANCE CONTRACT: Motion by Mr. Horowitz and seconded by Mrs. Ferrante to authorize Pyramid Air Conditioning & Heating to provide preventive maintenance services as per proposal dated February 26, 2020 for the period April 1, 2020 through March 31, 2021 for a total cost of \$16,486.00.

NEW BUSINESS - CORONAVIRUS DISCUSSION:

- After deciding that the library would close as of Saturday, March 14th at 5 p.m., all holds were called Saturday afternoon so that patrons could pick up their materials prior to closing.

- On Friday, March 13th, we were notified by AARP that all tax preparation has been cancelled. We called everyone we could on Saturday and today called the remaining appointments through April letting them know of the cancellation.
- Department Heads, the Business Office and full time Librarians came in today and discussed within their departments the necessary steps to cancel programs, and completing necessary tasks in the Business department, including payroll.
- Janet was able to cancel April's newsletter before it went to print. That should alleviate some of the confusion regarding programming cancellations through the end of April. Janet may speak with the printer regarding our May newsletter to be a reduced number of pages and featuring all of our online services.
- We then met in the theater at 10:45 am. We discussed what was going on with SCLS and PALS – they are completely closed down, but are working on protecting all holds. There will be no deliveries, and no fines will be assessed. We have notified people to not use the book drop, but will be checking it periodically. We have asked patrons to keep their materials until we reopen.
- System is going through the database and will be automatically extending all cards that are coming up for renewal so that those patrons do not lose access to online resources.
- The Business office has been given computers to take home so that they can complete payroll in the event we are not open.
- Homebound patrons and volunteers have been called and were notified of the cancellation.
- All passport appointments have been cancelled and we have notified the passport agency of our closure.
- We will be answering patron emails as they come in and department heads will do that at home as well.
- Mail delivery has been placed on hold and Janet will pick it up from the post office on Fridays.
- Newspapers will still be delivered as they are part of our collection, and will be delivered to the book drop as usual.
- All of our book distributors have been notified to hold all deliveries until further notice. Amazon we can't control, but they are usually delivered through USPS and will be held. We have notes on the doors asking to not drop off any deliveries.
- We have changed the message on the phone and will continually update the website as the situation changes.
- Ray will be checking on the building every other day to start and Janet will be checking on the building as well.

- We will be refunding all cancelled programs and have placed that on the FAQ section of our website. We are not currently rescheduling dates for programs as we don't know when we will be reopening.
- On Sunday, March 15th, Directors were able to have a conference call from home with Kevin Verbese, the Suffolk County Health Commissioner and a member of Steve Bellone's office. They concurred with our decision to close. They are not very concerned about the virus being passed via library materials.
- Today we had a conference call with Kevin Verbese and the directors about the national response, and all government entities must reduce staff by 50%.
- If we have a confirmed case here, the Dept. of Health will quarantine all immediate family members and all employees that work within 6 feet of them.
- Board meetings scheduled now through April 11th, we are able to do call and video conferencing meetings. Kevin thinks that will be extended and may be the best thing to do. During an emergency such as this, we are able to cancel meetings as long as we notify the public 72 hours in advance.
- Our annual meeting is scheduled for March 30th. Janet has emailed the attorney about the cancellation of this meeting. He has said we can hold this meeting on a platform such as Zoom.
- It is obviously too late to change the Budget Vote. There is no provision for absentee ballots or electronic voting so that is not an option. Kevin Verbese said we had several options, those being cancellation, try to move forward, or reschedule to June. He has a strong feeling that the Governor will be getting involved with this. Without executive order from the Governor, we must hold the vote by June 30th, or revert to the existing budget.

NOTARY POLICY:

Discussion was tabled to future meeting. Attorney has not gotten a chance to look at the policy.

ADJOURNMENT:

Motion by Mrs. Ferrante to adjourn the regular meeting at 8:10 p.m.

