

BOARD MEETING MINUTES – MONDAY, MAY 18, 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, May 18 at 7:00 p.m. via Zoom meeting.

- PRESENT:** Mrs. Pat Dillon, President
Mr. Stuart Horowitz, Financial Chairperson
Mrs. Eleanora Ferrante
Mrs. Eileen Sullivan
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 Mr. Horowitz, seconded by Mrs. Sullivan, and carried unanimously to accept the agenda as written, with corrections.
- DISPOSITION OF SPECIAL MEETING MINUTES
MAY 5, 2020:** Motion by Mr. Horowitz, seconded by Mrs. Sullivan, and carried unanimously to accept the minutes of the special meeting of May 5, 2020.
- DISPOSITION OF REGULAR MEETING MINUTES
APRIL 20, 2020:** Motion by Mrs. Sullivan, seconded by Mrs. Ferrante, and carried unanimously to accept the minutes of the regular meeting of April 20, 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. Sullivan, seconded by Mr. Horowitz, and carried unanimously to authorize payment of Warrant #31 Fund L in the amount of \$4,870.67; Warrant #35 Fund L in the amount of \$139,985.15; Warrant #4/06 PR Fund L in the amount of \$103,649.02; Warrant #4/16 PR Fund L in the amount of \$115,647.43; Warrant #4/30 PR Fund L in the amount of \$103,245.44.

Motion by Mrs. Sullivan, seconded by Mr. Horowitz, and carried unanimously to authorize payment of Warrant #20 Fund TA in the amount of \$39,972.47; Warrant #21 Fund TA in the amount of \$48,376.72; Warrant #22 Fund TA in the amount of \$39,859.71.

Motion by Mrs. Fox, seconded by Mrs. Sullivan, and carried unanimously to authorize payment of Warrant #8 Fund H in the amount of \$13,280.68.

Motion by Mr. Ferrante, seconded by Mrs. Sullivan, and carried unanimously to approve the American Express statement for April 2020 in the amount of \$1,641.54.

Motion by Mrs. Sullivan, seconded by Mrs. Fox, and carried unanimously to approve the Amazon/Synchrony Bank Monthly Statement for March 2020 in the amount of \$545.97.

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.

The following checks were outstanding:

Check #	Check Date	Vendor Name	Check Amount
54995	03/16/2020	CENTER STAGE MUSIC I	600.00
55017	03/16/2020	HELEN HARRIS	275.00
55027	03/16/2020	KONICA MINOLTA BUSINESS SOLUTN	188.61

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

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

- All inventory has been removed from our Marketplace and the fixtures have been sanitized.
- This year's Summer Reading theme is "Imagine Your Story". Our clubs will look different this year. Our team is hard at work modifying our current structure to compensate for the unfortunate constraints they will be facing. Our clubs will be predominantly online this year so we have purchased a new platform called Beanstack, which has an easier interface than our current ReadSquared platform.
- Two new services will be debuting on June 1;
 - New York Times – Unlimited and free access to the New York Times and NYT phone and tablet apps for 3 days per login. After 72 hours has expired, the patron can activate a new code for another 72 hours.
 - PressReader – A digital newsstand with thousands of the world's most popular newspapers and magazines. It includes publications from over 120 countries in more than 60 languages.
- As of May 13, 2020, we have issued 91 new library cards.
- Sally Nikolis, children's librarian and museum pass coordinator, is in the process of contacting all museums that we hold passes with in order to find out how they are handling extensions to our membership expiration dates.
- As voted on by the Board, our Trustee vote is being handled by the South Huntington School District on June 9th. It will be held entirely by mail as ordered by the Governor. We have not been invoiced for any costs associated with the voting materials and management.
- On May 11, I informed the Board by email that the drive on HVAC Unit 2 had failed. This unit provides the bulk of the cooling to the lobby, all the offices and one-quarter of adult reference. This repair is absolutely necessary before we reopen to staff and public. The delivery of the part has an approximate five week lead time. The cost of this emergency repair will come from the Repairs and Improvements to the Building Capital Reserve Fund to be paid to Pyramid Air Conditioning & Heating. The cost of the repair including labor, materials and installation is \$20,500.00 with a \$10,250.00 deposit due.

- I updated the Board on the Library's response to the coronavirus as it pertains to library services, as well as library re-opening plans.

ASSISTANT

DIRECTOR'S REPORT: Mr. Tanzi reported on the following:

- In April, the Library made the pivot to virtual programming for our patrons. Collecting statistics on virtual programming is a difficult undertaking; our audience is split across multiple platforms (website, Facebook, YouTube, Zoom, GoToMeeting, and others) and different platforms measure engagement differently. I have attached the guiding principles and program attendance numbers for both Adult, Children's, and Young Adult Programming.

HEAD OF REFERENCE

DEPT. REPORT:

The Board thanks Howard Spiegelglass for his update on Adult Services during the Library closure.

HEAD OF YOUTH

SERVICES DEPT.

REPORT:

The Board thanks Beth Ghee for her update on Youth Services during the Library closure.

HIGH SCHOOL

YEARBOOK PROJECT:

The Board thanks PJ Novak for her report on digitizing the Library's collection of High School yearbooks.

NEW BUSINESS -

VACATION/COMP

HOLIDAY/PERSONAL

TIME CARRYOVER

POLICY AMMENDMENT:

Motion by Mr. Horowitz and seconded by Mrs. Sullivan to amend the Vacation/Comp Holiday/Personal Time carryover policy allowing South Huntington Public Library employees to carryover any remaining time they were unable to use during Covid 19 library closing. This amendment will remain in effect until June 30, 2021.

NEW BUSINESS -

SUNDAY COMPENSATION

POLICY

Motion by Mr. Horowitz and seconded by Mrs. Sullivan to amend the South Huntington Public Library's Personnel Manual

to reflect the following: If the Library experiences a forced emergency closing due to Covid 19, that exceeds two weeks, full and part-time staff members shall be compensated for their regularly scheduled hours. Staff members scheduled for Sunday and Saturday evening hours will not be compensated during these closures.

**NEW BUSINESS -
SNEEZE GUARD
PURCHASE:**

Motion by Mrs. Sullivan and seconded by Mrs. Ferrante to authorize the payment of \$10,153.00, including a deposit of \$2,538.25 to NY Lounge Décor which includes material, labor and installation of custom sneeze guards for the South Huntington Public Library.

EXECUTIVE SESSION:

Motion by Mr. Horowitz, seconded by Mrs. Sullivan to go into Executive Session at 8:30 p.m. to discuss employment history of an individual employee.

Motion by Mrs. Sullivan, seconded by Mr. Horowitz to come out of Executive Session at 8:40 p.m.

ADJOURNMENT:

Motion by Mrs. Sullivan and seconded by Mr. Horowitz to adjourn the regular meeting at 8:41 p.m.

Stelle Fox