

BOARD MEETING MINUTES – MONDAY, JUNE 15, 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, June 15 at 7:00 p.m. via Zoom meeting.

- PRESENT:** Mrs. Pat Dillon, President
Mrs. Stella Fox, Vice 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 7:00 p.m.
- PLEDGE OF ALLEGIANCE:** The President led everyone in the Pledge of Allegiance.
- ADOPTION OF THE AGENDA:** Motion by Mrs. Fox, seconded by Mr. Horowitz, and carried unanimously to accept the agenda as written.
- DISPOSITION OF REGULAR MEETING MINUTES MAY 18, 2020:** Motion by Mrs. Sullivan, seconded by Mrs. Fox, and carried unanimously to accept the minutes of the regular meeting of May 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 Mr. Horowitz, seconded by Mrs. Sullivan, and carried unanimously to authorize payment of Warrant #33 Fund L in the amount of \$3,872.43; Warrant #37 Fund L in the amount of \$120,791.20; Warrant #5/14 PR Fund L in the amount of \$104,907.84; Warrant #5/28 PR Fund L in the amount of \$104,378.90.

Motion by Mrs. Sullivan, seconded by Mrs. Fox, and carried unanimously to authorize payment of Warrant #23 Fund TA in the amount of \$40,685.09; Warrant #24 Fund TA in the amount of \$40,639.50.

Motion by Mrs. Sullivan, seconded by Mrs. Ferrante, and carried unanimously to approve the American Express statement for May 2020 in the amount of \$6,425.64.

Motion by Mr. Horowitz, seconded by Mrs. Sullivan, and carried unanimously to approve the Amazon/Synchrony Bank Monthly Statement for April 2020 in the amount of \$124.63.

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
55017	03/16/2020	HELEN HARRIS	275.00
55027	03/16/2020	KONICA MINOLTA BUSINESS SOLUTN	188.61
55121	04/20/2020	STERLING NORTH AMERICA	4,290.00

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

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

- As previously discussed we are hoping to welcome the public into the library sometime in July. We are unable to provide details of a specific date or what that opening would look like as we are awaiting further clarification from New York State. We

believe that it will involve limiting the amount of patrons in the building and the duration of public computer use. In-house programming will not be allowed and virtual offerings will continue. As throughout this time period, we will continue to monitor the situation daily.

- We will begin accepting returns on Monday, June 15th. All items being returned will be quarantined for a minimum of 72 hours. Our maintenance crew will remove the items from the book drop and bring them to the meeting room where they are placed on tables and labeled by the days of the week. After the items are quarantined they will be brought up to Circulation for check in. Items will remain on a patron's card until after they complete their quarantine period.
- Our Grab and Go Service begins on Monday, June 15th. Our hours for this service are Monday-Friday 11-7 p.m. and Saturdays 11-3 p.m. Patrons will be able to place holds on their computer, or by email and phone. Circulation clerks will take their "order" and pass it on to the librarians. If further information is needed, the librarians will contact the patron. Once the pages have collected the materials and the bundle is delivered to Circulation, items will be checked out and a clerk will once again call the patron and let them know their items are ready. Materials will be held for three days. Patrons will approach the front entrance, say their name and a clerk will pass their package across a 6 ft. table. No patrons will be allowed in the building during this phase. We will make an accommodation if the patron is unable to exit their vehicle and bring the items to their car.
- The sneeze guards were installed on Friday, June 5th. The installers were extremely professional and staff is pleased with the end result.
- Our due dates for library materials have been extended until July 1. We have processed 109 new cards.

**BUILDING & GROUNDS
REPORT:**

The Board thanks Ray Capone for his report.

OUTREACH REPORT:

The Board thanks Georgina Rivas-Martinez for her report on the library's online outreach to the hispanic community.

**NEW BUSINESS -
EXTENSION OF
WAIVED FINES:**

Motion by Mrs. Fox and seconded by Mr. Horowitz to extend the waiving of patron fines on non-billed items to December 31, 2020.

**NEW BUSINESS -
2020-2021 PERSONNEL
POLICY MANUAL AND
SALARIES:**

Motion by Mrs. Sullivan and seconded by Mr. Horowitz to approve the proposed changes to the current Personnel Policy Manual for the 2020-2021 fiscal year with corrections.

Motion by Mrs. Sullivan and seconded by Mr. Horowitz to approve the proposed 2020-2021 Salary Schedules and individual staff salaries.

**NEW BUSINESS -
2020-2021 BUDGET:**

Motion by Mrs. Sullivan and seconded by Mrs. Ferrante to approve the revised South Huntington Public Library operating budget for 2020-2021 for presentation to the public.

**NEW BUSINESS –
NY FORWARD SAFETY
PLAN:**

Motion by Mrs. Ferrante and seconded by Mrs. Fox to accept the NY Forward Safety Plan.

**NEW BUSINESS –
BIOMETRIC ACCESS
CONTROL ENTRANCE
LOCKS:**

Motion by Mrs. Sullivan and seconded by Mr. Horowitz to approved an expenditure of \$1,938.21 from the Repairs and Improvements to the Building Reserve Fund for the purchase of three Suprema biometric access control locks.

EXECUTIVE SESSION:

Motion by Mr. Horowitz, seconded by Mrs. Sullivan to go into Executive Session at 8:05 p.m. to discuss employment history and health of several employees.

Motion by Mrs. Sullivan, seconded by Mrs. Ferrante to come out of Executive Session at 8:20 p.m.

**NEW BUSINESS –
RETIREMENT INCENTIVE
PROGRAM:**

Motion by Mrs. Sullivan and seconded by Mrs. Ferrante to approve a retirement incentive for eligible full and part-time staff for the 2020 fiscal year.

ADJOURNMENT:

Motion by Mrs. Sullivan and seconded by Mr. Horowitz to adjourn the regular meeting at 8:22 p.m.


