

BOARD MEETING MINUTES – APRIL 15, 2019
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, April 15, 2019 at 7 p.m. in the Conference Room.

PRESENT: Mrs. Eileen Sullivan, President
Mrs. Kathleen Rea, Vice President
Mrs. Pat Dillon, Financial Chairperson
Mrs. Stella Fox
Mr. Stu Horowitz

STAFF: Mrs. Janet Scherer, Director
Mr. Nick Tanzi, Assistant Director
Mrs. Cathy Trotter, Board Secretary
Mrs. Doreen Kilkenny, Payroll Clerk

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. Fox, seconded by Mrs. Dillon, and carried unanimously to accept the agenda as written.
Motion by Mr. Horowitz, seconded by Mrs. Fox, and carried unanimously to move the Proposed Changes to the 2019-2020 Salary Schedules & Personnel Policy Manual from New Business to the Executive Session.

DISPOSITION OF MINUTES:
March 18, 2019: Motion by Mrs. Fox, seconded by Mr. Horowitz, and carried unanimously to accept the minutes of the regular meeting of March 18, 2019 as written.

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 all petty cash disbursements with the receipts for expenditure, and reported that all was in order.

Motion by Mrs. Dillon, seconded by Mrs. Fox, and carried unanimously to authorize payment of Warrant #25 Fund L in

the amount of \$10,220.18; Warrant #29 Fund L in the amount of \$112,365.04; Warrant 3/07 PR Fund L in the amount of \$109,344.41; Warrant #3/21 PR Fund L in the amount of \$108,076.95.

Motion by Mr. Horowitz, seconded by Mrs. Fox, and carried unanimously to authorize payment of Warrant #18 Fund TA in the amount of \$42,500.97; Warrant #19 Fund TA in the amount of \$41,351.63.

Motion by Mr. Horowitz, seconded by Mrs. Rea, and carried unanimously to authorize payment of Warrant #10 Fund H in the amount of \$1,233.10.

Motion by Mr. Horowitz, seconded by Mrs. Dillon, and carried unanimously to approve the American Express statement for March in the amount of \$3,866.85.

Motion by Mrs. Fox, seconded by Mrs. Rea, and carried unanimously to approve the Amazon/Synchrony Bank Monthly Statement for February in the amount of \$2,643.22.

Motion by Mrs. Dillon, seconded by Mr. Horowitz, and carried unanimously to approve the Director's Account for March in the amount of \$245.00.

FINANCIAL CHAIRPERSON'S REPORT:

Mrs. Dillon reported that she selected at random and reviewed copies of the following cancelled checks, compared them to the original warrants, and found the vendor's name, check amount and endorsements to be in order.

Check #	Date	Amount	Vendor
53582	1/21/2019	\$ 750.00	Weinstein, Barbara
53598	2/19/2019	\$ 46.31	BP Amoco
53605	2/19/2019	\$ 188.73	Cavendish Square Publishing
53617	2/19/2019	\$ 1,581.72	DEMCO
53621	2/19/2019	\$ 1,217.75	Edmer Sanitary Supply
53635	2/19/2019	\$ 36.23	Ingram Library Services LLC
53660	2/19/2019	\$ 350.00	Old Westbury Gardens
53668	2/19/2019	\$ 4,546.60	Premium Paybacks
53691	2/19/2019	\$ 899.00	World Book School & Library

The following checks were outstanding:

Check#	Date	Amount	Vendor
53610	2/19/2019	\$ 1,200.00	Choi, Jennifer
53652	2/19/2019	\$ 625.00	Montclair Records Inc.
53682	2/19/2019	\$ 150.00	Super Soccer Stars

PERSONNEL ACTION: Motion by Mrs. Fox seconded by Mrs. Rea, and carried unanimously to approve the following personnel action:

Appointment:

Name	Title	Hrs./Wk	Salary	Step	Effect. Date
Michael Porcelli	Custodian 1-PT	15	\$18.79/hr.	1	3/22/2019

Leave of Absence:

Name	Title	Hrs./Wk	Salary	Step	Effect. Date
Timothy Mendolia	Custodian 1-PT	17.75	\$24.26/hr.	11	4/15-7/15/2019

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

- Traditional circulation for Feb. 2019 is up 20.36% compared to Feb. 2018. Other circulation (in-house computer use and wireless network use) shows an increase of 1.89% for the month when compared to last Feb. Total circulation for the month increased by 16.03% compared to last year. Year-to-date circulation is 1.82% more than for the same period last year. The gate count for Feb. 2019 was 29,011 compared to 28,442 last year.
- Traditional circulation for Mar. 2019 is up 26.20% compared to Mar. 2018. Other circulation (in-house computer use and wireless network use) shows an increase of 17.91% for the month when compared to last Feb. Total circulation for the month increased by 24.33% compared to last year. Year-to-date circulation is 4.42% more than for the same period last year. The gate count for Mar. 2019 was 35,402 compared to 27,767 last year.
- The budget vote was a success and congratulations to Eileen Sullivan who was re-elected with 308 YES votes and three write-ins, one of which was Donald Trump. Of the total 330 votes cast, 294 voted YES and 36 voted NO; an approval rate of 89%.

- The side door to the Tech Center has finally been successfully installed.

ASSISTANT DIRECTOR'S
REPORT:

Mr. Tanzi reported on the following :

- As of April 2, 92% of all users have completed their state-mandated sexual harassment prevention training. Some users who have not yet completed are recent hires, and still have a number of weeks remaining to complete the course. Once the revisions to the personnel policy have been approved this document will be made ready for review by all staff in the next fiscal year.
- We are in the process of preparing for the new phone system which will be completed some time in mid-May. The different phone options and configurations are all being planned out and staff will all receive training prior to the system going live.
- On April 9, sixteen educators from the South Huntington School District attended the first of two scheduled professional development sessions. This five hour course was co-developed in partnership with the South Huntington Teacher Center, in order to explore the use of our library as a resource for teachers and their students. We received excellent feedback from attendees, who are completing an assessment form. The assessment form data will be used to pinpoint the areas of high interest. Early indicators are there is a high interest in more focused class visits, and a desire to go into depth on online patrons management and the library's digital collection.

BUILDING & GROUNDS
REPORT-FEBRUARY
AND MARCH:

The Board thanked Ray Capone for his reports.

COMPUTERS IN LIBRARIES
2019 CONFERENCE
REPORT:

The Board thanked Nick Tanzi for his report.

MISSION STATEMENT:

Motion by Mr. Horowitz, seconded by Mrs. Fox, and carried unanimously to approve the amended Mission Statement as follows:

The South Huntington Public Library strengthens our community by fostering connections, satisfying curiosity and inspiring creativity. We accomplish this by providing equal

access to knowledge, literacy, technology, and culture to all members of our community.

PERSONNEL POLICY
MANUAL AND SALARIES

2019-2020: To be discussed in Executive Session

FINANCE MANAGER
UPGRADE:

Motion by Mrs. Dillon, seconded by Mrs. Rea, and carried unanimously to authorize Finance Manager to upgrade the Library's business management software to N-Vision at a cost of \$5,100, to be drawn from the Computer, Telecommunications & Equipment Reserve Fund.

EXECUTIVE SESSION: Motion by Mr. Horowitz, seconded by Mrs. Rea to go into Executive Session at 8:40 p.m.

Motion by Mrs. Dillon to come out of Executive Session at 9:34 p.m.

PERSONNEL POLICY
MANUAL AND SALARIES

2019-2020: Motion by Mrs. Rea, seconded by Mr. Horowitz, and carried unanimously to approve the proposed 2019-2020 Salary Schedules as presented.

ADJOURNMENT: Motion by Mrs. Dillon to adjourn the regular meeting at 9:35 p.m.
