

BOARD MEETING MINUTES - MONDAY, AUGUST 19, 2019
SOUTH HUNTINGTON PUBLIC LIBRARY
145 PIDGEON HILL ROAD
HUNTINGTON STATION, NY 11746

The organizational and regular meeting of the Board of Trustees of the South Huntington Public Library was held on Monday, August 19, 2019 at 5:30 p.m. in the Conference Room.

- PRESENT: Mrs. Pat Dillon, President
Mr. Stuart Horowitz, Financial Chairperson
Mrs. Eileen Sullivan
Mrs. Stella Fox
Mrs. Eleanora Ferrante
- 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 5:35 p.m.
- PLEDGE OF ALLEGIANCE: The President led everyone in the Pledge of Allegiance.
- ADOPTION OF THE AGENDA: Motion by Mrs. Sullivan, seconded by Mrs. Ferrante, and carried unanimously to accept the agenda with the following additions:
- New Business: Van Loen Sculpture Donation and Verizon Update;
- Excutive session to discuss the health of two employees.
- 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. Fox, seconded by Mrs. Sullivan, and carried unanimously to authorize payment of Warrant #2 Fund L in the amount of \$13,931.01; Warrant #4 Fund L in the amount of \$141,204.88; Warrant #7/11 PR Fund L in the amount of

\$182,803.64; Warrant #7/25 PR Fund L in the amount of \$112,668.98.

Motion by Mrs. Sullivan, seconded by Mrs. Fox, and carried unanimously to authorize payment of Warrant #1 Fund TA in the amount of \$101,230.54; Warrant #2 Fund TA in the amount of \$49,069.27.

Motion by Mr. Horowitz, seconded by Mrs. Sullivan, and carried unanimously to authorize payment of Warrant #1 Fund H in the amount of \$11,743.33.

Motion by Mrs. Fox, seconded by Mrs. Sullivan, and carried unanimously to approve the American Express statement for July 2019 in the amount of \$1,096.64.

Motion by Mrs. Fox, seconded by Mrs. Sullivan, and carried unanimously to approve the Amazon/Synchrony Bank Monthly Statement for June in the amount of \$9,531.22.

PERSONNEL ACTIONS: Motion by Mrs. Sullivan, seconded by Mrs. Fox, and carried unanimously to approve the following personnel changes:

Promotion

Name	Title		Hours / Week	Salary	Step	Effective Date
Scott Kalogris	From:	Network and Systems Technician	35	\$73,329.34	11	7/23/2019
	To:	Network and Systems Administrator	35	\$95,115.71	16	
Melissa Somoza	From:	PT Adult Page	16	\$13.00/hour	5	7/22/2019
	To:	PT Library Clerk	14.6	\$16.98/hour	1	

Appointment

Name	Title	Hours / Week	Salary	Step	Effective Date
Michelle Costa	PT Library Clerk	12.6	\$16.98/hour	1	7/29/2019
Phoebe Levin	PT Librarian Trainee	5	\$24.92/hour	1	8/7/2019

Leave of Absence

Name	Title	Hours / Week	Salary	Step	Effective Date
Karen DiBiase	Library Clerk	35	\$47,534.87	18	7/01/19 thru 8/20/2019

Resignation

Name	Title	Hours / Week	Salary	Step	Effective Date
Anne Kingsbury	PT Adult Page	16	\$13.00	3	7/9/2019

BUDGET TRANSFERS: Motion by Mr. Horowitz , seconded by Mrs. Sullivan, and carried unanimously to authorize the revised budget transfers below originally approved at the July 2019 meeting.

Transfer from:			Transfer to:	
ACCOUNT	DESCRIPTION	AMOUNT	ACCOUNT	DESCRIPTION
L 9000.901-0	NY'S RETIREMENT SYSTEM	50,035.19	L 7410.141-01	SALARIES-PROF. FT
L 7410.141-01-P	SALARIES - PROF. PT	19,768.39	"	"
L 7410.143-02	SALARIES-SUNDAY-CLERICAL	8,841.86	"	"
L 7410.142-02	SALARIES-CLERICAL FT	4,949.74	"	"
L 7410.142-02-P	SALARIES-CLERICAL PT	1,867.04	L 7410.142-03	SALARIES-PAGE
"	"	101.59	L 7410.142-06	SALARIES - SATURDAY EVENING
"	"	1,453.18	L 7410.143-01	SALARIES-SUNDAY-PROF.
L 7420.410-16-D-A	DIGITAL DOWNLOADS - ADULT	1,154.76	L 7420.410-16-S	DIGITAL SUBSCRIPTIONS
L 7420.413-11	PERIODICALS - ADULTS	343.09	L 7420.413-17	PERIODICALS - NEWSPAPERS
L 7420.429	COMPUTER SOFTWARE - NON-CIRC.	900.81	L 7420.415-11	COMPUTER SOFTWARE-CIRC.-ADULTS
L 7430.200-5	EQUIPMENT MAINTENANCE	626.48	L 7430.200	EQUIPMENT
L 7430.430-22	SUPPLIES - LIBRARY	4,295.69	L 7430.430-21	SUPPLIES - OFFICE
L 7430.432	SCLS SERVICES / CIRCULATION CONTROL	348.28	L 7430.431	TELECOMMUNICATIONS
L 7430.435-33	LIBRARY VEHICLE	3,692.86	L 7430.435-31	CONTINUING ED/MILEAGE REIMB/STAFF
"	"	54.90	L 7430.435-32	CONTINUING ED/MILEAGE REIMB/BOA
L 7430.437-42	PROFESSIONAL FEES - LEGAL	200.00	L 7430.437-44	PROFESSIONAL FEES - TREASURER
"	"	1,012.50	L 7430.438	MEMBERSHIP DUES
L 7430.434	PUBLICITY-PRINTING/NEWSLETTER	1,542.20	L 7430.442-11	COMMUNITY ACTIVITIES-ADULT PROGRAMS
"	"	80.36	L 7430.442-12-F	COMMUNITY ACTIVITY-CHILDRENS FAMILY
"	"	397.52	L 7430.442-13	COMMUNITY ACTIVITY-YA PROGRAMS
"	"	196.87	L 7430.442-15	CREDIT MERCHANT FEES
L 7440.450-61	UTILITIES - ELECTRIC	1,088.64	L 7440.450-63	UTILITIES - GAS
L 7440.452-71	BUILDING MAINTENANCE & REPAIR	1,056.77	L 7440.452-73	BUILDING SERVICE CONTRACTS
L 9000.906-0	HEALTH INSURANCE	3,253.40	L 9000.906-1	MEDICARE REIMBURSEMENT
L 7430.443	BUS TRIPS	(4,252.00)	The recommendation for this line is to leave it as is since we will be receiving the revenue for the November bus trip in the new fiscal year which will result in an overage for 2019/2020	

CENSUS: Mrs. Scherer distributed information explaining the upcoming Census and the Library's ability to aid patrons with the process. Librarians have been asked to attend one of the upcoming meetings SCLS is offering pertaining to the Census. LILRC is sponsoring a Census 2020 meeting at our Library on September 19th at 1 p.m.

SCULPTURE DONATION: Motion by Mrs. Sullivan, seconded by Mr. Horowitz to accept the donation of the two Van Loen sculptures in accordance with Library policy.

VERIZON SERVICE: Mr. Tanzi is in conversations with Verizon regarding their using a conduit the Library has installed to run the fiber optic cabling to the building. If this is a feasible option, Mr. Tanzi will pursue getting quotes on the installation of a conduit from the street to the building.

EXECUTIVE SESSION: Motion by Mr. Horowitz, seconded by Mrs. Ferrante to go into Executive Session at 6:19 p.m. to discuss health matters of 2 employees.

Motion by Mrs. Horowitz, seconded by Mrs. Ferrante to come out of Executive Session at 6:34 p.m.

ADJOURNMENT: Motion by Mrs. Sullivan to adjourn the regular meeting at 6:35 p.m.
