

BOARD MEETING MINUTES – MONDAY DECEMBER 20, 2021
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, December 20 at 7 p.m. in the meeting room.

PRESENT:

Mr. Stuart Horowitz, President
Mrs. Eileen Sullivan, Financial Chairperson
Mrs. Pat Dillon
Mrs. Stella Fox

STAFF:

Mr. Nick Tanzi, Assistant Director
Mrs. Erin McShane Hedger, Business Manager
Mrs. Doreen Kilkenny, Board Secretary

EXCUSED:

Mrs. Janet Scherer, Director

PARTICIPATED
VIA TELEPHONE
(non-voting):

Mrs. Eleanora Ferrante, Vice President

CALL TO ORDER:

The meeting was called to order by the President at 7:11 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. Fox, and carried unanimously to accept the agenda, removing the Executive Session.

DISPOSITION OF
REGULAR MEETING
MINUTES

NOVEMBER 15, 2021:

Motion by Mrs. Dillon, seconded by Mrs. Sullivan, and carried unanimously to accept the minutes of the regular meeting of November 15, 2021.

flying colors. We are only the seventh library in New York State to achieve this certification and I am extremely proud of our staff for their work on this project, whether it be serving on our Green Team or adapting to the many changes we have made around the library on our quest to be more sustainable. We will be planning a celebration of this accomplishment soon.

- Our Staff Evaluation Team has been hard at work to determine the best evaluation process for our staff. The process will include both a self-evaluation as well as a general rating system. As these evaluations are not tied to salaries, it is our goal that they improve communication, celebrate success and offer a mechanism to better address employee/supervisor difficulties that may occur. We hope to implement staff evaluations early in new year.
- Our staff book discussion has proven to be an enjoyable get together leading to thought-provoking conversations and interesting ideas. The group's focus is on social justice issues and to date we have discussed the following titles: *So, You Want to Talk About Race*; *How to Be an Antiracist*; *The Leavers*; *The Color of Law*; and *Locked In*.
- Early in December we met with the library architect, Chris Sepp, to discuss plans to replace our HVAC unit. He is currently reviewing the proposal.
- Our holiday luncheon took place on Wednesday, December 1. It was a nice afternoon with approximately half of the staff in attendance. The staff would like to thank the board for their generous staff gifts.

ASSISTANT DIRECTOR'S
REPORT:

Mr. Tanzi reported on the following:

- With the library's Emergency Procedures and Evacuation Plan recently updated, I am working on orienting staff to the changes. At a staff meeting in January, I will give a PowerPoint presentation on the new procedures and answer any questions that may arise. As all staff will be unable to attend, the procedures will also be sent to via the library's training software to for all staff to read and acknowledge. The electronic version of the document will be uploaded to the staff web portal for easy access. Presently, we are assembling an easy-to-read, tabbed version of the manual. Once complete, print copies will be brought to each library department, replacing the prior version of the manual.

ADJOURNMENT: Motion by Mrs. Dillon to adjourn the regular meeting at 8:12 p.m.



Respectfully submitted by,



Doreen Kilkenny, Board Secretary