

BOARD MEETING MINUTES – JANUARY 21, 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, January 21, 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
- STAFF: Mrs. Janet Scherer, Director
Mr. Nick Tanzi, Assistant Director
Mrs. Erin McShane Hedger, Business Manager
Mrs. Cathy Trotter, 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 Mrs. Fox, seconded by Mrs. Dillon, and carried unanimously to accept the agenda as written.
- DISPOSITION OF MINUTES:
DECEMBER 17, 2018: Motion by Mrs. Dillon, seconded by Mrs. Rea, and carried unanimously to accept the minutes of the regular meeting of December 17, 2018.
- 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 recorded all voided checks, 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. Rea, and carried unanimously to authorize payment of Warrant #17 Fund L in the amount of \$10,607.95; Warrant #20 Fund L in the amount of \$148,885.29; Warrant #12/13 PR Fund L in the amount of 106,803.75; Warrant #12/27 PR Fund L in the amount of \$107,373.39.

Motion by Mrs. Dillon, seconded by Mrs. Rea, and carried unanimously to authorize payment of Warrant #12 Fund TA in the amount of \$40,754.29; Warrant #13 Fund TA in the amount of 40,944.99.

Motion by Mrs. Dillon, seconded by Mrs. Fox, and carried unanimously to authorize payment of Warrant #6 Fund H in the amount of \$50,796.49; Warrant #7 Fund H in the amount of \$21,981.00.

Motion by Mrs. Rea, seconded by Mrs. Fox, and carried unanimously to approve the American Express statement for December in the amount of \$938.08.

Motion by Mrs. Rea, seconded by Mrs. Fox, and carried unanimously to approve the Amazon/Synchrony Bank Monthly Statement for November in the amount of \$3,580.97.

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
53218	10/15/2018	\$ 300.00	Island Wide Entertainment
53275	11/19/2018	\$ 69.89	Aerus Electrolux
53295	11/19/2018	\$3,470.00	Country Carpet & Rug
53299	11/19/2018	\$ 215.00	Design Audio Visual, Inc.
53301	11/19/2018	\$1,459.90	Findaway World, LLC
53303	11/19/2018	\$1,334.00	Fox Glass Company East
53307	11/19/2018	\$ 569.85	Hamburger, Maxson, Yaffe
53310	11/19/2018	\$ 165.00	High Hopes Productions
53314	11/19/2018	\$ 435.75	Infobase
53344	11/19/2018	\$ 377.89	On Time Telecom, Inc.
53361	11/19/2018	\$ 114.79	Showcases
53371	11/19/2018	\$ 250.00	Vamos, Michelle

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

Resignation: (Revised)

Name	Title	Hrs./Wk	Salary	Step	Effect. Date
Nicole Gallo	Librarian I – Youth Svcs.	5.75	\$30.25/hr.	1	12/18/2018

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

- Traditional circulation for November was up 12.63% compared to November 2017. Other circulation (in-house computer use and wireless network use) shows a decrease of 2.57% for the month when compared to last November. The total circulation for the month increased by 8.84% compared to last year. Year-to-date circulation is 13.08% more than for the same period last year. The gate count for November 2018 was 32,449 compared to 30,878 last year.
- Traditional circulation for December was up 7.46% compared to December 2017. Other circulation (in-house computer use and wireless network use) shows a decrease of 90.96% for the month when compared to last December. The total circulation for the month decreased by 13.71% compared to last year. Year-to-date circulation is 9.11% more than for the same period last year. The gate count for December 2018 was 23,743 compared to 23,619 last year. Please note: Statistics for December 2018 reflect time when library network was down.
- On Wednesday, January 30 at 9 a.m., a voluntary Narcan training for staff will be held at the Library. All participants will receive their own Narcan kit after completing the training. At next month's Board Meeting we will consider a Library Narcan policy. In the meantime, our staff will be covered by the Good Samaritan law should they ever need to use their Narcan.

BUILDING & GROUNDS
REPORT:

The Board thanked Ray Capone for his report.

NEW BUSINESS:
SHPL PROPOSED 2019-
2020 BUDGET 2nd DRAFT
FOR DISCUSSION:

The 2nd draft budget continues our discussion with a proposed 1.86% increase in the tax appropriation for the 2019-2020 fiscal year. This will undoubtedly change as our appropriation status for the current year progresses and more information becomes available.

LONG ISLAND LIBRARY
CONFERENCE 2019:

Motion by Mrs. Dillon, seconded by Mrs. Fox, and carried unanimously to authorize sending up to 12 representatives of the library to the Long Island Conference at a cost not to exceed \$900.00.

COMPUTERS IN LIBRARIES

ANNUAL CONFERENCE: Motion by Mrs. Fox, seconded by Mrs. Rea, and carried unanimously to authorize a staff member to attend the 2019 Computers in Libraries Annual Conference at a cost not to exceed \$1,497.00.

YOUTH SERVICES
REFERENCE DESK
REPLACEMENT:

Motion by Mrs. Dillon, seconded by Mrs. Fox, and carried unanimously to authorize an expenditure of \$30,013.47 for the construction and purchase of a reference desk to measure 177"W x 96W xD x 29H. The construction is available through state contract pricing. (Contract # PC66517) The cost of this construction will come from the Repairs and Improvements to Building Capital Reserve Fund to be paid to Creative Concepts.

EXECUTIVE SESSION: Motion by Mrs. Sullivan to go into Executive Session at 7:37 p.m.

Motion by Mrs. Sullivan to come out of Executive Session at 8:37 p.m.

RETIREMENT INCENTIVE
PROGRAM FOR PART-TIME
STAFF FOR FISCAL
YEAR 2018-2019:

Motion by Pat Dillon, seconded by Stella Fox, and carried unanimously to approve a Retirement Incentive for Part-Time staff for the 18-19 fiscal year with the following eligibility requirements:

Description

Eligible part-time staff members would receive a lump sum payment of 1% of their FTE salary times their step on the salary schedule. For example, a staff member on step 20 would receive a lump sum payment at retirement equal to 20% of the salary they are earning on the 18-19 salary schedule. Staff members who are on step 30 would receive a 30% lump sum payment. The cap on the incentive would be 30% of the 18-19 FTE salary that the staff member is earning on the 18-19 salary schedule. This payment is in addition to accrued vacation and sick leave payments.

As an added incentive the total final payment can be deposited into your 403(b) up to the maximum allowed per year.

Eligibility

Eligible part-time staff must be at least 55 years of age and have a minimum of 10 years of credited service with the New York State Retirement System. Employees must notify the library by February 8, 2019 of their request to retire under the retirement incentive. The actual date of retirement may take into account the staff member's preferred date of retirement however the library reserves the right to determine the date of retirement. All retirements must take place no later than June 30, 2019.

ADJOURNMENT:

Motion by Mrs. Dillon to adjourn the regular meeting at 8:38 p.m.
