

BOARD MEETING MINUTES - MONDAY, JULY 15, 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, July 15, 2019 at 7 p.m. in the Conference Room.

PRESENT: Mrs. Eileen Sullivan, President
Mrs. Pat Dillon, Financial Chairperson
Mrs. Stella Fox
Mrs. Eleanora Ferrante

STAFF: Mrs. Janet Scherer, 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 7:02 p.m.

PLEDGE OF ALLEGIANCE: The President led everyone in the Pledge of Allegiance.

OATH OF OFFICE: Mrs. Eleanora Ferrante read the Oath of Office for a one-year term as Library Trustee (2019-2020); Mrs. Eileen Sullivan read the Oath of Office for a five-year term as Library Trustee (2019-2024). Mrs. McShane Hedger notarized both Oath of Office letters.

ELECTION OF OFFICERS: Motion by Mrs. Ferrante, seconded by Mrs. Dillon, and carried unanimously to accept the following slate of officers for fiscal year 2019-2020:

President – Pat Dillon
Vice President – Stella Fox
Financial Chairperson – Stuart Horowitz

ADOPTION OF THE AGENDA: Motion by Mrs. Fox, seconded by Mrs. Ferrante, and carried unanimously to accept the agenda with the addition of page G5, Reference Area Display Furniture Purchase.

APPOINTMENTS, AUTHORIZATIONS & DESIGNATIONS: Motion by Mrs. Dillon, seconded by Mrs. Sullivan, and carried unanimously to approve the following appointments, authorizations and designations:

- A. That Hamburger, Maxson, Yaffe, Knauer & McNally, LLP, be retained at a blended hourly rate of \$245 for legal matters that may come up during the contract period of July 1, 2019 to June 30, 2020, as outlined in the letter of agreement dated June 24, 2019. (attached)
- B. That Robert A. Johnson, CPA, P.C., be appointed auditor for the South Huntington Public Library for fiscal year 2019-2020 at a stipend of \$9,500 as per letter dated June 24, 2019. (attached)
- C. That Philip De Dora, in accordance with the agreement dated July 15, 2019, be appointed Treasurer of the South Huntington Public Library for fiscal year 2018-2019 at an annual compensation of \$4,200. To be paid on a monthly basis of \$350.00. (attached)
- D. That Joseph P. Price Agency Inc. be appointed insurance broker-of-record for the South Huntington Public Library for fiscal year 2019-2020.
- E. That The Long-Islander be designated newspaper-of-record for the South Huntington Public Library for fiscal year 2019-2020.
- F. That the Board of Trustees' regular monthly meeting be held on the third Monday of each month, in the Board Conference Room of the South Huntington Public Library at 7 p.m., for fiscal year 2018-2019 as listed below unless otherwise noted:

Meeting Date	Meeting Exception
August 19, 2019	5:30 p.m.
September 16, 2019	
October 21, 2019	
November 18, 2019	
December 16, 2019	
January 21, 2020 (Tu.)	
February 18, 2020 (Tu.)	Tuesday after President's Day
March 16, 2020	
March 23, 2020	Annual Meeting (public budget presentation)
April 20, 2020	
May 23, 2020	
June 15, 2020	
July 20, 2020	Regular and Organizational Meeting

G. That the Board of Trustees designates Tuesday, April 7, 2020 as the South Huntington Public Library 2020-2021 Budget Vote and Trustee Election (to elect one board member to a 5-year term) between the hours of 10 a.m. and 9 p.m.

H. That a petty cash fund in the amount of \$250 and the set up of cash bags of \$460 be authorized for the South Huntington Public Library for fiscal year 2019-2020.

I. That the Investment Policy with bank accounts, as detailed below, be authorized for fiscal year 2019-2020:

Valley National Bank	- General Fund Checking Acct - #0817005980
Valley National Bank	- Director's Account - #0827000201
Valley National Bank	- Trust & Agency Account - #0817006101
Valley National Bank	- Payroll Account - #0817006222
Valley National Bank	- Gen. Fund Money Mkt. Acct - #0817003824
Valley National Bank	- Reserve Fund Money Mkt Acct - #827000223
Valley National Bank	- Reserve Fund Checking Account - #41660404
Empire National Bank	- General Fund #9010013728
Empire National Bank	- Reserve Fund - #9010013719
Empire National Bank	- Reserve for Bond Indebtedness – #9010013737

J. That the South Huntington Public Library Procurement Guidelines Policy adopted September 21, 2015 be authorized for fiscal year 2019-2020.

K. That the South Huntington Public Library Collateral Agreement with Valley National Bank dated September 9, 2016, and Empire National Bank dated July 11, 2017 be authorized for fiscal year 2019-2020.

L. That the Board of Trustees authorizes, in accordance with NYS Education Law, Section 1724, the payment in advance of audit of claims for public utility services, postage, freight and express charges. All such claims shall be presented at the next regular meeting for audit. As used in this subdivision, the term public utility services shall mean electric, gas, water, sewer and telephone services.

M. That the Board designates Mrs. Deborah Katz as the Art Curator from July 1, 2019 through June 30, 2020. Mrs. Katz is to be compensated at a fee of \$540 per exhibit. It is anticipated that 9 art shows including 1 sculpture show will be scheduled in 2019-2020.

- N. That the Board of Trustees designates Margaretha Maimone as the Music Coordinator from July 1, 2019 through June 30, 2020 at a stipend of \$2,950 per year, to be paid in equal payemtns of \$1475 in December 2019 and June 2020.

DISPOSITION OF MINUTES:

JUNE 18, 2018: Motion by Mrs. Sullivan, seconded by Mrs. Fox, and carried unanimously to accept the minutes of the regular meeting of June 17, 2019.

FINANCIAL MATTERS

2018-2019:

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. Sullivan, seconded by Mrs. Fox, and carried unanimously to authorize payment of Warrant #35 Fund L in the amount of \$9,453.82; Warrant #38 Fund L in the amount of \$102,395.69; Warrant #6/13 PR Fund L in the amount of \$103,794.66; Warrant #6/27 PR Fund L in the amount of \$106,557.04.

Motion by Mrs. Sullivan, seconded by Mrs. Fox, and carried unanimously to authorize payment of Warrant #25 Fund TA in the amount of \$41,595.68; Warrant #26 Fund TA in the amount of \$42,185.63.

Motion by Mrs. Sullivan, seconded by Mrs. Ferrante, and carried unanimously to authorize payment of Warrant #13 Fund H in the amount of \$2,230.00.

Motion by Mrs. Sullivan, seconded by Mrs. Ferrante, and carried unanimously to approve the American Express statement for June in the amount of \$8,901.07, \$6,774 applied to 2018/2019, \$2,126.22 applied to 2019/2020.

Motion by Mrs. Sullivan, seconded by Mrs. Ferrante, and carried unanimously to approve the Amazon/Synchrony Bank Monthly Statement for May in the amount of \$2,735.34.

Motion by Mrs. Sullivan, seconded by Mrs. Fox, and carried unanimously to approve the Director's Account for June in the amount of \$345.00.

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 #	Vendor Name	Check Date	Check Amount
53900	TIGER/FRIED PRODUCTIONS	4/15/19	800.00
53929	BENEDETTO BROS. LANDSCAPING	5/20/19	2,600.00
53937	CAPIRA TECHNOLOGIES LLC	5/20/19	1,275.00
53954	EAST COAST BURGLAR & FIRE SYS	5/20/19	3,268.00
53972	HELEN HARRIS	5/20/19	275.00
53978	HUNTINGTON PUBLIC LIBRARY	5/20/19	16.99
53987	DEBORAH LIFTON	5/20/19	1,000.00
53993	MIDWEST TAPE	5/20/19	1,547.49
53998	NASSAU COUNTY MUSEUM OF ART	5/20/19	500.00
54009	PLAYSCAPES	5/20/19	325.00
54010	PURCHASE POWER	5/20/19	600.00

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

Resignations

Name	Title	Hours / Week	Salary	Step	Effective Date
Virginia Gaun	Part-Time Library Clerk	12	\$20.67 / hour	10	6/30/2019
Charles Thurer	Adult Page	8	\$12.00 / hour	4	7/6/2019

COMMUNICATIONS: Mrs. Dillon acknowledged retirement letter from Virginia Gaun, and resignation letters from Charles Thurer and Kathleen Rea.

BUDGET TRANSFERS: Motion by Mrs. Sullivan, seconded by Mrs. Ferrante, and carried unanimously to authorize the budget transfers below.

Transfer from:			Transfer to:	
ACCOUNT	DESCRIPTION	AMOUNT	ACCOUNT	DESCRIPTION
L 9000.901-0	NYS 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	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 CO	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
"	"	83.89	L 7430.442-12-F	PGM
"	"	409.04	L 7430.442-13	COMMUNITY ACTIVITIES-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	

FINANCIAL MATTERS

2019-2020:

Motion by Mrs. Ferrante, seconded by Mrs. Sullivan, and carried unanimously to authorize payment of Warrant #1 Fund L in the amount of \$67,840.30

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

- Typically, the first item on the Director's report is the statistics collected by Cathy Trotter. We are working out who will be collecting those statistics and you will see them again in September, but our usual statistics can still be found in the back of the packet.
- The Library Learning Garden is growing by leaps and bounds, collecting so many organic vegetables. Ray and Jose have delivered the vegetables to the St. Hugh's RC Church Pantry twice, and they are just thrilled to accept. It was suggested by Mrs. Dillon to also include the pantry at St. Elizabeth, rotating

the deliveries. The Kids Garden Club as well as the teens have been out with Ray learning and tending the garden. Sally is working with the kids and Georgina is assisting with the teens.

- The next bus trip to see the Broadway play, The Cher Show was cancelled due to the premature closing of the show. Luckily, we were able to reschedule a trip to see Tootsie on November 6, 2019.
- The library is bustling with activity this summer and registrations for our Summer Reading Clubs are doing well. The Children's count as of July 9 is 604; Young Adult is 144 and Adult is 139. The patrons are enjoying our "Universe of Stories" theme.
- The Friends will be sponsoring the Fifth Annual Art & Craft Fair on Saturday, Sept. 21, from 10-3 p.m. the fair would allow vendors to sell their handcrafted items, artwork, and flea market type wares. Spaces in our parking lot will be available to vendors for \$35.00
- Upcoming meetings include:
 - LILRC Annual Conference – Thurs., Oct. 11
 - NYLA Annual Conference – Saratoga, NY – Nov. 13-16

**ASSISTANT DIRECTOR'S
REPORT:**

Mr. Tanzi reported on the following :

- We are moving forward with our website development project – we are currently working with the web developer regarding program registration and reorganizing database content. We are also working on the interior pages of the website; this will reflect the growth of services at the library since the current website was launched. An initial draft of all interior pages is slated for completion by July 22, 2019.
- We continue to see growing interest in the Tech Center from the school district. We will be hosting approximately 120 3rd-5th graders between July 24 and 31, giving all a tour of the center and its capabilities.

BUILDING REPORT: The Board thanked Ray Capone for his monthly report.

**ALA ANNUAL CONFERENCE
REPORTS**

The board thanked Mr. Tanzi, Ms. Novak, and Ms. Rivas-Martinez for their reports.

OLD BUSINESS:
DRAFT WEBSITE
PRESENTATION

Mrs. Scherer commends the staff for working so hard weekly together to make the website inviting, interactive, and informative. The Board expresses their appreciation to the team working diligently on the new website

SOLAR PROJECT

Mrs. Sullivan has contacted an installer that works with school districts, Mr. Neil Lindstrom. He has done a cursory review, and believes our roof to be viable for solar panel installation. She suggests to get an estimate from a solar contractor, with the understanding that if we were interested the project would go to bid and then do the feasibility study. Mrs. Scherer agreed that she would like to pursue the project. Anticipated time frame for the project would be fall of 2020 at the earliest.

NEW YORK LIBRARY
ASSOCIATION ANNUAL
CONFERENCE:

Motion by Mrs. Fox, seconded by Mrs. Sullivan, and carried unanimously to authorize four staff members to attend the 2019 NYLA Conference at a cost not to exceed \$6,256.00. If there is interest, sufficient funds are available in the Board Continuing Education code to send a Trustee to the conference.

LONG ISLAND LIBRARY
RESOURCES COUNCIL
ANNUAL
CONFERENCE:

Motion by Mrs. Sullivan, seconded by Mrs. Ferrante, and carried unanimously to authorize three staff members to attend the 2019 LILRC at a cost not to exceed \$330.00. If there is an interest, sufficient funds are available in the Board Continuing Education code to send a Trustee to the conference.

FRIENDS OF THE LIBRARY
ART AND CRAFT
FUNDRAISER

Motion by Mrs. Fox, seconded by Mrs. Ferrante, and carried unanimously to authorize the Friends to host an Art & Craft Fair on Saturday, September 21, from 10 a.m. to 3 p.m. Spaces in our parking lot will be available to vendors for \$35.00.

FRIENDS BOOK SALE
FUNDRAISER

Motion by Mrs. Fox, seconded by Mrs. Ferrante, and carried unanimously to authorize the Friends to host a book sale fundraiser at the library on Saturday and Sunday, November 2nd -3rd, 2019.

REFERENCE AREA
DISPLAY FURNITURE
PURCHASE

Motion by Mrs. Ferrante, seconded by Mrs. Sullivan, and carried unanimously to authorize an expenditure of \$4,415.50 plus the cost of freight totaling \$5,401.50 to Opto Interantion for the purchase of display furniture for the Reference area of the Library.

EXECUTIVE SESSION:

Motion by Mrs. Sullivan, seconded by Mrs. Fox to go into Executive Session at 8:29 p.m. to discuss legal and personnel matters.

Motion by Mrs. Sullivan, seconded by Mrs. Ferrante to come out of Executive Session at 8:45 p.m.

ADJOURNMENT:

Motion by Mrs. Ferrante to adjourn the regular meeting at 8:46 p.m.
