

BOARD MEETING MINUTES – JUNE 17, 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, June 17, 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. Erin McShane Hedger, Business Manager
Mrs. Cathy Trotter, Board Secretary

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 approve the agenda with the addition of Obsolete Equipment in New Business Tab F.

DISPOSITION OF MINUTES:
MAY 20, 2019: Motion by Mrs. Dillon, seconded by Mrs. Fox, and carried unanimously to accept the minutes of the regular meeting of May 20, 2019 with the grammatical correction on page A-3:
From “The following check was outstanding”
To “The following checks were outstanding”

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 viewed and recorded all voided checks. 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 #32 Fund L in the amount of \$8,195.90; Warrant #36 Fund L in the amount of

\$120,894.47; Warrant #5/02 PR Fund L in the amount of \$105,806.12; Warrant #5/16 PR Fund L in the amount of \$105,401.12; Warrant #5/30 PR Fund L in the amount of \$104,559.44.

Motion by Mrs. Rea, seconded by Mrs. Fox, and carried unanimously to authorize payment of Warrant #22 Fund TA in the amount of \$41,768.77; Warrant #23 Fund TA in the amount of \$39,644.66; Warrant #24 Fund TA in the amount of \$40,812.94.

Motion by Mrs. Rea, seconded by Mrs. Fox, and carried unanimously to authorize payment of Warrant #12 Fund H in the amount of \$6,177.00.

Motion by Mr. Horowitz, seconded by Mrs. Rea, and carried unanimously to approve the American Express statement for May in the amount of \$2,157.60.

Motion by Mr. Horowitz, seconded by Mrs. Dillon, and carried unanimously to approve the Amazon/Synchrony Bank Monthly Statement for April in the amount of \$2,421.61.

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
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
53771	3/18/2019	\$ 800.00	Richman, Alyson
53798	4/15/2019	\$ 163.92	Aerus Electrolux
53806	4/15/2019	\$ 1,800.00	Benedetto Bros. Landscaping
53816	4/15/2019	\$ 687.67	Cengage
53820	4/15/2019	\$ 150.00	Cornell Cooperative Ext.
53840	4/15/2019	\$ 33.00	Herb Quarterly Subscriptions
53868	4/15/2019	\$ 198.37	North Shore News Group
53878	4/15/2019	\$ 600.00	Purchase Power
53884	4/15/2019	\$ 500.00	Reprise Music
53896	4/15/2019	\$ 175.00	Stiegelmaier, Kevin
53905	4/15/2019	\$ 75.00	Williams, Valery

The following check was outstanding:

Check#	Date	Amount	Vendor
53900	4/15/2019	\$ 800.00	Tiger/Fried Productions

PERSONNEL ACTION: Motion by Mr. Horowitz seconded by Mrs. Fox, and carried unanimously to approve the following personnel actions:

Promotion:

Name	Title	Hrs./Wk	Salary	Step	Effect. Date
Georgina Rivas-Martinez	From: Librarian I-Youth Sv. PT	15	\$30.92/hr.	2	7/8/2019
	To: Librarian I – Youth Sv. FT	35	\$58,545.95	2	

Appointments:

Name	Title	Hrs./Wk	Salary	Step	Effect. Date
Rachel Vaughan	Temp. Summer Page	35	\$12.00/hr.	1	6/22/2019
Grace Hanrahan	Temp. Summer Page	35	\$12.00/hr.	1	6/22/2019
Meghan Brady-Fuchsman	Temp. Summer Page	12	\$12.00/hr.	1	6/22/2019

Leave of Absence:

Name	Title	Hrs./Wk	Salary	Step	Effect. Date
Karen DiBiase	Library Clerk	35	\$47,534.87	18	7/01 thru 8/7/2019

COMMUNICATIONS: Mrs. Sullivan acknowledged the thank you letter from Mr. Perkins at South Huntington School District.

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

- Traditional circulation for May 2019 is up 36.04% compared to May 2018. Other circulation (in-house computer use and wireless network use) shows an increase of 11.59% for the month when compared to last May. Total circulation for the month increased by 29.98% compared to last year. Year-to-date circulation is 8.48% more than for the same period last year. The gate count for May 2019 was 29,826 compared to 28,910 last year.
- We had the staff appreciation breakfast on June 12 courtesy of the Friends that was enjoyed by all. The following staff members celebrated well-earned anniversaries:
 - Joann Messina 10 yrs.
 - Clare Clark 15 yrs.
 - Marie DeMarco 15 yrs.

Gloria Perry	20 ys.
Jose Recinos	20 yrs.
Doug Lieberman	25 yrs.
Maria Viteritti	25 yrs.

- The Summer Concert Series has been finalized as follows:

June 28	The Rockinghams
July 5	The Generators
July 12	Milagro
July 19	Dead Ahead Band
July 26	Four Way Street
August 2	Empty Sky
- Two important dates that were not included in this month's packet involve a presentation for staff given by a security company we have been in touch with. The presenter is also one of our patrons. He came once before and gave a presentation to our staff on the topic of Active Shooters. He will give a presentation on July 17 at 9 a.m. and an actual drill on August 7th at 8:30 a.m. Board members are welcome to both of these events.

ASSISTANT DIRECTOR'S
REPORT:

Mr. Tanzi reported on the following :

- Work progresses on the information architecture of our new website. We have devoted several meetings to fine-tune our menu and main page content to create a menu that is simple enough to navigate, while still showcasing the many services we provide.
- Nine "no smoking" signs have been purchased and will be installed on the library grounds, in compliance with a recent New York state law. They are 9" x 9" octagons attached to 36" aluminum posts, and will be placed in prominent locations around the exterior of the building.

BUILDING AND GROUNDS
REPORT:

The Board thanked Ray Capone for his report.

LONG ISLAND LIBRARY

CONFERENCE REPORT: The Board thanked Elizabeth Klein for her Long Island Library Conference report.

PROPOSED 2019-2020

BOARD OFFICERS: Motion by Mr. Horowitz, seconded by Mrs. Rea, and carried unanimously to approve the following slate of officers for 2019-2020 and the Board meeting dates for fiscal year 2019-2020:
 President – Pat Dillon
 Vice President – Stella Fox
 Financial Chairperson – Stu Horowitz

All meetings are at 7 p.m. on the third Monday of the month unless specified.

Day / Date	Notes
Monday, August 19, 2019	At 5:30 p.m.
Monday, Sept. 16, 2019	Rosh Hashanah is Sept. 30-Oct. 1
Monday, Oct. 21, 2019	
Monday, Nov. 18, 2019	
Monday, Dec. 16, 2019	
Tuesday, Jan. 21 (Tu.), 2020	Martin Luther King, Jr. Day is Monday
Tuesday, Feb. 18 (Tu.), 2020	President's Day is Monday
Monday, Mar. 16, 2020	
Monday, Mar. 30, 2020	Annual Meeting (budget to the public)
Monday, April 20, 2020	
Monday, May 18, 2020	
Monday, June 15, 2020	
Monday, July 20, 2020	Regular and Organizational Meeting

**2020-2021 BUDGET VOTE
 & TRUSTEE ELECTION**

DATE: Motion by Mr. Horowitz, seconded by Mrs. Rea, and carried unanimously to approve the 2020-2021 Annual Budget Vote and Trustee Election, for the purpose of electing one member to a five-year seat and one member to a one-year seat on the Board of Trustees and voting on the budget shall be held at the South Huntington Public Library on Tuesday, April 7, 2020 between the hours of 10 a.m. and 9 p.m.

**DESTRUCTION OF
 BALLOTS/ABSENTEE
 BALLOTS FROM 2015-
 2016 AND 2016-2017
 BUDGET VOTES:**

Motion by Mrs. Dillon, seconded by Mrs. Fox, and carried unanimously to authorize the destruction of the ballots and absentee ballots from the Budget Vote and Trustee Elections of 2015-2016 and 2016-2017.

CARPET INSTALLATION: Motion by Mr. Horowitz, seconded by Mrs. Dillon, and carried unanimously to approve an expenditure of \$5,975.00 to be paid to A & L Blacktop Sealcoating to furnish labor and materials to repair, seat coat and stripe the library parking lot pending insurance approval.

OBSOLETE EQUIPMENT: Motion by Mr. Horowitz, seconded by Mrs. Dillon, and carried unanimously to authorize staff to discard the equipment listed below in accordance with library policy and best practice.

Device	Serial Number	Manufacturer	Model	Purchase Year
Printer	ADHJ00334	Canon	8747B002 (Pixma ix6820)	2014
Monitor	CN0KU7897161874AGFVF	Dell	1708FP	2007
Monitor	CN0C06464663355Q1FWL	Dell	2001FP	2005
UPS	2514DVHBC788901330	Tripp Lite	EC0550UPS	2015
UPS	3B1413X15958	APC	BR700G	2014
Computer	2UA22523XN	HP	Elite 8200	2012
Computer	2UA22523XR	HP	Elite 8200	2012
Computer	2UA22523XM	HP	Elite 8200	2012

EXECUTIVE SESSION: Motion by Mrs. Sullivan, seconded by Mr. Horowitz to go into Executive Session at 8:37 p.m.

Motion by Mr. Horowitz, seconded by Mrs. Rea to come out of Executive Session at 9:37 p.m.

ADJOURNMENT: Motion by Mrs. Rea to adjourn the regular meeting at 9:38 p.m.