

BOARD MEETING MINUTES – MARCH 18, 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, March 18, 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
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 p.m.

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

ADOPTION OF THE AGENDA: Motion by Mr. Horowitz, seconded by Mrs. Rea, and carried unanimously to accept the agenda with the addition of:
Communication: Winter Reading Thank You
Reports: 3. Winter Reading Club Report (previously omitted)
New Business: E. A.A.R.P. Flag Display
Executive Session: To discuss the health of one employee

DISPOSITION OF MINUTES:
FEBRUARY 19, 2019: Motion by Mrs. Fox, seconded by Mrs. Rea, and carried unanimously to accept the minutes of the regular meeting of February 19, 2019 as written.

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 all petty cash disbursements with the receipts for expenditure, and reported that all was in order.

Motion by Mr. Horowitz, seconded by Mrs. Fox, and carried unanimously to authorize payment of Warrant #22 Fund L in the amount of \$13,704.45; Warrant #27 Fund L in the amount

of \$143,283.94; Warrant #2/07 PR Fund L in the amount of \$107,103.97; Warrant #2/21 PR Fund L in the amount of \$108,618.40.

Motion by Mrs. Rea, seconded by Mr. Horowitz, and carried unanimously to authorize payment of Warrant #16 Fund TA in the amount of \$40,835.36; Warrant #17 Fund TA in the amount of \$41,208.24.

Motion by Mrs. Dillon, seconded by Mrs. Rea, and carried unanimously to approve the American Express statement for February in the amount of \$786.54.

Motion by Mr. Horowitz, seconded by Mrs. Fox, and carried unanimously to approve the Amazon/Synchrony Bank Monthly Statement for January in the amount of \$1,789.99.

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
53422	12/17/2018	\$ 275.00	Harris, Helen
53497	1/21/2019	\$ 938.08	American Express
53508	1/21/2019	\$ 594.03	Center Point Large Print
53514	1/21/2019	\$ 160.00	Danziger, Oksana
53522	1/21/2019	\$ 73.50	Fire Command Co. Inc.
53530	1/21/2019	\$ 6,000.00	Hampton Jitney
53542	1/21/2019	\$ 275.00	Kristyn Weiser / Fanny Cakes
53544	1/21/2019	\$ 1,400.00	Maimone, Margaretha
53558	1/21/2019	\$ 850.00	Paige Patterson Productions
53568	1/21/2019	\$ 200.00	SCORE
53578	1/21/2019	\$ 38.00	The Saturday Evening Post

The following check was outstanding:

Check#	Date	Amount	Vendor
53582	1/21/2019	\$ 750.00	Weinstein, Barbara

COST OF VOTE-DAY WORKERS:

Motion by Mrs. Dillon, seconded by Mrs. Rea, and carried unanimously to approve the schedule of workers listed below to

be paid at the rate of \$12.50 per hour for the budget vote and trustee election on April 2, 2019.

Name	Job Title	Shift	Hr. Rate	Total
Sanna Cheema	Voter registrar	10 a.m.–3 p.m.	\$12.50	\$62.50
Katrina LaTorre	Voter registrar	10 a.m.–3 p.m.	\$12.50	\$62.50
Elizabeth DiMaulo	Voter registrar	10 a.m.–3 p.m.	\$12.50	\$62.50
Marie Pagliaro	Voter registrar	10 a.m.–3 p.m.	\$12.50	\$62.50
Anne Kingsbury	Voter registrar	3-8:30 p.m.	\$12.50	\$68.75
Donna Maltese	Voter registrar	3-8:30 p.m.	\$12.50	\$68.75
Keely Rehman	Voter registrar	3-9 p.m.	\$12.50	\$75.00
Valery Williams	Voter registrar	3-9 p.m.	\$12.50	\$75.00
Leslie Barry	Machine operator	10 a.m.-9 p.m.	\$12.50	\$137.50
Linda Husar	Machine operator	10 a.m.-9 p.m.	\$12.50	\$137.50
Total				\$812.50

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

Appointment:

Name	Title	Hrs./Wk	Salary	Step	Effect. Date
Anne L. Johnson	Librarian I	10.25	\$30.25/hr.	1	3/14/2019

COMMUNICATIONS: Mrs. Sullivan and the board acknowledged the email from South Huntington teacher, Shaka Williams and the Winter Reading thank you note from patrons Linda Dinz and Marian Satriani.

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

- Due to a spreadsheet malfunction, the month’s circulation stats are unavailable and will be included in next month’s packet.
- This year Advocacy Day drew a record number of library staff from Long Island to visit the Capitol building. Although unable to attend, I understand everyone was able to see the legislators they wanted to meet with. Once again, the Governor’s budget concerning libraries shows a cut; a 5% decrease in Library Aid and a \$20,000,000 cut to Library Construction Aid.
- The Narcan training for staff has been rescheduled to April 17 at 9 a.m. Trustees are welcome to attend.

- The Zone Directors have arranged for a Trustee training to take place on Wednesday, May 8 at 6:30 p.m. here at South Huntington. Kevin Verbese, Director of SCLS, will speak about the fiduciary responsibilities of trustees.
- Due to inclement weather, the library had an early closing on Wednesday, February 20 at 5 p.m, a delayed opening until 1 p.m. on Saturday, March 2 and an opening at 11 a.m. on Monday, March 4. No full day closings have been necessary this year.

ASSISTANT DIRECTOR'S
REPORT:

Mrs. Scherer reported for Mr. Tanzi on the following :

- We will be adding a line to the bottom of the checkout receipts, on a trial basis, that will indicate how much a patron has saved by borrowing materials from the library. The values were determined using a vote by the PALS Technical Advisory Committee (TAC). The process can be easily reversed, should we choose to.
- One month into the state-mandated sexual harassment prevention training, 75% of management and 72% of overall staff have completed their course.
- A staff committee will soon review logo samples designed by our developer, Library Market, which is based on the information supplied by two surveys submitted by our staff and Board.
- We have begun developing new classes for the Tech Center. A "Cutting the Cord" class on alternatives to traditional cable filled almost immediately. In April we will have our first 3D design class for adults, and we hope to roll out a public 3D scanning service in the near future.
- On March 12, fifteen educators and staff from the South Huntington Teacher Center attended an open house at the library for a brief networking session and tour of the library. Attendees were encouraged to attend a professional development workshop here at the library next month.

MISSION STATEMENT: Motion by Mr. Horowitz, seconded by Mrs. Fox, and carried unanimously to table the Mission Statement discussion until next month's meeting.

HVAC PREVENTATIVE
MAINTENANCE AND
SERVICE CONTRACT
RENEWAL 2019-2020:

Motion by Mrs. Dillon, seconded by Mr. Horowitz, and carried unanimously to authorize Pyramid Air Conditioning & Heating to

provide preventative maintenance services as per proposal dated March 1, 2019 for the period of April 1, 2019 through March 31, 2020 for a total cost of \$16,486.

OBSOLETE EQUIPMENT: Motion by Mrs. Rea, seconded by Mrs. Fox, and carried unanimously to authorize staff to discard the equipment listed below:

Device	Serial Num	Manufacturer	Model	Pur. Yr.
Monitor	CNC317Q579	HP Inc.	LA2006x	2013
Laptop	W87120URWGQ	Apple	MacBook	2006
Laptop	CND02917BH	HP Inc.	ProBook 6440b	2010
UPS	3B1129X34929	CDWG	Back-UPS RS 700	2011
UPS	3B1129X33281	CDWG	Back-UPS RS 700	2011
Network MFP	CNB8D4NX1Q	CDWG	LaserJet Pro M375nw	2012
Network MFP	CND8F69H3S	CDWG	LaserJet Pro M375nw	2012
Network MFP	CNB8D4NX1Z	CDWG	LaserJet Pro M375nw	2012
Receipt Printer	129141100682	Star Micronics	TSP600	
Receipt Printer	12915100136	Star Micronics	TSP600	
Receipt Printer	129141161315	Star Micronics	TSP600	
Receipt Printer	P85T6C1614			
Monitor	CNC317Q557	HP Inc.	LA2006x	2013
Monitor	6CM7170TGD	HP Inc.	P232	2017
YA#3 iPad2	DYTJFZ9DFHW	Apple	iPad2 MC769LL	2012
YA#5 iPad2	DYTJFSHADFHW	Apple	iPad2 MC769LL	2012
YA#2 iPad2	DYTJFSQ3DFHW	Apple	iPad2 MC769LL	2012
YA#1 iPad2	DYTJFZ9QDFHW	Apple	iPad2 MC769LL	2012
JiPad1	DMQJVJ40DFHW	Apple	iPad 2	
JiPad2	DMQJVJ1QDFHW	Apple	iPad 2	
JiPad3	DMQJV6MPDFHW	Apple	iPad 2	
JiPad4	DMQJVJYCDFHW	Apple	iPad 2	
JiPad5	DMQJV708DFHW	Apple	iPad 2	
Nintendo Wii	KU505698788	Nintendo	Wii	2006
Tablet	015d1689513c0c02	Google	Nexus 7	2013
eReader	2014170023242019	Barnes & Noble	Nook	2012
eReader	B0111407149324XG	Amazon	Kindle	2012
Tablet	015d21d50560081c	Google	Nexus 7	2013

ANNUAL REPORT 2018: Motion by Mrs. Fox, seconded by Mrs. Rea, and carried unanimously to accept the South Huntington Public Library's New York State Annual Report for 2018 with the correction of question 5.3 from NO to YES.

TELEPHONE CONTRACT RECOMMENDATION: Motion by Mrs. Dillon, seconded by Mrs. Rea, and carried unanimously to authorize DMGT Telecom to install a new phone system at the South Huntington Public Library at a total cost of \$18,575.00 with 60% due upon signing (\$11,145.00 and 40% due upon completion (\$7,430.00).

A.A.R.P. FLAG DISPLAY: Motion by Mr. Horowitz, seconded by Mrs. Dillon, and carried unanimously to allow A.A.R.P. to place 50 15" x 18" American flags on library property during Memorial Day weekend, 2019.

EXECUTIVE SESSION: Motion by Mr. Horowitz to go into Executive Session at 8:35 p.m.

ADJOURNMENT: Motion by Mrs. Dillon to come out of Executive Session and adjourn the regular meeting at 8:46 p.m.
