

BOARD MEETING MINUTES - MONDAY, SEPTEMBER 17, 2018
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, September 17 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. Stuart Horowitz
- STAFF: Mrs. Janet Scherer, Director
Mr. Nick Tanza, 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 7:03 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 ORGANIZATIONAL MINUTES JULY 16, 2018, SPECIAL MINUTES AUGUST 6, 2018, AUGUST 20, 2018: Motion by Mrs. Dillon, seconded by Mrs. Fox, and carried unanimously to accept the minutes of the organizational meeting of July 16, 2018, the special meeting of August 6, 2018, and the regular meeting of August 20, 2018 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 and compared all petty cash disbursements with the receipts for expenditure, and reported that all was in order.

Motion by Mrs. Rea, seconded by Mrs. Fox, and carried unanimously to authorize payment of Warrant #37 Fund L in the amount of \$11,230.94; Warrant #40 Fund L in the amount of \$79,820.93; Warrant #6/14 PR Fund L in the amount of 99,783.54; Warrant #6/28 PR Fund L in the amount of \$110,205.53.

Motion by Mrs. Dillon, seconded by Mrs. Rea, and carried unanimously to authorize payment of Warrant #25 Fund TA in the amount of \$40,471.71; Warrant #26 Fund TA in the amount of \$43,526.07.

Motion by Mrs. Fox, seconded by Mrs. Dillon, and carried unanimously to authorize payment of Warrant #9 Fund H in the amount of \$198,914.69.

Motion by Mrs. Dillon, seconded by Mrs. Fox, and carried unanimously to approve the American Express statement for June in the amount of \$1,195.94.

Motion by Mrs. Fox, seconded by Mrs. Rea, and carried unanimously to approve the Amazon/Synchrony Bank Monthly Statement for June in the amount of \$1,588.78.

Motion by Mrs. Dillon, seconded by Mrs. Rea, and carried unanimously to approve the Director's Account for June in the amount of \$40.00.

FINANCIAL CHAIRPERSON'S REPORT:

Mrs. Rea 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 |
|---------|-----------|-------------|-----------------------------------|
| 52664 | 5/21/2018 | \$ 551.21 | Blackstone Publishing |
| 52675 | 5/21/2018 | \$ 114.34 | County Line Hardware |
| 52686 | 5/21/2018 | \$ 75.00 | Husar, Linda |
| 52697 | 5/21/2018 | \$ 382.30 | Konica Minolta Business Solutions |
| 52708 | 5/21/2018 | \$ 1,020.99 | Midwest Tape |
| 52719 | 5/21/2018 | \$ 1,063.25 | Midwest Tape |
| 52730 | 5/21/2018 | \$ 1,020.00 | Nu-Vision Technologies LLC |
| 52741 | 5/21/2018 | \$ 29.47 | Regent Book Company |
| 52752 | 5/21/2018 | \$ 241.95 | Suffolk County Board of Elections |
| 52757 | 5/21/2018 | \$ 76.45 | Unique Management Services |

The following check from last month has cleared since the above report was submitted.;

| Check # | Date | Amount | Vendor |
|---------|-----------|-------------|-----------|
| 52758 | 5/21/2018 | \$175.00.00 | Vail, Amy |

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

Temporary Appointments

| Name | Title | Hrs./Wk | Salary | Step | Effect. Date |
|------------------|-------------------|---------|-------------|------|--------------|
| Catherine Natale | Temp. Summer Page | 35 | \$11.00/hr. | 1 | 6/16/2018 |
| Rachel Vaughan | Temp. Summer Page | 35 | \$11.00/hr. | 1 | 6/16/2018 |
| Grace Hanrahan | Temp. Summer Page | 12 | \$11.00/hr. | 1 | 6/19/2018 |
| Ethan Leicht | Summer Intern | 12 | N/A | N/A | 7/2/18 |

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

| Transfer from: | | | Transfer to: | |
|----------------|---------------------------------|--------------|----------------|----------------------------------|
| ACCOUNT | DESCRIPTION | AMOUNT | ACCOUNT | DESCRIPTION |
| L7410.143-01 | Salaries-Sunday-Prof. | \$ 12,073.03 | L7410.141-01 | Salaries-Prof. FT |
| L7410.142-06 | Salaries-Saturday Evening | \$ 3,742.11 | L7410.141-01 | " " |
| L7410.142-03 | Salaries-Page | \$ 1,487.30 | L7410.141-01 | " " |
| L7410.143-02 | Salaries-Sunday-Clerical | \$ 13,954.64 | L7410.141-01-P | Salries-Prof. PT |
| L7410.142-02 | Salaries-Clerical FT | \$ 1,977.60 | " | " " |
| L7410.142-04 | Salaries-Custodial FT | \$ 2,211.95 | " | " " |
| L7410.142-04-P | Salaries-Custodial PT | \$ 3,33.603 | L7410.142-02-P | Salaries-Clerical PT |
| L7410.143-04 | Salaries-Sunday-Custodial | \$ 511.26 | L7410.142-02-P | " " |
| L7410.143-03 | Salaries-Sunday-Page | \$ 292.85 | L7410.143-05 | Temporary Summer Help |
| L7420.415-11 | Computer Software-Circ.-Adults | \$ 1,526.11 | L7420.429 | Computer Software-Non-Cir. |
| L7430.430-22 | Supplies-Library | \$ 1,216.13 | L7430.430-21 | Supplies-Office |
| L7430.435-32 | Continuing Ed/Mileage Reimb/BOA | \$ 1,409.65 | L7430.435-31 | Continuing Ed/Mileage Reim/Staff |
| L7430.435-33 | Library Vehicle | \$ 457.41 | " | " " |
| L7430.434 | Publicity-Printing/Newsletter | \$ 330.50 | L7430.438 | Membership Dues |
| L7430.439-51 | Office Equipment-Copier Rental | \$ 296.98 | L7430.439-52 | Office Equipment-Service C |
| L7430.441 | Cost of Vote | \$ 53.53 | L7430.440 | Misc. Expenses |
| L7430.442-12 | Community Activities-Child. Pro | \$ 315.88 | L7430.442-12-F | Commun. Act.-Y.S. Fam. Pg |
| L7430.442-11 | Community Activities-Adult Pro. | \$ 339.84 | L7430.442-15 | Credit Merchant Fees |
| L7440.450-61 | Utilities – Electric | \$ 3,720.64 | L7440.450-63 | Utilities-Gas |

| | | | | |
|-------------|------------------|-------------|-------------|------------------------|
| L9000.906-0 | Health Insurance | \$ 2,726.40 | L9000.906-1 | Medicare Reimbursement |
|-------------|------------------|-------------|-------------|------------------------|

FINANCIAL MATTERS

2018-2019: Motion by Mrs. Fox, seconded by Mrs. Dillon, and carried unanimously to authorize payment of Warrant #2 Fund L in the amount of \$85,228.15.

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

- Traditional circulation for June 2018 has increased 1.23% compared to June of 2017. Other circulation (in-house computer use, wireless laptop-use and wireless network use) showed a decrease of 20.29% for the month when compared to June of 2017. Total circulation for the month decreased by 4.32% compared to last year. Year-to-date circulation was 2.16% less than for the same period last year. These stats also reflect the closing of the Adult Reference Department from May 29 through June 15.
- The outdoor shed was delivered and assembled on June 21 and is already being put to good use with the extra carpeting.
- The original contract for carpeting, approved by the Board in February, in the amount of \$163,000.00, included an alternate contract to carpet the Circulation Area, Circulation Office and the Media Room at a cost of \$20,500. The carpet overage after installing the Adult Reference is enough to carpet the Circulation Desk Area and Media Room for \$6,308. This represents a significant savings to the Library. This work is scheduled to be done on July 24 and July 25, with minimal disruption to Library service.
- The Yough Adult Department will once again be offering an opportunity for our teen thespians to take part in a musical performance. Junie B. Jones, The Musical will make its debut this fall. Joe Marshall and Lauren Rankel, our adult volunteers, will be back to supervise and direct.
- 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 10 is 715; Young Adult is 151 and Adult is 147. The patrons seem to like the "Libraries Rock" theme.
- Our School-Library Partnership is active with the school district's Literacy and JumpStart programs bringing over 200 elementary age students to tour the library, take out books, work on planned activities and receive library cards. New this summer is a group of students attending a high school summer program for Spanish speaking students.

- The next bus trip to see the Broadway play, Come from Away, along with dinner at Hurley's restaurant downtown, was sold out by 4 p.m. on the first day of registration.
- The Friends will be sponsoring the Fourth Annual Art & Craft Fair on Saturday, Sept. 22, from 10-3 p.m. There will be handmade crafts, jewelry, and art. New this year is a call for vendors selling farmer's market items and flea market finds. With this addition, we hope to attract vendors that are more diverse in nature. The fair will also feature music, as well as a petting zoo, balloon twisters and a food truck; all activities that have been a huge success at past fairs.
- Upcoming meetings include:
 - Suffolk County Legislative Breakfast – Fri., Sept. 14
 - LILRC Annual Conference – Thurs., Oct. 25 & Fri., Oct. 26
 - NYLA Annual Conference – Rochester, NY – Nov. 7-10

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

**ADULT LIBRARY
INTERIOR RENOVATIONS
REPORT:**

Mr. Latini submitted the Adult Library Interior Renovations report as of July 11, 2018. The construction was substantially complete on July 2, and the IT staff installed computers, printers and scanner on July 3 and 5. The balance of the audiovisual equipment is being completed as this report was being typed. We are just about ready for a soft opening and there are a few programs scheduled for the room in July and August. Most items on the punch list will be corrected without disrupting library service. However, the millwork contractor has a rather long punch list that may require completely replacing some of the custom furniture. Thus far, not a single payment has been issued to the Millwork company.

**NEW YORK LIBRARY
ASSOCIATION ANNUAL
CONFERENCE:**

Motion by Mrs. Fox, seconded by Mrs. Rea, and carried unanimously to authorize three staff members to attend the 2018 NYLA Conference at a cost not to exceed \$4,304.00. If there is interest, sufficient funds are available in the Board Continuing Education code to send a Trustee to the conference.

**ALSC NATIONAL
INSTITUTE:**

Motion by Mrs. Rea, seconded by Mrs. Fox, and carried unanimously to authorize one staff member to attend the 2018

ALSC (Association for Library Services to Children) National Institute at a cost not to exceed \$2,955.00.

MEMORANDUM OF
UNDERSTANDING WITH
THE LONG ISLAND SCHOOL
FOR THE GIFTED:

Motion by Mrs. Rea, seconded by Mrs. Dillon, and carried unanimously to authorize the Director to execute a Memorandum of Understanding between the South Huntington Public Library and the Long Island School for the Gifted giving consent for the South Huntington Public Library to act as a reunification site for the Long Island School for the Gifted in case of an emergency.

EXECUTIVE SESSION:

Motion by Mrs. Fox, seconded by Mrs. Rea to go into Executive Session at 7:48 p.m. to discuss legal and personnel matters.

Motion by Mrs. Dillon, seconded by Mrs. Fox to come out of Executive Session at 8:17 p.m.

ADJOURNMENT:

Motion by Mrs. Dillon to adjourn the regular meeting at 8:10 p.m.
