

BOARD MEETING MINUTES – MONDAY, APRIL 18, 2022  
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, April 18 at 7 p.m. in the Meeting Room.

PRESENT:

Mr. Stuart Horowitz, President  
Mrs. Eleanora Ferrante Vice President  
Mrs. Eileen Sullivan, Financial Chairperson  
Mrs. Pat Dillon  
Mrs. Stella Fox

STAFF:

Mrs. Janet Scherer, Director  
Mr. Nick Tanzi, Assistant Director  
Mrs. Erin McShane Hedger, Business Manager  
Mrs. Doreen Kilkenny, Board Secretary  
Mrs. Catherine Schmoller, Sustainability Team  
Mrs. Jen O'Connor, Sustainability Team  
Ms. Jen Griffing, Sustainability Team  
Mr. Howard Spiegelglass, Sustainability Team

CALL TO ORDER:

The meeting was called to order by the president at 7:06 p.m.

PLEDGE OF  
ALLEGIANCE:

The president led everyone in the Pledge of Allegiance.

ADOPTION OF THE  
AGENDA:

Motion by Mrs. Dillon, seconded by Mrs. Sullivan, and carried unanimously to accept the agenda as amended.

DISPOSITION OF  
REGULAR MEETING  
MINUTES

MARCH 21, 2022:

Motion by Mrs. Dillon, seconded by Mrs. Ferrante, and carried unanimously to accept the minutes of the regular meeting on March 21, 2022.

DISPOSITION OF  
ANNUAL BUDGET  
MEETING MINUTES  
MARCH 28, 2022:

Motion by Mrs. Sullivan, seconded by Mrs. Dillon, and carried unanimously to accept the minutes of the annual budget meeting on March 28, 2022.

NEW BUSINESS:  
SUSTAINABLE LIBRARIES  
INITIATIVE:

The board of trustees thanks the members of the Sustainability Team for their presentation featuring work done by the team to obtain our Sustainable Libraries Initiative certification.

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. Ferrante, seconded by Mrs. Sullivan, and carried unanimously to authorize payment of Warrant #25 Fund L in the amount of \$19,374.69; Warrant #27 Fund L in the amount of \$137,311.01; Warrant #3/03 PR Fund L in the amount of \$104,149.53; Warrant #03/17 PR Fund L in the amount of \$113,777.63; Warrant #03/31 PR Fund L in the amount of \$107,003.68.

Motion by Mrs. Dillon, seconded by Mrs. Sullivan, and carried unanimously to authorize payment of Warrant #18 Fund TA in the amount of \$40,080.95; Warrant #18 Fund TA in the amount of \$46,096.62; Warrant #20 Fund TA \$40,863.21.

Motion by Mrs. Ferrante, seconded by Mrs. Fox, and carried unanimously to approve the American Express statement for January in the amount of \$7,461.36.

Motion by Mrs. Ferrante, seconded by Mrs. Sullivan, and carried unanimously to approve the Amazon/Synchrony Bank Monthly Statement for February in the amount of \$1,743.61.

FINANCIAL CHAIRPERSON'S  
REPORT:

Mrs. Sullivan reported that she selected at random and reviewed original purchase orders, invoices, check requisitions, and copies of selected cancelled checks. She compared them

to the original warrants and found the vendors' names, check amounts, and endorsements to be in order. Two items remain outstanding and will be reviewed next month.

**PERSONNEL REPORT:** Motion by Mrs. Sullivan, seconded by Mrs. Fox, and carried unanimously to approve the appointments as presented.

Motion by Mrs. Ferrante, seconded by Mrs. Sullivan, and carried unanimously to approve the promotion as presented.

Motion by Mrs. Fox, seconded by Mrs. Sullivan, and carried unanimously to approve the resignations as presented.

**COMMUNICATIONS:** The board acknowledged SCLS minutes/memorandum.

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

- PLA held its conference in Portland, Oregon this year. It was the first in person conference for any ALA division since PLA Nashville in 2019. While the city did show signs of strain from the pandemic and the recent political unrest, Portland is a nice city to visit with its beautiful waterfront, the famous Powell's Bookstore and its wonderful transportation system. The conference center was spacious and comfortable, especially with reduced attendance and lower vendor booths all due to the ever present COVID threat. The quality of programming was excellent, from the keynote speaker and big idea speakers to the smaller workshops. I appreciated the chance to attend this conference and as always thank the board for their continued support of conference attendance by staff. I will present a more in-depth report at the next meeting.
- Our Trustee election took place on Tuesday, April 5 from 10:00 a.m. – 9:00 p.m. The vote was 202 in favor of our incumbent Eleanora Ferrante and 34 in favor of Darshna Katwala. Congratulations to eleanora. I spoke to Darshna after the vote and she was extremely gracious, wishing only the best for the library that she loves. Thank you to Catherine Schmoller, Clerk of the Vote, for all the time and attention she puts into the voting process each year.
- We have received a quote from one of our current vendors for the full replacement of the fire system. He has suggested we postpone for as long as we can, as supply chain issues are a real challenge right now.

- We will be looking to celebrate our Sustainable Libraries Initiative certification sometime in June. More information to follow in future meetings.

ASSISTANT DIRECTOR'S  
REPORT:

Mr. Tanzi reported on the following:

- The library has utilized digital signage for a number of years in our lobby and Young Adult Department. We are now in the process of implementing new NoviSign software with enhanced features, as well as adding additional signage. Our goal is to implement digital signage that is dynamic, while also less labor-intensive. By way of example, we aim to integrate our existing program calendar software with NoviSign in order to display a continuous feed of upcoming programs. Once configured, the feed will operate with minimal maintenance, and can serve as both a promotional tool and a directional aid for patrons coming to attend programs.
- The 2022 Computers in Libraries Conference once again made an abrupt pivot to a virtual format. I enjoyed the conference both as an attendee and as a presenter; I was responsible for two programs. The first, "Delivering WOW Tech Experiences Without Breaking the Bank," explored cost-effective approaches for introducing emerging technologies to patrons and strategies for communicating value to stakeholders. My second session, "Creating Virtual Outreach that Works," was a mix of theory and practice. I evaluated different platforms and online venues for engaging in outreach, before highlighting specific case studies from our own South Huntington Public Library, such as our virtual tour and Zoom/Google Meet school visits. Both sessions averaged approximately 150 live attendees.

I look forward to providing the board with a detailed report once I've taken advantage of the archived portions of the conference that have recently become available.

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

PLA CONFERENCE REPORTS: The board thanked Georgina Rivas-Martinez, Ryan Riggs, and Catherine Schmoller for their reports.

NEW BUSINESS –  
PERSONNEL POLICY  
MANUAL AND  
SALARIES

2022-2023:

Motion by Mrs. Sullivan and seconded by Mrs. Fox, and carried unanimously that the board of trustees approves the proposed 2022-2023 Salary Schedules and individual staff salaries as presented.

Motion by Mrs. Sullivan and seconded by Mrs. Ferrante, and carried unanimously that the board of trustees approves the proposed changes to the current Personnel Policy Manual for the 2022-2023 fiscal year as amended.

NEW BUSINESS –  
OBSOLETE  
EQUIPMENT:

Motion by Mrs. Dillon and seconded by Mrs. Ferrante, and carried unanimously that the board of trustees authorizes staff to discard obsolete equipment in accordance with library policy and best practice.

EXECUTIVE SESSION:

Motion by Mrs. Fox, seconded by Mrs. Dillon to go into Executive Session at 8:25 p.m. to discuss legal matters.

Motion by Mrs. Dillon, seconded by Mrs. Sullivan to come out of Executive Session at 8:35 p.m.

Motion by Mrs. Dillon and seconded by Mrs. Sullivan, and carried unanimously that the board of trustees accepts the following resolution:

**WHEREAS**, by resolution dated March 28, 2022, the Board approved the service of disciplinary charges against an employee listed on a Confidential Schedule “A,” annexed to that resolution (the “Employee”); and

**WHEREAS**, since service of the charges, the Employee has tendered their resignation,

**NOW THEREFORE, BE IT RESOLVED**, that the Library accepts the Employee’s resignation; and

**FURTHER RESOLVED**, in consideration of Employee’s resignation, the Board withdraws the charges previously served on the Employee.

ADJOURNMENT: Motion by Mrs. Ferrante to adjourn the regular meeting at 8:36 p.m.



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Respectfully submitted by,



Doreen Kilkenny, Board Secretary