

BOARD MEETING MINUTES – TUESDAY, JANUARY 16, 2024
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 Tuesday, January 16, 2024 at 7 p.m. in the Conference Room.

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

OBSERVATING
VIA ZOOM
CONFERENCE: Mr. Stuart Horowitz

STAFF: Mrs. Janet Scherer, Director
Mr. Nick Tanzi, Assistant 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 7:00 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 MINUTES
DECEMBER 18, 2023: Motion by Mrs. Ferrante, seconded by Mrs. Fox, and carried
unanimously to accept the minutes of the regular meeting of
December 18, 2023.

FINANCIAL MATTERS
2023-2024: 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 expenditures, and reported
that all was in order.

Motion by Mrs. Dillon, seconded by Mrs. Fox, and carried
unanimously to authorize payment of Warrant #18 Fund L in the

amount of \$16,357.27; Warrant #20 Fund L in the amount of \$202,167.53; Warrant #12/07 PR Fund L in the amount of \$121,276.96; Warrant #12/21 PR Fund L in the amount of \$121,064.72.

Motion by Mrs. Dillon, seconded by Mrs. Ferrante, and carried unanimously to authorize payment of Warrant #12 Fund TA in the amount of \$47,365.17; Warrant #13 Fund TA in the amount of \$47,777.53.

Motion by Mrs. Dillon, seconded by Mrs. Fox, and carried unanimously to authorize payment of Warrant #3 Fund H in the amount of \$10,670.36.

Motion by Mrs. Fox, seconded by Mrs. Dillon, and carried unanimously to approve the American Express statement for December in the amount of \$3,370.76.

Motion by Mrs. Fox, seconded by Mrs. Ferrante, and carried unanimously to approve the Amazon/Capital Services Monthly Statement for November 20, 2023 – December 19, 2023 in the amount of \$1,341.19.

FINANCIAL CHAIRPERSON'S REPORT

2023-2024:

Mrs. Fox 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. One check remains in transit.

PERSONNEL ACTIONS: Motion by Mrs. Ferrante, seconded by Mrs. Fox, and carried unanimously to approve the personnel report.

COMMUNICATIONS: The board acknowledged the SCLS minutes and the letters of thanks to Eileen Sullivan and from Family Service League re: coat drive.

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

- The Suffolk County Board of Elections informed us that there will be a black out date for voting machine rental on April 16th. Due to this development, we will be forced to conduct our vote by paper ballot. We will also be using iPads this year instead of the paper voter registration books.

- Lobby Day is set for February 7th with a PAC cocktail party the evening before. LILRC will be making the appointments with legislators. The 2024 Legislative Agenda budget requests and policy initiatives was distributed to the board.

ASSISTANT DIRECTOR'S
REPORT:

Mr. Tanzi reported on the following :

- The Suffolk Cooperative Library System's digital presence has two components; a public-facing site (<https://www.livebrary.com>), and an intranet designed for library staff and trustees (<https://portal.suffolklibrarysystem.org>) that requires a username and password to access. This intranet has a number of resources that may be of interest to the board, including continuing education opportunities, legal resources, and links to related professional organizations. We have secured a shared username and password for the library board to access this site. When navigating the gateway, the section "Support Services→Trustee Resources" may be of particular interest.
- As a certified Sustainable Library, we continue to identify new ways to limit paper waste and increase our efficiency. Our board packet is quite sizable, and goes through a number of revisions and reprintings prior to distribution, making it a prime candidate for virtualization. To that end, I have been exploring several cloud-based options that would allow us to go paperless. We are hoping to have a solution in place for the February 2024 board meeting.

BUILDING & GROUNDS
REPORT:

The board thanked Ray Capone for his monthly report.

COMPUTER SERVICES
END OF YEAR
REPORT:

The board thanked Scott Kalogris for his report.

2023 ANNUAL REVIEW
OF PERIODICALS
REPORT:

The board thanked Jen O'Connor for her report.

MUSEUM PASS
CIRCULATION
REPORT:

The board thanked Sally Nikolis for her report.

OLD BUSINESS –
SHPL 2024-2025
BUDGET DRAFT:

Mrs. Scherer distributed the second draft of the 2024-2025 budget for the board to review and discuss in future meetings.

**NEW BUSINESS –
ALLOCATION OF
FUNDS – FISCAL
2022-2023:**

Motion by Mrs. Dillon, seconded by Mrs. Ferrante and carried unanimously that the board of trustees:

1. authorizes an allocation of \$1,584,250.50 of the Unassigned General Fund Balance to be maintained as such to provide the library with a working capital margin of safety.
2. authorizes \$104,849.40 of the Unassigned General Fund Balance to be allocated as Assigned Fund Balance for Encumbrances carried forward from the 2022-2023 General Fund.
3. authorizes \$652,623.00 of the Unassigned General Fund Balance to be allocated as Assigned Fund Balance for Accrued Compensated Absences.
4. authorizes an allocation of \$150,000.00 from the 2022-2023 Unassigned General Fund Balance to be allocated as Assigned Fund Balance for Revenue in the 2023-2024 Operating Budget.
5. authorizes an allocation of \$253,936.16 from the 2022-2023 Unassigned General Fund Balance to be allocated as Restricted Fund Balance for the Repairs & Improvements to Building Capital Reserve Fund.
6. authorizes an allocation of \$39,084.07 from the Capital Reserve Fund Interest to be allocated as Restricted Fund Balance for the Repairs & improvements to the Building Capital Reserve Fund.

**NEW BUSINESS –
COMPUTERS IN
LIBRARIES
CONFERENCE 2024:**

Motion by Mrs. Fox, seconded by Mrs. Ferrante and carried unanimously that the board of trustees authorizes three staff members to attend the 2024 Computers in Libraries Conference in Arlington, VA, at a cost not to exceed \$6,837.00. If there is interest, sufficient funds are available in the Board Continuing Education code to send a Trustee to the conference..

**NEW BUSINESS –
WATERPROOFING
WORK ON LIBRARY
GROUNDS:**

Motion by Mrs. Ferrante, seconded by Mrs. Fox and carried unanimously to approves an expenditure of \$11,775.00 to be paid to Boccia Waterproofing to install a drywell on the library grounds.

EXECUTIVE SESSION:

Motion by Mrs. Dillon, seconded by Mrs. Fox to go into Executive Session at 7:57 p.m. to discuss a personnel issue.

Motion by Mrs. Fox, seconded by Mrs. Dillon to come out of Executive Session at 8:27 p.m.

ADJOURNMENT: Motion by Mrs. Ferrante to adjourn the regular meeting at 8:28 p.m.

Respectfully submitted by,



Doreen Kilkenney, Board Secretary

Acknowledged by:

Patricia Dillon, Vice President

Unapproved