

BOARD MEETING MINUTES - TUESDAY, JANUARY 17, 2023  
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 17 at 7:00 p.m. in the Conference Room.

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

STAFF: Mrs. Janet Scherer, Director  
Mr. Nick Tanzi, Assistant Director  
Mrs. Doreen Kilkenny, Board Secretary  
Mrs. Erin McShane Hedger, Business Manager

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 Mr. Horowitz, seconded by Mrs. Sullivan, and carried unanimously to accept the agenda as written.

DISPOSITION OF MINUTES:  
DECEMBER 19, 2022: Motion by Mr. Horowitz, seconded by Mrs. Fox, and carried unanimously to accept the minutes of the regular meeting of December 19, 2022.

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. The voided checks have been viewed and recorded. 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 Mr. Horowitz, seconded by Mrs. Sullivan, and carried unanimously to authorize payment of Warrant #19 Fund L in the amount of \$10,704.01; Warrant #23 Fund L in the amount

of \$121,241.65; Warrant #12/08 PR Fund L in the amount of \$113,138.96; Warrant #12/22 PR Fund L in the amount of \$115,485.56.

Motion by Mrs. Dillon, seconded by Mrs. Sullivan, and carried unanimously to authorize payment of Warrant #12 Fund TA in the amount of \$43,826.22; Warrant #13 Fund TA in the amount of \$45,504.65.

Motion by Mr. Horowitz, seconded by Mrs. Fox, and carried unanimously to authorize payment of Warrant #2 Fund H in the amount of \$3,049.98.

Motion by Mrs. Dillon, seconded by Mrs. Sullivan and carried unanimously to approve the American Express statement for November in the amount of \$4,834.16.

Motion by Mrs. Dillon, seconded by Mrs. Sullivan, and carried unanimously to approve the Amazon/Synchrony Bank Monthly Statement for November in the amount of \$786.96.

Motion by Mrs. Dillon, seconded by Mrs. Sullivan, and carried unanimously to approve the Amazon Capital Services Monthly Statement for November 20, 2022 through December 19, 2022 in the amount of 1,184.41

**PERSONNEL ACTIONS:** Motion by Mr. Horowitz, seconded by Mrs. Sullivan, and carried unanimously to approve the personnel report.

**COMMUNICATIONS:** The board acknowledged the SCLS minutes and thank you letter from William Gonyou at Long Island Care, Inc..

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

- On Friday, January 6<sup>th</sup>, the Long Island Association hosted its annual breakfast at the Crest Hollow in Woodbury. Both Eileen Sullivan and I attended along with other directors from the county; Kevin Verbese from SCLS and Tim Spindler from LILRC. The slate of speakers featured U.S. Senate Majority Leader Chuck Schumer, Suffolk County Executive Steve Bellone, and a video message from Nassau County Executive Bruce Blakeman. All three of the gentlemen summarized their legislative accomplishments specific to Long Island.

**ASSISTANT  
DIRECTOR'S  
REPORT:**

Mr. Tanzi reported on the following:

- I am currently investigating an electronic signature/cloud-based agreement solution for the library. While our web presence often presents convenient options for our patrons, the inability to easily e-sign or otherwise execute agreements digitally increasingly presents a barrier to card applications, meeting room use, and other services.

I am hopeful we can secure access to software that will facilitate these public-facing functions, as well as increase efficiency when contracting with library programmers and other third parties. While there are a number of software solutions available, I am working to balance their feature list with their pricing tiers. To that end, we are working with nonprofit software broker TechSoup to keep costs manageable.

**BUILDING & GROUNDS  
REPORT:**

The board thanked Ray Capone for his report.

**NETWORK & SYSTEMS  
ADMINISTRATOR'S  
REPORT:**

The board thanked Scott Kalogris for his report.

**NEW BUSINESS –  
SHPL 2023-2024  
BUDGET DRAFT:**

Mrs. Scherer distributed the second draft of the 2023-2024 budget for the board to review and discuss in future meetings.

**NEW BUSINESS –  
ANTIVIRUS &  
CYBER SECURITY  
SOFTWARE  
PURCHASE:**

Motion by Mr. Horowitz, seconded by Mrs. Sullivan and carried unanimously that the board of trustees approves an expenditure of \$9,349.96 to CipherTech to purchase a two-year license of SentinelOne Control with XDR and Ransomware Warranty.

**NEW BUSINESS –  
COMPUTERS  
IN LIBRARIES 2023:**

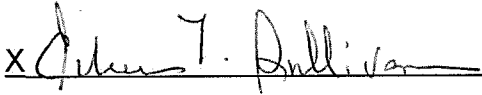
Motion by Mr. Horowitz and seconded by Mrs. Dillon, and carried unanimously to authorize three staff members to attend the 2023 Computers in Libraries Conference in Arlington, VA at a cost not to exceed \$6,540.00. If there is interest, sufficient

funds are available in the board Continuing Education code to send a trustee to the conference.


EXECUTIVE SESSION: Motion by Mr. Horowitz, seconded by Mrs. Fox to go into Executive Session at 8:05 p.m. to discuss personnel issues.

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

ADJOURNMENT: Motion by Mr. Horowitz to adjourn the regular meeting at 8:36 p.m.

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Respectfully submitted by,



Doreen Kilkenny, Board Secretary