

BOARD MEETING MINUTES – MONDAY, JUNE 20, 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, June 20 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
Mr. Michael Bartolomeo, WOW Team
Ms. Georgina Rivas-Martinez, WOW Team
Ms. Lisa Esposito, WOW Team

CALL TO ORDER: The meeting was called to order by the president at 7:02 p.m.

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

ADOPTION OF THE AGENDA: Motion by Mrs. Sullivan, seconded by Mrs. Dillon, and carried unanimously to accept the agenda as amended.

DISPOSITION OF
REGULAR MEETING
MINUTES

MAY 16, 2022: Motion by Mrs. Dillon, seconded by Mrs. Ferrante, and carried unanimously to accept the minutes of the regular meeting on May 16, 2022 as amended.

WOW TEAM
SURVEY

PRESENTATION: The board thanked the WOW team for their presentation.

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. Fox, and carried unanimously to authorize payment of Warrant #31 Fund L in the amount of \$11,482.53; Warrant #33 Fund L in the amount of \$159,636.17; Warrant #5/12 PR Fund L in the amount of \$107,991.43; Warrant #5/26 PR Fund L in the amount of \$110,358.71.

Motion by Mrs. Fox, seconded by Mrs. Dillon, and carried unanimously to authorize payment of Warrant #23 Fund TA in the amount of \$41,308.49; Warrant #24 Fund TA in the amount of \$43,061.17.

Motion by Mrs. Dillon, seconded by Mrs. Sullivan, and carried unanimously to approve the American Express statement for May in the amount of \$5,086.55.

Motion by Mrs. Sullivan, seconded by Mrs. Ferrante, and carried unanimously to approve the Amazon/Synchrony Bank Monthly Statement for April in the amount of \$5,464.95.

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.

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

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

COMMUNICATIONS: The board acknowledged SCLS minutes/memorandum.

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

- Our popular summer concert series returns this summer. Tickets are already available for the first two shows. All shows take place on Friday evening at 7:00 p.m. If it rains or there is a credible threat of rain, the concert will be moved into the theater. Here is our line-up:
 - June 24 – Harmonica Bill & Marked Deck, blues band
 - July 1 – The Rustlers Band, country and rock and roll
 - July 8 – Something Special Big Band, swing and big band music
 - July 15 – The Daytrippers – Beatles Tribute band
 - July 22 – The Modern Justice Band – rock ensemble
 - July 29 – Milagro – Santana Tribute
- Summer reading plans are in full gear. All departments are decorating for what looks like a “normal” summer in the library. The theme “Oceans of Possibilities,” offers our librarians a wide range of programming ideas and activities to keep patrons of every age busy this summer. The children’s department will once again employ two temporary summer page positions to sign up club participants and listen to their book reports. We look forward to busy summer at the library.
- So far this has been a good growing year and our gardens are thriving. This year the gardens are being cared for exclusively by our children’s and teen garden clubs. We are looking forward to a bountiful harvest to taste and share with local food pantries.

ASSISTANT DIRECTOR'S REPORT:

Mr. Tanzi reported on the following:

- All staff are presently enrolled in New York State-mandated sexual harassment prevention and workplace violence prevention training, via our KnowBe4 software. Previous enrollees will note that the sexual harassment prevention training has been updated to reflect changes in the state’s guidelines.

Approximately seventy percent of staff have already completed the full training module. We expect all staff will have finished their training before the end of the month. In addition to this mandated training, we have been participating in organizational phishing security tests, in an attempt to reduce the likelihood of a cybersecurity breach at the library.

This testing occurs at regular intervals and assesses staff responses to potentially malicious emails, checking to see if they are deleted, forwarded, clicked on, etc. Initially, our click rate was quite high (26.8%) compared to the industry average of 17.5%. Through a combination of continued penetration testing and individual and small group follow-ups, we have reduced our organizational click rate to just 14.3%. Simply put, staff have become far more capable in identifying potentially harmful emails, and have reduced the cybersecurity risk to our organization overall.

- Staff member Michael Bartolomeo has accepted a 2-year appointment to the Emerging Trends Committee of Core, a division of ALA. Core is the national association that advances the profession of librarians and information providers in central roles of leadership and management, collections and technical services, and technology. The Emerging Trends Committee explores, promotes, and shares various new emerging technologies with library professionals across the country, and as such, is an excellent compliment to his work as the library's Emerging Technologies Librarian!

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

**NEW BUSINESS –
PROPOSED 2022-2023
BOARD OFFICERS
AND MEETING DATES:**

The board discussed proposed meeting dates for the fiscal year 2022-2023.

**NEW BUSINESS –
LOGO BRANDED
STAFF SHIRTS:**

Motion by Mrs. Sullivan and seconded by Mrs. Dillon, and carried unanimously that the board of trustees approves a

purchase of one library logo staff shirt per employee at a cost not to exceed \$1,200.00 to be expended from our outreach budget.

**NEW BUSINESS –
DORIS LESSUCK
CONGRATULATORY
RESOLUTION:**

Let it be resolved:

That the South Huntington Public Library Board of Trustees congratulates Doris Lessuck on her 100th birthday. In addition, the Board of Trustees recognizes Mrs. Lessuck for all her contributions to the South Huntington Public Library where she served as a board member from 1989 – 2005. Mrs. Lessuck ushered the library through many positive changes including the construction of our current building. She also was a member of the Friends of the Library for many years. We thank her for her service to the South Huntington Public Library, its administration and staff, as well as the South Huntington community at large.

**NEW BUSINESS-
HVAC PROJECT**

Motion by Mrs. Ferrante and seconded by Mrs. Sullivan, and carried unanimously the following resolution:

WHEREAS, the Library has retained the services of Beatty Harvey Coco Architects (“BHC”) to perform required architectural services in connection with contemplated upgrades and improvements to the Library’s HVAC system;

WHEREAS, BHC has recommended the replacement of the Library’s existing air handlers and associated rooftop equipment and appurtenances for units AC-1 and AC-2 based upon design documents prepared by BHC and BHC’s engineers (the “Proposed Action”);

WHEREAS, the Library has been advised by BHC that the estimated cost of the Proposed Action is \$401,400.00 (the “Estimated Cost”);

WHEREAS, the Library acknowledges the need to comply with 6 NYCRR § 617 (“SEQRA”) before making a final decision to proceed with the Proposed Action;

RESOLVED, the Library declares itself the Lead Agency for the purposes of complying with the requirements of SEQRA;

RESOLVED, the Library, acting as Lead Agency, declares the Proposed Action a Type II action, pursuant to 6 NYCRR § 617(c), which, as a matter of law, will not have a significant adverse impact upon the environment;

RESOLVED, subject to the requirements of the State General Municipal Law and Education Law, the Library approves the Proposed Action, and authorizes proceeding therewith;

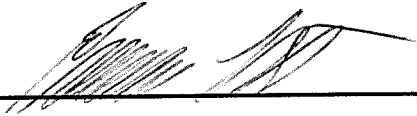
RESOLVED, through budgetary appropriations, the Library has set aside sufficient funds to cover the Estimated Cost of the Proposed Action.

NEW BUSINESS –
OBSOLETE
EQUIPMENT:

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

ADJOURNMENT:

Motion by Mrs. Ferrante to adjourn the regular meeting at 8:38 p.m.



Respectfully submitted by,



Doreen Kilkenney, Board Secretary