

BOARD MEETING MINUTES - TUESDAY, FEBRUARY 18, 2020  
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, February 18 at 7:00 p.m. in the Conference Room.

- PRESENT: Mrs. Pat Dillon, President  
Mrs. Stella Fox, Vice President  
Mr. Stuart Horowitz, Financial Chairperson  
Mrs. Eleanora Ferrante  
Mrs. Eileen Sullivan
- STAFF: Mrs. Janet Scherer, Director  
Mr. Nick Tanzi, Assistant Director  
Mrs. Erin McShane Hedger, Business Manager  
Mrs. Doreen Kilkenny, Board Secretary  
Mr. Raymond Capone, Head of Buildings & Grounds
- 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. Sullivan, seconded by Mrs. Fox, and carried unanimously to accept the agenda as written, with the exception of moving Old Business #3 before the Director's report.
- DISPOSITION OF REGULAR MEETING MINUTES JANUARY 21, 2020: Motion by Mr. Horowitz, seconded by Mrs. Fox, and carried unanimously to accept the minutes of the regular meeting of January 21, 2020 with a correction.
- 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 #20 Fund L in the amount of \$2,924.07; Warrant #24 Fund L in the amount of \$119,090.01; Warrant #1/09 PR Fund L in the amount of \$121,571.47; Warrant #1/23 PR Fund L in the amount of \$118,904.25.

Motion by Mrs. Fox, seconded by Sullivan, and carried unanimously to authorize payment of Warrant #14 Fund TA in the amount of \$48,757.34; Warrant #15 Fund TA in the amount of \$52,440.30.

Motion by Mrs. Sullivan, seconded by Mrs. Ferrante, and carried unanimously to authorize payment of Warrant #6 Fund H in the amount of \$2,342.95.

Motion by Mrs. Sullivan, seconded by Mrs. Ferrante, and carried unanimously to approve the American Express statement for January 2020 in the amount of \$2,127.41.

Motion by Mrs. Sullivan, seconded by Mrs. Ferrante, and carried unanimously to approve the Amazon/Synchrony Bank Monthly Statement for December 2019 in the amount of \$1,839.00.

**FINANCIAL CHAIRPERSON'S REPORT:**

Mr. Horowitz reported that he selected at random and reviewed original purchase orders, invoices, check requisitions, and copies of the following cancelled checks. He compared them to the original warrants, and found the vendors' names, check amounts, and endorsements to be in order.

The following checks were outstanding:

Check #	Check Date	Vendor Name	Check Amount
54718	12/16/19	DEBORAH KATZ	540.00

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

- Our new marketplace was installed and opened for business on February 6<sup>th</sup>. So far, we are having a positive response to the

food choices offered and the set-up. I encourage you all to visit the gallery and take a look. Payment is made through a debit or credit card with an additional option of opening an account and using a card provided by the company or an app on your phone.

- Beginning in April, we will be kicking off a new Seed Library program for our patrons. It is designed so that seeds can be shared with our community in order to encourage and celebrate gardening and sustainability. It is our hope that this program will grow as users donate back seeds from their garden in the fall.
- Our Budget Vote and Trustee Election will take place on April 7<sup>th</sup> from 10 a.m. to 9 p.m. Our theme this year is "Grow @ Your Library." Adults who vote are eligible for a free raffle courtesy of the Friends. Prizes include an Alexa Home, FitBit Versa 2, Kindle Fire and Bluetooth speaker. There will also be lots of fun activities for the kids in the children's library, including games, raffles and crafts all centered on the theme. We will also have programs for the adults going on throughout the day and are hosting the Suffolk County Police Department in the evening for a community meeting. We have partnered with the school district once again to host their PTA Reflections exhibit and awards night. This will take place on Monday, April 6<sup>th</sup> at 7:00 p.m.
- The Friends General Membership Meeting met on Monday January 27<sup>th</sup>. We were pleased to see a nice crowd with many new faces. The Friends' executive committee has been experiencing an issue with the leadership positions on the executive board due to various reasons. They have been missing a president, vice president, and secretary for the past six months or so. At the meeting, Pat Dillon graciously offered to act as Vice-President until replacements are found for all positions. The next membership meeting will take place on Monday, March 23<sup>rd</sup> where I will present our proposed annual budget after the business portion of the meeting

**ASSISTANT DIRECTOR'S  
REPORT:**

- In the past, the structure of our website required us to have a library app to accommodate mobile users. With a new website designed to be mobile-responsive, we do not anticipate renewing our contract with the app developer when it comes due next month. Once the contract lapses, the SHPL app will be removed from the Android's Google Play Store and Apple's App Store. While it will remain on a user's device until it is uninstalled, some core functions that rely on our vendor will no longer work. With that in mind, we are placing a notice in the

newsletter, as well as displaying a notice within the app to inform existing users of the upcoming change. This discontinuation will save the library approximately \$1,200 in licensing fees, as well as remove the need to develop and apply mobile app updates.

- For a number of years, the library has relied on Axis 360 as a supplementary source of high-demand eBook & eAudiobook content. Despite benefitting from years of prominent placement on our old website (a full banner image at the top), this collection remains underutilized. During a routine audit in February, 2065 items were available out of a possible 2,098. While this collection remains underutilized, it does represent a substantial financial investment that wish to preserve. Hoopla Digital (eBooks, eAudiobooks, & streaming movies/music) is currently seeking beta testers as they build their own next-generation platform. By participating in this process, Hoopla has indicated a willingness to transfer our Axis360 holdings into an SHPL maintained gateway. This would allow us not only to consolidate our digital content in fewer locations, but also give us the ability to help guide the development process of a digital platform we intend to use for the foreseeable future.

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

**GREEN TEAM NEWSLETTER:** The Board thanked the Green Team for their continuing efforts.

**2020 ALA MIDWINTER CONFERENCE REPORT:** The Board thanks Georgina Rivas-Martinez for her report.

**OLD BUSINESS - SHPL 2020–2021 BUDGET REVISION:** Mrs. Scherer presented the Board with the final revisions of the 2020 – 2021 Budget for discussion.

**RESOLUTION TO APPROVE THE PROPOSED 2020-2021 BUDGET FOR PRESENTATION TO THE PUBLIC:** Motion by Mr. Horowitz, seconded by Mrs. Sullivan, and carried unanimously to approve the South Huntington Public Library proposed operating budget for 2020-2021 for presentation to the public.

**HVAC AND ROOFING:**

- Raymond Capone recommended replacing the air conditioning unit in the children's area; cost would be approximately \$125,000.00 and would include replacement of the condenser unit and air handler. Work would take approximately 5 days and would not disrupt library business.
- Mr. Capone further recommended considering split units in the theater when it becomes necessary to replace that unit. Split units will be more energy efficient and cost effective.
- Mr. Capone has gotten a preliminary estimate of the cost options for the roof. The cost of a second roof would be approximately \$147,000.00, and a complete replacement would cost approximately \$630,000. Mr. Capone recommends waiting to do any roof work at this time as the current roof is still in very good condition with no leaks. It is also his recommendation that at time of replacement, a white roof be installed.

**NEW BUSINESS -  
LONG ISLAND LIBRARY  
CONFERENCE:**

Motion by Mrs. Ferrante, and seconded by Mrs. Sullivan to send 12 representatives of the library to the Long Island Library Conference on Thursday, May 14, 2020, at a cost not to exceed \$960.00

**ANNUAL REPORT:**

Motion by Mrs. Sullivan, and seconded by Mr. Horowitz to accept the South Huntington Public Library's New York State Annual Report for 2019.

**OBSOLETE  
EQUIPMENT:**

Motion by Mr. Horowitz, and seconded by Mrs. Sullivan to authorize staff to discard equipment presented in the February 18, 2020 board packet.

**BIOMETRIC ACCESS  
CONTROL ENTRANCE  
LOCKS:**

Motion by Mrs. Fox, and seconded by Mrs. Ferrante to approve an expenditure of \$650.00 from the Repairs and Improvements to the Building Reserve Fund for the purchase of one Suprema biometric access control lock.

**LANDSCAPING  
CONTRACT:**

Motion by Mr. Horowitz, and seconded by Mrs. Sullivan to approve Benedetto Brothers, Inc. Landscaping to furnish landscaping services for the clean-up and maintenance of the

Library grounds for the 2020-2022 seasons for a total contract amount of \$18,500 (\$9,250 per year), pending insurance approval by the Library's agent.

**EXECUTIVE SESSION:** Motion by Mrs. Fox, seconded by Mrs. Ferrante to go into Executive Session at 8:27 p.m. to discuss employment history of employees and legal matters.

Motion by Mr. Horowitz, seconded by Mrs. Ferrante to come out of Executive Session at 8:43 p.m.

**ADJOURNMENT:** Motion by Mrs. Ferrante to adjourn the regular meeting at 8:44 p.m.

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