

BOARD MEETING MINUTES - MONDAY, SEPTEMBER 21, 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 Monday, September 21 at 7 p.m. via Zoom.

PRESENT:

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

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 7:05 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  
ORGANIZATIONAL  
MINUTES JULY 20, 2020:

Motion by Mrs. Ferrante, seconded by Mrs. Sullivan, and carried unanimously to accept the minutes of the organizational meeting of July 20, 2020.

DISPOSITION OF  
REGULAR MEETING  
MINUTES  
AUGUST 17, 2020:

Motion by Mrs. Ferrante, seconded by Mrs. Sullivan, and carried unanimously to accept the minutes of the regular meeting of August 17, 2020 as written.

DISPOSITION OF  
SPECIAL MEETING  
MINUTES  
MARCH 13, 2020:

Motion by Mrs. Ferrante, seconded by Mrs. Sullivan, and carried unanimously to accept the minutes of the special meeting of March 13, 2020 as written.

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 Mr. Horowitz, seconded by Mrs. Ferrante, and carried unanimously to authorize payment of Warrant #5 Fund L in the amount of \$22,149.59; Warrant #9 Fund L in the amount of \$102,069.57; Warrant #8/06 PR Fund L in the amount of \$103,459.02; Warrant #8/20 PR Fund L in the amount of \$104,557.94.

Motion by Mrs. Sullivan, seconded by Mrs. Ferrante, and carried unanimously to authorize payment of Warrant #3 Fund TA in the amount of \$40,408.87; Warrant #4 Fund TA in the amount of \$40,807.03.

Motion by Mrs. Sullivan, seconded by Mrs. Ferrante, and carried unanimously to authorize payment of Warrant #1 Fund H in the amount of \$10,250.00.

Motion by Mrs. Dillon, seconded by Mr. Horowitz, and carried unanimously to approve the American Express statement for August in the amount of \$1,583.89.

Motion by Mr. Horowitz, seconded by Mrs. Sullivan, and carried unanimously to approve the Amazon/Synchrony Bank Monthly Statement for July in the amount of \$2,726.01.

FINANCIAL CHAIRPERSON'S  
REPORT:

Mrs. Ferrante reported that she selected at random and reviewed original purchase orders, invoices, check requisitions, and copies of the following cancelled checks, compared them to the original warrants, and found the vendor's name, check amount, and endorsement to be in order.

Check #	Check Date	Vendor Name	Check Amount
55208	06/11/2020	NYS EMPLOYEES HEALTH INSURANCE	32,998.52
55232	06/10/2020	OPTIMUM	69.49
55235	06/29/2020	A TIME FOR KIDS	810.00
55243	06/29/2020	BRODART CO.	785.25
55244	06/29/2020	BUC INTERNATIONAL CORP.	199.25
55264	06/29/2020	LECTORUM PUBLICATIONS, INC.	4,370.00
55277	06/29/2020	SOUTH HUNTINGTON UFSD	9,582.34
55285	06/29/2020	ZOLL MEDICAL CORPORATION	1,990.00
55286	06/29/2020	ZONES	925.00
7515	06/25/2020	NEWPORT TRUST CO. FBO#22258#	1,684.23
993959	06/25/2020	NYS INCOME TAX	5,290.18

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

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

- There has still been no concrete information received from New York State concerning the remaining state aid typically given to SCLS. As of now SCLS has received approximately 65% of what was expected for 2020. That leaves a cut of 35%, unless additional funds are added.
- During the first few weeks of September hard circulation was at an average of 66,000 checkouts per week, slightly lower than over the summer. Overdrive showed a 33% increase year to date as compared to last year.
- Brainfuse service has been increased and can now be accessed beginning at 10 a.m. in the morning. This was a joint decision by all county library directors and the cost is shared based on our population. SHPL's cost increased by approximately \$821.00. We are hoping that this will help our students as they begin another challenging school year.
- The Great Give Back is scheduled for Saturday, October 17<sup>th</sup>. This year, due to Covid and the food insecurity issues faced by so many, we have decided to do a library wide food drive for Long Island Cares. Bins will be located in the library lobby and items will be collected October 17-30. In addition, the Children's Department will be hosting a pet food drive. Collection bins for that will be in the Children's Room during the same time period.

- On Wednesday, October 7, from 8-10 a.m., we will be hosting Danielle Asher who will present our staff with a workshop tackling the timely issues of diversity, equity and inclusion. Danielle is a trained social and racial justice facilitator and has done programs for schools, community organizations, libraries and religious groups. I have had the pleasure of working with Danielle many times. Her goal for this workshop is to explore with the participants where they are on the continuum of learning about systemic issues and prejudice affecting us today.

#### ASSISTANT DIRECTOR'S

#### REPORT:

Mr. Tanzi reported on the following:

- After many years of use, and an increasing rate of breakdown, the copy machine outside of the Business Office needed to be replaced. We also took the opportunity to renegotiate the contract on our other two copy machines, settling on a cost-effective approach that we think serves the library best. The new copier adds color printing (our previous model was black and white only) and is Energy Star rated. While more expensive than our previous lease, this cost has been offset by changes to our other two copiers. Those machines, having been leased for a number of years, were able to be purchased outright for \$1.00 apiece. After eliminating these monthly lease payments, we placed them under a less expensive service contract to provide maintenance and upkeep. All of this falls under Konica Minolta's NY State Contract. Special thanks goes to Scott Kalogris for performing exhaustive research into the best approach to our printing needs.
- On September 1<sup>st</sup>, the library began using an auto-attendant to answer incoming calls. Using a menu, callers can now direct their calls to the appropriate department, and reach specific staff via direct extensions. The early results of this change have been positive.
- The library continues to provide critical internet access to our public. Given both increased need and social distancing guidelines, we think it prudent to project a more stable wireless signal into our side parking lot. To that end, we expect to add an outdoor access point and mounting kit to project Wi-Fi in a 180 degree arc in the near future.
- The Library has purchased an additional ten mobile hotspots to lend to our patrons, steeply discounted through the non-profit TechSoup. This service has always been popular, and we anticipate even greater demand given the current work-from-

home and distance learning environment created by the COVID-19 pandemic.

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

**SHPL BOARD PACKET  
DIGITIZATION PROJECT  
REPORT:** The Board thanked PJ Novak for her report.

**SUMMER READING  
REPORTS:** The Board thanks Beth Pereira, Jen Griffing and Martha Kahn for their reports.

**NEW BUSINESS  
BUSINESS POLICY  
REVIEW:** Motion by Mr. Horowitz, seconded by Mrs. Sullivan, and carried unanimously to amend the revised South Huntington Public Library's Business Policy for fiscal year 2020-21 as follows:

- By striking the specific names of depositories and adding the phrase "Bank/Banks of record" in their place;
- By adding an addendum to the policy that includes specific names of depositories.

and the Board further recommends that, as thus amended, the resolution be adopted.

**NOTARY POLICY:** Motion by Mr. Horowitz, seconded by Mrs. Ferrante, and carried unanimously to approve the South Huntington Public Library's Notary policy as presented.

**EXECUTIVE SESSION:** Motion by Mrs. Dillon, seconded by Mrs. Sullivan to go into Executive Session at 8:01 p.m. to discuss employment history of individual employees.

Motion by Mrs. Sullivan, seconded by Mrs. Ferrante to come out of Executive Session at 8:32 p.m.

**ADJOURNMENT:** Motion by Mrs. Dillon to adjourn the regular meeting at 8:33 p.m.

