

BOARD MEETING MINUTES - TUESDAY, FEBRUARY 16, 2021
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 16 at 7:00 p.m. via Zoom conference.

- PRESENT:** Mrs. Stella Fox, President
Mr. Stuart Horowitz, Vice President
Mrs. Eleanora Ferrante, Financial Chairperson
Mrs. Pat Dillon
Mrs. Eileen Sullivan
- STAFF:** Mrs. Janet Scherer, Director
Mr. Nick Tanzi, Assistant Director
Mrs. Erin McShane Hedger, Business Manager
Mrs. Doreen Kilkeny, Board Secretary
- 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 Mr. Horowitz, seconded by Mrs. Sullivan, and carried unanimously to accept the agenda as written.
- DISPOSITION OF REGULAR MEETING MINUTES JANUARY 19, 2021:** Motion by Mrs. Ferrante, seconded by Mrs. Sullivan, and carried unanimously to accept the minutes of the regular meeting of January 19, 2021.
- 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. Dillon, and carried unanimously to authorize payment of Warrant #22 Fund L in

the amount of \$9,336.28; Warrant #23 Fund L in the amount of \$77,507.88; Warrant #1/07 PR Fund L in the amount of \$202,916.87; Warrant #1/21 PR Fund L in the amount of \$110,618.51.

Motion by Mrs. Sullivan, seconded by Mrs. Dillon, and carried unanimously to authorize payment of Warrant #14 Fund TA in the amount of \$136,462.05; Warrant #15 Fund TA in the amount of \$48,685.11.

Motion by Mrs. Sullivan, seconded by Mrs. Dillon, and carried unanimously to approve the American Express statement for January 2021 in the amount of \$1,655.92.

Motion by Mr. Horowitz, seconded by Mrs. Dillon, and carried unanimously to approve the Amazon/Synchrony Bank Monthly Statement for December 2020 in the amount of 2,137.73.

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. She 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
55697	12/21/2020	SHEILA ALAMANSI	\$1,735.20
55732	12/21/2020	INDEPEND. ADVISOR FOR VANGUARD	\$214.00

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

- Beginning March 23, 2021, all single use bathrooms must remove any signage designating the bathroom as "male" or "female" and replace it with signage indicating it is open to people of all genders. SHPL currently has one public restroom that is single use. It is located in the Children's Library and is referred to as a "Family restroom." I have forwarded the signage to our attorney to confirm that it complies with this new law.
- After some personal training in the above subject, I have begun to introduce EDI initiatives to our staff:

- Staff book discussions
- In person staff trainings
- Mandated online staff trainings
- Require that EDI goals be included in all aspects of our library work including: collections; programming; recruitment; outreach; long range planning, space planning, etc.

Our Board should begin to discuss the following concerning EDI and governance of the library:

- Board training including training during the onboarding of new Trustees
- Prepare an EDI statement
- Amend Board by-laws
- Conduct EDI policy audits
- Review recruitment policy

ASSISTANT DIRECTOR'S
REPORT:

Mr. Tanzi reported on the following:

- I am pleased to announce we have twenty-four registrants for our professional development course we are holding in partnership with the South Huntington Union Free School District. While this is the third year we will be conducting this workshop, this year is the first time the event is being conducted virtually via Zoom. *"Where Community Connects: Exploring the South Huntington Public Library's New Technology and Other Resources for Teachers and Students,"* will examine the growing digital collections, emerging technologies, and traditional materials and services available to South Huntington Public Library Cardholders. As the title of the workshop indicates, we will cover offerings for a variety of audiences, including teachers, students, and caregivers.
- Thus far, our Circulation Department has provided documentation outlining the in-house collection of personally identifiable information taking place within the department. I will extend the auditing process into our other public service departments as we continue to move this process forward.
- To date, 81% of our managers and 75% of all other staff have completed their New York State mandated training. As this completion rate comes amid a COVID-19 closure and several snow days, I expect it to pick up now that staff are back in the building and desktops are readily available.

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

**NYLA 2020 VIRTUAL
CONFERENCE REPORT:**

The Board thanked Stanley Kalemaris for his report on the NYLA 2020 Virtual Conference they attended on November 5-6, 2020.

**OLD BUSINESS -
2021-2022 BUDGET:**

Motion by Mr. Horowitz and seconded by Mrs. Dillon that the Board of Trustees approves the South Huntington Public Library proposed operating budget for 2021-2022 for presentation to the public.

**NEW BUSINESS –
PAPER BALLOTS FOR
2021-2022 VOTE:**

Motion by Mrs. Sullivan and seconded by Mrs. Dillon that the Board of Trustees approves the use of paper ballots in the Library's annual election on Tuesday, April 13, 2021.

**NYS PUBLIC EMPLOYER
HEALTH EMERGENCY
PLAN:**

Mrs. Scherer presented the Board with a draft of the NYS Public Employer Health emergency Plan for review. This plan must be approved by the Board during the March meeting and completed by April 1, 2021.

**OBSOLETE
FURNITURE:**

Motion by Mrs. Ferrante, and seconded by Mr. Horowitz that the Board authorizes staff to discard obsolete equipment in accordance with library policy and best practice

EXECUTIVE SESSION:

Motion by Mrs. Dillon, seconded by Mrs. Ferrante to go into Executive Session at 7:49 p.m. to discuss employment history of employees.

Motion by Mrs. Dillon, seconded by Mrs. Ferrante to come out of Executive Session at 8:00 p.m.

ADJOURNMENT:

Motion by Mr. Horowitz to adjourn the regular meeting at 8:03 p.m.


