

BOARD MEETING MINUTES - TUESDAY, JANUARY 19, 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, January 19 at 7:00 p.m. in the Conference Room.

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 Kilkenny, Board Secretary

CALL TO ORDER: The meeting was called to order by the President at 7:08 p.m.

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

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

DISPOSITION OF REGULAR MEETING MINUTES

DECEMBER 16, 2019: Motion by Mr. Horowitz, seconded by Mrs. Sullivan, and carried unanimously to accept the minutes of the regular meeting of December 21, 2020.

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. Dillon, seconded by Mrs. Sullivan, and carried unanimously to authorize payment of Warrant #18 Fund L in

the amount of \$10,225.93; Warrant #20 Fund L in the amount of \$86,237.57; Warrant #12/10 PR Fund L in the amount of \$106,805.33; Warrant #12/23 PR Fund L in the amount of \$107,887.25.

Motion by Mrs. Dillon, seconded by Mrs. Sullivan, and carried unanimously to authorize payment of Warrant #12 Fund TA in the amount of \$41,361.34; Warrant #13 Fund TA in the amount of \$42,130.55.

Motion by Mr. Horowitz, seconded by Mrs. Sullivan, and carried unanimously to approve the American Express statement for December 2020 in the amount of \$1,997.23.

Motion by Mr. Horowitz, seconded by Mrs. Sullivan, and carried unanimously to approve the Amazon/Synchrony Bank Monthly Statement for November 2020 in the amount of 1,762.86.

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.

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

- Our Long Range Planning Team has begun working on a plan for 2021-2024. Our future meetings will include regular updates on the process to allow the Board to offer feedback and suggestions.
- While our Personnel Policy Committee is currently working on reviewing our manual, it has also been sent to the attorney for review. Due to some recent discussions with our attorney concerning our manual, it became evident that this would be a prudent step in ensuring that our policy manual meets legal standards.
- In our continuing efforts to improve staff security and safety, our panic buttons have been successfully installed and staff has been trained.
- I am pleased to report that I have been elected to the Long Island Library Resource Council's Board of Trustees for a five year term beginning this month.

ASSISTANT DIRECTOR'S REPORT:

- As we work towards adopting a privacy policy, the library has begun the process of an internal privacy audit. At present, I am creating a comprehensive list of what personally identifiable information (PII) the library collects, the method of collection, how this information is used, and how long it is retained for. The goal is to ensure that the information we collect is limited to that which is necessary for the library's operation and is only kept for as long as it serves that purpose. I will keep the Board apprised of our progress in subsequent meetings.
- This month, we will be using our KnowBe4 software to enroll all library staff in New York Stat mandated sexual harassment prevention training. As in the past, there will be two modules, one for managers and another for all other staff. Staff will receive a notification via their work email, along with regular updates, and will have one month to complete the course. Library administration will regularly monitor progress to ensure all staff receive their training.
- We are currently coordinating with the Suffolk Cooperative Library system on a move towards permanent fine-free status. There are a number of steps which must be undertaken; I am currently working with our department heads to identify a limited number of item types to be excluded from fine-free status, such as equipment (LaunchPads, laptops, hot spots). Based on our conversations with SCLS we expect to provide them with all the documentation necessary to hit our April target for rollout.

BUILDING REPORT: The Board thanked Ray Capone for his monthly report and for the immaculate condition Mr. Capone and his staff keep the building.

**NYLA 2020 VIRTUAL
CONFERENCE REPORT:** The Board thanked Howard Spiegelglass Nick Tanzi for their reports on the NYLA 2020 Virtual Conference they attended on November 5-6, 2020.

**SHPL 2021 – 2022 BUDGET
2nd DRAFT:** Mrs. Scherer presented the Board with the secondary draft of the 2021 – 2022 Budget for discussion. Final draft will be presented at the February meeting for approval.

NEW BUSINESS –

FFCRA:

Motion by Mr. Horowitz, and seconded by Mrs. Dillon that the Board of Trustees of the South Huntington Public Library approves the extension of the FFCRA benefits to all employees, expiring March 31, 2021. Further resolved that all employees will be afforded the full use of all FFCRA benefits through March 31, 2021, irrespective of whether such benefits were used or exhausted in 2020.

OBSOLETE

FURNITURE:

Motion by Mrs. Sullivan, and seconded by Mrs. Ferrante authorizes staff to discard three obsolete Reference area tables in accordance with library policy and best practice

PROGRAMMING

POLICY/REGISTRATION

FOR CHILDRENS

PROGRAMS:

Motion by Mrs. Dillon and seconded by Mr. Horowitz to retain the Programming Policy and Registration for Children's Programs Policy as written.

EXECUTIVE SESSION:

Motion by Mr. Horowitz, seconded by Mrs. Dillon to go into Executive Session at 8:07 p.m. to discuss employment history of employees and legal matters.

Motion by Mr. Horowitz, seconded by Mrs. Sullivan to come out of Executive Session at 8:19 p.m.

ADJOURNMENT:

Motion by Mr. Horowitz to adjourn the regular meeting at 8:20 p.m.

