

BOARD MEETING MINUTES - MONDAY, JULY 20, 2020  
SOUTH HUNTINGTON PUBLIC LIBRARY  
145 PIDGEON HILL ROAD  
HUNTINGTON STATION, NY 11746

The organizational and regular meeting of the Board of Trustees of the South Huntington Public Library was held on Monday, July 20, 2020 at 7 p.m. via Zoom.

PRESENT:

Mrs. Pat Dillon, President  
Mr. Stuart Horowitz, Financial Chairperson  
Mrs. Eileen Sullivan  
Mrs. Eleanora Ferrante  
Mrs. Stella Fox (excused late arrival)

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 7:01 p.m.

PLEDGE OF  
ALLEGIANCE:

The President led everyone in the Pledge of Allegiance.

OATH OF OFFICE:

Due to electronic meeting format, Oath of Office has been tabled. Trustees will take oath in person at library before July 30, 2020.

ELECTION OF  
OFFICERS:

Mrs. Kilkenny presented slate of officers for fiscal year 2020-2021. Motion by Mrs. Sullivan, seconded by Mrs. Dillon, and carried unanimously to accept the following slate of officers for fiscal year 2020-2021:

President – Stella Fox  
Vice President – Stuart Horowitz  
Financial Chairperson – Eleanora Ferrante

ADOPTION OF THE  
AGENDA:

Motion by Mrs. Dillon, seconded by Mrs. Sullivan, and carried unanimously to accept the agenda with the exception of tabling the Oath of Office.

APPOINTMENTS,  
AUTHORIZATIONS &  
DESIGNATIONS:

Motion by Mrs. Ferrante, seconded by Mrs. Dillon, and carried unanimously to approve the following appointments, authorizations and designations:

- A. That Hamburger, Maxson, Yaffe & McNally, LLP, be retained at a blended hourly rate of \$245 for legal matters that may come up during the contract period of July 1, 2020 to June 30, 2021, as outlined in the letter of agreement dated June 22, 2020. (attached, A-2)
- B. That Robert A. Johnson, CPA, P.C., be appointed auditor for the South Huntington Public Library for fiscal year 2020-2021 at a stipend of \$9,700 as per letter dated June 23, 2020. (attached, A-3-1, - A-3-4)
- C. That Philip De Dora, in accordance with the agreement dated July 20, 2020, be appointed Treasurer of the South Huntington Public Library for fiscal year 2020-2021 at an annual compensation of \$4,440 to be paid on a monthly basis of \$370.00. (attached A-4-1 – A-4-3)
- D. That Joseph P. Price Agency Inc. be appointed insurance broker-of-record for the South Huntington Public Library for fiscal year 2020-2021.
- E. That The Long-Islander be designated newspaper-of-record for the South Huntington Public Library for fiscal year 2020-2021.
- F. That the Board of Trustees' regular monthly meeting be held on the third Monday of each month, in the Board Conference Room of the South Huntington Public Library at 7 p.m., for fiscal year 2020-2021, unless otherwise noted. (attached, A-5)
- G. That the Board of Trustees designates Tuesday, April 13, 2021 as the South Huntington Public Library 2021-2022 Budget Vote and Trustee Election to elect one board member to a 5-year term between the hours of 10 a.m. and 9 p.m. (attached, A-5)

H. That a petty cash fund in the amount of \$250 and the set up of cash bags of \$460 be authorized for the South Huntington Public Library for fiscal year 2020-2021.

I. That the Investment Policy with bank accounts, as detailed below, be authorized for fiscal year 2020-2021:

Valley National Bank	- General Fund Checking Acct - #0817005980
Valley National Bank	- Trust & Agency Account - #0817006101
Valley National Bank	- Payroll Account - #0817006222
Valley National Bank	- Gen. Fund Money Mkt. Acct - #0817003824
Valley National Bank	- Reserve Fund Money Mkt Acct - #827000223
Valley National Bank	- Reserve Fund Checking Account - #41660404
Empire National Bank	- General Fund #9010013728
Empire National Bank	- Reserve Fund - #9010013719
Empire National Bank	- Reserve for Bond Indebtedness - #9010013737

J. That the South Huntington Public Library Procurement Guidelines Policy adopted September 21, 2015 be authorized for fiscal year 2020-2021.

K. That the South Huntington Public Library Collateral Agreement for Empire National Bank dated July 11, 2017 and the Deposit Replacement Program for Valley National Bank dated February 1, 2020 be authorized for fiscal year 2020-2021.

L. That the Board of Trustees authorizes, in accordance with NYS Education Law, Section 1724, the payment in advance of audit of claims for public utility services, postage, freight and express charges. All such claims shall be presented at the next regular meeting for audit. As used in this subdivision, the term public utility services shall mean electric, gas, water, sewer and telephone services.

M. That the Board designates Mrs. Deborah Katz as the Art Curator from July 1, 2020 through June 30, 2021. Mrs. Katz is to be compensated at a fee of \$560 per exhibit. It is anticipated that nine (9) art shows including one (1) sculpture show will be scheduled in 2020-2021. If conditions change due to Covid-19 in the future, the Library reserves the right to cancel a performance(s) and reduce compensation accordingly. (attached, A-6-1 – A-6-2)

- N. That the Board of Trustees designates Margaretha Maimone as the Music Coordinator from July 1, 2020 through June 30, 2021 at a stipend of \$1,844 per year, for five (5) recitals, to be paid in equal payments of \$922 in January 2021 and June 2021. If conditions change due to Covid-19 in the future, the Library reserves the right to cancel a performance(s) and reduce compensation accordingly. (attached, A-7-1 – A-7-2)

**DISPOSITION OF MINUTES:**

**JUNE 15, 2020:** Motion by Mrs. Ferrante, seconded by Mrs. Sullivan, and carried unanimously to accept the minutes of the regular meeting of June 15, 2020.

**FINANCIAL MATTERS**

**2019-2020:**

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 #36 Fund L in the amount of \$5,602.16; Warrant #39 Fund L in the amount of \$93,397.84; Warrant #6/11 PR Fund L in the amount of \$101,109.34; Warrant #6/25 PR Fund L in the amount of \$113,058.64.

Motion by Mrs. Ferrante, seconded by Mrs. Dillon, and carried unanimously to authorize payment of Warrant #25 Fund TA in the amount of \$39,446.04; Warrant #26 Fund TA in the amount of \$44,777.68.

Motion by Mrs. Sullivan, seconded by Mrs. Ferrante, and carried unanimously to authorize payment of Warrant #9 Fund H in the amount of \$1,938.21.

Motion by Mrs. Dillon, seconded by Mrs. Ferrante, and carried unanimously to approve the American Express statement for June in the amount of \$5,556.47.

Motion by Mrs. Ferrante, seconded by Mrs. Sullivan, and carried unanimously to approve the Amazon/Synchrony Bank Monthly Statement for May in the amount of \$2,303.03.

**FINANCIAL CHAIRPERSON'S**

**REPORT:**

Motion by Mrs. Sullivan, seconded by Mrs. Ferrante and carried unanimously to table reporting to August Board meeting.

**PERSONNEL ACTIONS:**

Motion by Mrs. Sullivan, seconded by Mrs. Dillon, and carried unanimously to approve the personnel report.

**BUDGET TRANSFERS:**

Motion by Mrs. Sullivan, seconded by Mrs. Ferrante, and carried unanimously to approve the budgetary transfers for the fiscal year 2019-2020.

**FINANCIAL MATTERS**

**2020-2021:**

Motion by Mrs. Dillon, seconded by Mrs. Sullivan, and carried unanimously to authorize payment of Warrant #3 Fund L in the amount of \$64,030.79.

**COMMUNICATIONS:**

The Board acknowledges and congratulates Georgina Rivas-Martinez's Reforma Pura Belpre Librarian Award.

**DIRECTOR'S REPORT:**

Mrs. Scherer reported on the following:

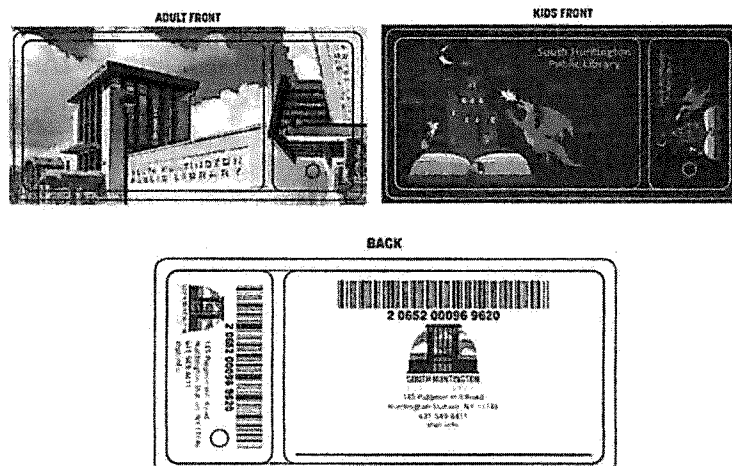
- We were finally able to arrange the installation of the library address on the arch above our front entrance. We are pleased with the result.
- I am pleased to report that our reopening is going very well. I have heard multiple expressions of gratitude from patrons for the services and programs we were able to offer during the seventeen weeks that we were closed. Our gate count for opening day, July 6th was 299, it dipped down towards the end of the week to 147 and went back up to 303 on Monday, July 13<sup>th</sup>. Everyone is abiding by our requirements and restrictions. I would like to take this opportunity to offer special thanks to Ray, Jose, Nick, and Catherine who worked tirelessly with me as we took on the task of reopening.
- While we were closed, I can report the following:
  - We offered 340 Virtual Programs
  - We issued 140 new library cards
  - We answered 425 patron emails/texts
  - We wrote 48 blog posts

- We fulfilled over 200 Grab & Go requests
- Summer reading sign-ups are underway. We started our sign-ups one week later than usual and the program is exclusively online. Children's currently has 192 patrons signed up; adult's 105, and young adult's 64.
- The library will be closing on Wednesday, August 5th, for the entire day due to the necessary HVAC repair. We have taken advantage of this opportunity and scheduled carpet and window cleaning as well as needed repairs to the curbs near the handicapped parking spaces.

**ASSISTANT DIRECTOR'S REPORT:**

Mr. Tanzi reported on the following :

- As virtual programs have taken the place of in-person offerings, it is essential that we be able to capture high-quality audio and video on-site. With this in mind, we have begun to put together a DIY "recording studio" in our Program Room, as the room remains open to staff only. Presently, we have added a tripod for smartphones and the iPad, a mono-directional microphone, wide angle lens, and inexpensive mounted lighting. A green screen will create flexibility for the space, as we can easily swap out virtual backgrounds based on need. While this space will initially be used by staff for in-house programs, it may eventually accommodate outside programmers who can record their program within the space to then be broadcast to our patrons. Special thanks to Ray Capone and his staff for their assistance in assembling the equipment.
- Prior to the New York State lockdown, we were in the process of replacing our dwindling supply of library cards. Given that we updated our branding, it seemed a good time to incorporate the new logo into the design. The new cards will feature updated graphics on the front (a new, brighter photo of the building exterior for adults/youth-friendly fantasy theme for children), and the new logo on the reverse side.



- The website continues to evolve to meet the needs of the library. One area that has seen continued growth is our digital booklists. Recently, Youth Services' booklists have been improved so that they can showcase both print and digital materials. This flexibility proved to be of particular importance when print materials were inaccessible to the public. New booklist options have been created, including Spanish language categories available on <https://shpl.info-en-espanol>.
- In addition to the booklist updates, we have made several backend changes to the website to aid us in virtual programming. Virtual "meeting rooms" have been added to the site's architecture to allow staff to avoid double-booking a program on the same platform. For example, in absence of a virtual room, it was possible for two different departments to inadvertently try to broadcast a program via Facebook Live. Similarly, we are creating a private room booking option for our "recording studio," so that staff can reserve filming/broadcast time within the space.

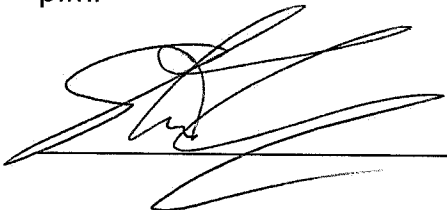
**BUILDING REPORT:** The Board thanked Ray Capone for his monthly report.

**OBSOLETE EQUIPMENT:** Motion by Mrs. Dillon, seconded by Mrs. Ferrante and carried unanimously to authorize staff to discard the equipment presented in accordance with library policy and best practice.

**EXECUTIVE SESSION:** Motion by Mrs. Dillon, seconded by Mrs. Sullivan to go into Executive Session at 7:56 p.m. to discuss employment history of individual employees.

Motion by Mrs. Fox, seconded by Mr. Horowitz to come out of Executive Session at 8:12 p.m.

**ADJOURNMENT:** Motion by Mrs. Dillon to adjourn the regular meeting at 8:14 p.m.



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