

BOARD MEETING MINUTES - MONDAY, DECEMBER 18, 2023  
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, December 18, 2023, at 7 p.m. in the Conference Room.

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

STAFF: Mr. Nick Tanzi, Assistant Director  
Mrs. Erin McShane-Hedger, Business Manager  
Mrs. Doreen Kilkenny, Board Secretary

EXCUSED: Mrs. Janet Scherer, Director

CALL TO ORDER: The meeting was called to order by the president at 7:00 p.m.

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

ADOPTION OF THE AGENDA: Motion by Mrs. Dillon, seconded by Mrs. Ferrante, and carried unanimously to accept the agenda as amended to add the following:

- NEW BUSINESS – MEZZANINE CARPET INSTALLATION
- NEW BUSINESS – WATERPROOFING WORK ON LIBRARY GROUNDS
- NEW BUSINESS – PSEG DISCUSSION.

DISPOSITION OF MINUTES

NOVEMBER 20, 2023: Motion by Mr. Horowitz, seconded by Mrs. Dillon, and carried unanimously to accept the minutes of the regular meeting of November 20, 2023.

FINANCIAL MATTERS

2023-2024: 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 expenditures, and reported that all was in order.

Motion by Mr. Horowitz, seconded by Mrs. Fox, and carried unanimously to authorize payment of Warrant #15 Fund L in the amount of \$2,003.85; Warrant #17 Fund L in the amount of \$227,031.48; Warrant #11/09 PR Fund L in the amount of \$120,802.30; Warrant #11/22 PR Fund L in the amount of \$120,881.29.

Motion by Mrs. Fox, seconded by Mrs. Ferrante, and carried unanimously to authorize payment of Warrant #10 Fund TA in the amount of \$46,525.48; Warrant #11 Fund TA in the amount of \$47,616.89.

Motion by Mr. Horowitz, seconded by Mrs. Ferrante, and carried unanimously to approve the American Express statement for November in the amount of \$3,359.66.

Motion by Mr. Horowitz, seconded by Mrs. Ferrante, and carried unanimously to approve the Amazon/Capital Services Monthly Statement for October 20, 2023 – November 19, 2023 in the amount of \$3,692.13.

#### FINANCIAL CHAIRPERSON'S REPORT

2023-2024:

Mrs. Fox reported that she selected at random and reviewed original purchase orders, invoices, check requisitions, and copies of selected cancelled checks. She compared them to the original warrants, and found the vendors' names, check amounts, and endorsements to be in order. One check remains in transit.

COST OF THE VOTE REPORT:

The board thanks Erin McShane for her report.

COMMUNICATIONS:

The board acknowledged the SCLS minutes and the letters to the United States Post Offices regarding newsletter mailings.

DIRECTOR'S REPORT:

Mrs. Scherer reported on the following:

- Our children's department was recently chosen by the American Library Association to receive a Thinking Money for Kids Programming Kit. SHPL is one of 300 libraries nationwide to receive the kit, which includes games and other activities that can help teach children how to make smart financial choices. The kits will be distributed in Summer of 2024 and the children's department will conduct

at least four programs between September 1, 2024 and December 31, 2025. The children's department is very excited about the opportunity to make this fun and unique program available to our community.

- Libraries in Suffolk County are working with SCLS to develop a marketing campaign to showcase libraries and how they help better the lives of our community members. Patrons will be asked to contribute their stories either with a picture or video. Completed testimonials will be posted on social media by each library as it gets closer to Advocacy Day in Albany. Information will be in our January newsletter.
- The following shows have been booked for our winter concert series which will take place on Fridays at 7:00 p.m. except where noted:
  - Jan. 5: Gold Coast Jazz Band
  - Jan. 12: Jimmy Buffett Tribute with the Ed Travers Band
  - Jan. 19: Aerosmith Tribute with Pump
  - Jan26: Bon Jovi Tribute with Dead or Alive
  - Sat., Feb. 3 at 2 p.m.: Family show: Abracadabra
  - Feb. 9: Sympatico Jazz Quartet
  - Feb. 16: Broadway Showstoppers
  - Feb. 23: Foreign Journey Tribute Band
  - March 1: Soundtrax (music from movies)
  - Sat., March 9 at 2 p.m.: Family show: The BenAnna Band
  - March 15: Tribute to the Bangles and the GoGo's with The BanGos

There are no shows scheduled for March 22 and 29 in case make-up dates are needed due to inclement weather closures.

- Our new AEDs have been installed and are operational.
- Our library trainee in Reference, Hannah Grenier, has been awarded a \$5,000 Equity, Diversity and Inclusion Scholarship from PLDA. She is attending Pratt University pursuing her master's degree in Library Science. Congratulations to her.
- Our reference librarian, Jen O'Connor, has been accepted into the NYLA Emerging Leaders Program. Jen Conlon and Michael Bartolomeo have also completed this program. Congratulations to all.
- Please take note that our next meeting will be Tuesday, January 16, 2024.

**ASSISTANT DIRECTOR'S  
REPORT:**

Mr. Tanzi reported on the following :

- While Ray and our maintenance team continue to ready the mezzanine for use as a study area, we await the arrival of two study booths. We have experienced a delay with the custom panels reaching the warehouse. Though that was soon resolved, and shipping seemed imminent, the recent storms have further delayed the booths' arrival. We expect delivery to be made in the very near future.
- Last month, I submitted my name to the Long Island Library Resource Council's Annual Conference Committee for consideration to serve on its board. As its name indicates, the committee plans the organization's annual conference, and I thought that my interest and experience in library professional development were a good match. I was recently informed that I will be appointed to the board at the start of the new year, and that I will begin my duties at a subsequent meeting on January 9th .

**BUILDING & GROUNDS  
REPORT:**

The board thanked Ray Capone for his monthly report.

**NEW BUSINESS –  
OBSOLETE  
EQUIPMENT:**

Motion by Mrs. Dillon, seconded by Mrs. Ferrante and carried unanimously to authorize staff to discard obsolete equipment in accordance with library policy and best practice.

**NEW BUSINESS –  
SHPL 2024-2025  
BUDGET DRAFT:**

Mrs. Scherer distributed the first draft of the 2024-2025 budget for the board to review and discuss in future meetings.

**NEW BUSINESS –  
TRUSTEE VOTE DATE  
CHANGE:**

Motion by Mrs. Dillon, seconded by Mrs. Ferrante and carried unanimously that the board of trustees designates Tuesday, April 16, 2024 as the South Huntington Public Library 2024-2025 Budget Vote and Trustee Election to elect one board member to a five-year term between the hours of 10 a.m. and 9 p.m.

**NEW BUSINESS –  
MEZZANINE CARPET  
INSTALLATION:**

Motion by Mrs. Ferrante, seconded by Mr. Horowitz and carried unanimously that the board of trustees approves an expenditure of \$5,650.00 to be paid to Country Carpet to remove and replace as section of carpet in the library's mezzanine.

**NEW BUSINESS –**

**WATERPROOFING  
WORK ON LIBRARY  
GROUNDS:**

Motion by Mrs. Ferrante, seconded by Mr. Horowitz and carried unanimously to approve an expenditure of \$7,000.00 to be paid to E&M Waterproofing to install French drains, a drywell, and drainage on the library grounds.

**NEW BUSINESS –  
PSEG DISCUSSION:**

The board of trustees discussed the anticipated rate increases.

**EXECUTIVE SESSION:**

Motion by Mr. Horowitz, seconded by Mrs. Ferrante to go into Executive Session at 7:50 p.m. to discuss a personnel matter.

Motion by Mr. Horowitz, seconded by Mrs. Ferrante to come out of Executive Session at 8:07 p.m.

**NEW BUSINESS:  
RETIREMENT  
INCENTIVE PROGRAM  
FOR CALENDAR  
YEAR 2024:**

Motion by Mrs. Dillon, seconded by Mrs. Ferrante and carried unanimously to approve a retirement incentive for eligible full and part-time staff for the 2024 calendar year.

**ADJOURNMENT:**

Motion by Mr. Horowitz to adjourn the regular meeting at 8:08 p.m.

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Respectfully submitted by,



Doreen Kilkenny, Board Secretary

Acknowledged by:

Patricia Dillon, Vice President