

BOARD MEETING MINUTES – FEBRUARY 19, 2019
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 19, 2019 at 7 p.m. in the Conference Room.

- PRESENT: Mrs. Eileen Sullivan, President
Mrs. Kathleen Rea, Vice President
Mrs. Pat Dillon, Financial Chairperson
Mrs. Stella Fox
Mr. Stu Horowitz
- STAFF: Mrs. Janet Scherer, Director
Mr. Nick Tanzi, Assistant Director
Mrs. Erin McShane Hedger, Business Manager
Mrs. Cathy Trotter, 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 Mrs. Dillon, seconded by Mrs. Rea, and carried unanimously to accept the agenda with the following additions:
Tab C: Letter to Senator Gaughran
Tab F: American Library Association Conference
Vision/Mission/Value Statements
Executive Session: To discuss legal and personnel matters
- DISPOSITION OF MINUTES:
JANUARY 21, 2019: Motion by Mrs. Dillon, seconded by Mrs. Rea, and carried unanimously to accept the minutes of the regular meeting of January 21, 2019 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 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 #19 Fund L in the amount of \$9,786.41; Warrant #23 Fund L in the amount of \$141,078.94; Warrant #1/10 PR Fund L in the amount of \$103,168.73; Warrant #1/24 PR Fund L in the amount of \$116,907.93.

Motion by Mrs. Rea, seconded by Mrs. Dillon, and carried unanimously to authorize payment of Warrant #14 Fund TA in the amount of \$39,652.48; Warrant #15 Fund TA in the amount of \$50,142.59.

Motion by Mr. Horowitz, seconded by Mrs. Fox, and carried unanimously to authorize payment of Warrant 8 Fund H in the amount of \$163.50.

Motion by Mrs. Dillon, seconded by Mrs. Rea, and carried unanimously to approve the American Express statement for January in the amount of \$2,586.85.

Motion by Mrs. Fox, seconded by Mr. Horowitz, and carried unanimously to approve the Amazon/Synchrony Bank Monthly Statement for December in the amount of \$1,201.29.

Motion by Mr. Horowitz, seconded by Mrs. Rea, and carried unanimously to approve the Director's Account for December in the amount of \$107.00.

FINANCIAL CHAIRPERSON'S REPORT:

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

Check #	Date	Amount	Vendor
53402	12/17/2018	\$ 199.95	BUC International Corp.
53408	12/17/2018	\$1,250.00	Creative Library Concepts
53413	12/17/2018	\$ 14.35	Findaway World, LLC.
53418	12/17/2018	\$1,077.00	Govconnection, Inc.
53448	12/17/2018	\$ 150.00	Names Project Foundation
53454	12/17/2018	\$ 85.12	OTC Brands, Inc.
53462	12/17/2018	\$ 85.00	Qualified Fire Inspection Corp.
53474	12/17/2018	\$ 148.26	Showcases
53477	12/17/2018	\$ 6.95	Unique Management Services
53485	12/17/2018	\$1,607.40	Weil, Kenneth

The following check was outstanding:

Check#	Date	Amount	Vendor
53422	12/17/2018	\$ 275.00	Harris, Helen

PERSONNEL ACTION: Motion by Mr. Horowitz seconded by Mrs. Dillon, and carried unanimously to approve, with regrets, the following personnel retirements:

Retirements:

Name	Title	Hrs./Wk	Salary	Step	Effect. Date
Ortensia Bosco	Library Clerk	18.25	\$22.00/hr.	13	6/28/2019
Gloria Perry	Library Clerk	8.5	\$24.76/hr.	19	6/27/2019
Cathy Trotter	Stenographer	35	\$84,425.80	28	6/28/2019

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

- Traditional circulation for January 2019 was up 16.65% compared to January 2018. Other circulation (in-house computer use and wireless network use) shows a decrease of 12.63% for the month when compared to last January. The total circulation for the month increased by 10.04% compared to last year. Year-to-date circulation is .16% less than for the same period last year. The gate count for January 2019 was 30,329 compared to 28,057 last year.
- Unfortunately the Narcan training for staff had to be canceled due to instructor illness, and will be rescheduled in the near future. On February 20 there will be a workshop to train librarians and circulation clerks on Sierra. A representative of EAP will be presenting a workshop to staff on "Civility in the Workplace" on the morning of February 27 and another on the evening of February 28.
- The Friends held a general membership meeting on Sunday January 27 which was well attended. Another meeting is planned for March 3rd.
- Author, Alyson Richman will be returning on Sunday, April 14 at 2 p.m. to discuss her new book, "The Secret of Clouds." This book has been chosen for the March 20 evening book discussion.
- Our Passport service continues to be extremely popular in our community. In the first 6 months the reference librarians have completed 178 applications.

ASSISTANT DIRECTOR'S
REPORT:

Mr. Tanzi reported on the following:

- The work to redesign the library's logo and website is well underway. Library Market has been given images of the interior and exterior of the building, copies of our newsletter, strategic plans, and web traffic data. We have been collecting polling data with respect to the library's logo and website.
- The Rave Panic App enrollment for staff is underway. During two blocks of time we had 33 staff members join the system. Anyone who couldn't make it to either of those dates, can now call Computer Services directly to make an appointment.
- The recent additions to the library's circulating tech are doing well. All ten mobile hotspots are checked out, plus there are outstanding holds. The child-friendly Launchpad tablets have also seen strong interest. The new FDM 3D printer is set up and is being requested by the public for print jobs. This month the teens will begin our first monthly 3D design workshop. A 3D scanner will be available for public use in the near future.
- Mr. Tanzi is currently working with the Teacher Center and our staff on developing an orientation and two workshops to take place at the library. On March 12, we will be hosting two hour-long networking sessions. On April 9 and 16, we will be conducting separate 2 ½ hour workshops focused on the resources the library offers to teachers and their students.
- Staff is currently taking the KnowBe4 Harassment Prevention Training module.

BUILDING & GROUNDS
REPORT:

The Board thanked Ray Capone for his report.

GREEN TEAM REPORT: The Board thanked Jennifer O'Connor for her report.

ALA MIDWINTER

CONFERENCE REPORT: The Board thanked Georgina Rivas-Martinez for her report.

RESOLUTION TO APPROVE
THE PROPOSED 2019-
2020 BUDGET FOR
PRESENTATION TO THE
PUBLIC:

Motion by Mrs. Fox, seconded by Mrs. Rea, and carried unanimously to approve the South Huntington Public Library proposed operating budget for 2019-2020 for presentation to the public.

OPIOID OVERDOSE
PREVENTION PROGRAM

POLICY: Motion by Mr. Horowitz, seconded by Mrs. Dillon, and carried unanimously to adopt the draft "Opioid Overdose Prevention Program Policy pending discussed changes.

ANTI-DISCRIMINATION
POLICY:

Motion by Mr. Horowitz, seconded by Mrs. Rea, and carried unanimously to adopt the draft "Non-Discrimination Policy pending discussed changes.

AMERICAN LIBRARY
ASSOCIATION:

Motion by Mrs. Rea, seconded by Mrs. Fox, and carried unanimously to authorize three staff members to attend the 2019 American Library Association Conference at a cost not to exceed \$7,740.

VISION/MISSION/VALUE
STATEMENTS:

It was the consensus of the Board to table the Vision/Mission/Value Statements until the next board meeting.

EXECUTIVE SESSION:

Motion by Mr. Horowitz to go into Executive Session at 9 p.m.

ADJOURNMENT:

Motion by Mrs. Dillon to come out of Executive Session and adjourn the regular meeting at 9:11 p.m.
