

BOARD MEETING MINUTES - TUESDAY, JANUARY 21, 2020
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 21 at 7:00 p.m. in the Conference Room.

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

STAFF: Mrs. Janet Scherer, Director
Mr. Nick Tanzi, Assistant Director
Mrs. Erin McShane Hedger, Business Manager
Mr. Raymond Capone, Head of Buildings & Grounds

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. Sullivan, seconded by Mrs. Fox, and carried unanimously to accept the agenda as written.

DISPOSITION OF REGULAR MEETING MINUTES
DECEMBER 16, 2019: Motion by Mrs. Fox, seconded by Mrs. Sullivan, and carried unanimously to accept the minutes of the regular meeting of December 16, 2019.

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

the amount of \$17,892.42; Warrant #22 Fund L in the amount of \$122,639.48; Warrant #12/12 PR Fund L in the amount of \$106,548.95; Warrant #12/26 PR Fund L in the amount of \$109,047.36.

Motion by Mrs. Sullivan, seconded by Mrs. Fox, and carried unanimously to authorize payment of Warrant #12 Fund TA in the amount of \$41,486.73; Warrant #13 Fund TA in the amount of \$42,649.54.

Motion by Mrs. Sullivan, seconded by Mrs. Ferrante, and carried unanimously to approve the American Express statement for December 2019 in the amount of \$3,664.49.

Motion by Mr. Horowitz, seconded by Mrs. Ferrante, and carried unanimously to approve the Amazon/Synchrony Bank Monthly Statement for November 2019 in the amount of \$4,291.30.

FINANCIAL CHAIRPERSON'S REPORT:

Mr. Horowitz reported that he selected at random and reviewed original purchase orders, invoices, check requisitions, and copies of the following cancelled checks. He 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
54512	10/21/19	LIBRARY TRUSTEES ASS. OF NY	425.00

BUDGET TRANSFERS: Motion by Mr. Horowitz, seconded by Mrs. Fox, and carried unanimously to authorize the budget transfers below.

Transfer from:			Transfer to:	
ACCOUNT	DESCRIPTION	AMOUNT	ACCOUNT	DESCRIPTION
L 7410.141-01-P	SALARIES - PROF. PT	37,672.12	L 7410.141-01	SALARIES-PROF. FT
L 7410.142-02	SALARIES-CLERICAL FT	80,008.61	"	"
L 7410.142-02-P	SALARIES-CLERICAL PT	2,500.00	"	"
L 7410.142-03	SALARIES-PAGE	1,000.00	"	"
L 7410.143-02	SALARIES-SUNDAY-CLERICAL	7,000.00	"	"
L 7410.143-03	SALARIES-SUNDAY-PAGE	1,000.00	"	"
L 7410.142-04-P	SALARIES-CUSTODIAL PT	6,098.07	L 7410.142-04	SALARIES-CUSTODIAL FT

COMMUNICATIONS: Mrs. Dillon acknowledged the donation to Friends of the Library by Ken Weil.

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

- The biometric locks at the staff entrance and rear entrances to the building have been installed. These locks can be accessed by either fingerprint or an RFID enabled ID badge. The Business Office is now in the process of enrolling staff's fingerprints and reissuing the new ID cards. The installation of the door locks went smoothly and adds a new level of security to our building and staff.
- Our WOW (With Out Walls) Team had a kickoff meeting on December 2nd. The team consists of Georgina Rivas-Martinez (team leader), Jen Griffing, Lisa Esposito, Martha Kahn and Jenn O'Connor. Each member will concentrate on a different demographic covering children to seniors as well as Spanish speakers and the community in general. By collaborating on ideas and events, I expect to see measureable results from their efforts in the future.
- We have received the close-out documents from our architects bringing the Tech Center project to a welcome close.
- SLED – Suffolk Library Empowering Discovery bus will be coming to our Library on February 27th and March 13th. The bus will also be on site during Touch-a-truck in June.
- Print Budii – The printer I won at the NYLA conference is here. It is essentially run by an outside organization – patrons pay through an app or the company website, and the company associated with the app pays us for the photos printed.

ASSISTANT DIRECTOR'S REPORT:

- I have written and submitted a grant application to the Long Island Library Resource Council seeking \$3,574 in funding for an "Adventures in Augmented Reality," program series. Funds would be used to purchase augmented reality headsets and mobile devices to power them. Additionally, we would acquire software licenses allowing patrons to design their own AR experiences! We expect to receive a decision from LILRC within the next six weeks.
- Five Youth Services librarians underwent training so that they might develop digital booklists (visual, interactive

bibliographies on our website) and Book Rivers (a slideshow displaying the covers of featured library materials). Following their training, these staff members were given new logins which allowed greater editing rights on the website. Based on staff experiences, we are examining the further creation of new roles on our website.

- We continue to receive positive feedback from the school district on our professional development workshop. As a result we are again offering a two-part, five hour workshop on April 22nd and 29th. At present, we expect to host this workshop twice annually for up to twenty attendees at the time.

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

ANNUAL ARCHIVES CONFERENCE REPORT: The Board thanked PJ Novak for her report on the 24th annual Archives Conference she attended on November 4, 2019.

OLD BUSINESS - BUDGET VOTE DAY BALLOTS: We are going to go with paper ballots as many of the libraries are, paperwork is with our attorneys for review. First legal notices have been issued. Budget materials will be printed in English and Spanish as required by law.

SHPL 2020 – 2021 BUDGET 2nd DRAFT: Mrs. Scherer presented the Board with the secondary draft of the 2020 – 2021 Budget for discussion. Final draft will be presented at the February meeting for approval.

NEW BUSINESS – HVAC AND ROOFING:

- Raymond Capone presented options for repairing our aging air conditioning systems. The condenser unit responsible for Children’s on the roof needs repair right now.
- The current roof is 17 years old. The life span of the current roof is 3 years away from its expected 20 year lifespan.
- Mr. Capone would like the Board to plan a timeline for the roof, solar panels, and air conditioning.
- Mrs. Scherer will be requesting prices for a new white roof for planning purposes.
- The Board is requesting prices for a new roof that can accommodate future Solar Panels, as well as AC units.

COMPUTERS IN LIBRARIES

CONFERENCE: Motion by Mr. Horowitz, and seconded by Mrs. Sullivan for a staff member to attend the 2020 computers in Libraries Annual Conference at a cost not to exceed \$1,900.00.

LIBRARY CARD POLICY

REVIEW: Motion by Mrs. Ferrante, and seconded by Mrs. Sullivan to adopt the revised "Policy for Library Cards" with the correction to passage "If a patron has difficulty meeting these requirements,....".

CIRCULATION POLICY

REVIEW: Motion by Mr. Horowitz, and seconded by Mrs. Sullivan to adopt the draft "Amended Circulation Policy" with the correction to page F-4-12 under the category Software;
Fine per day: \$.05;
Maximum fine: \$5.00.

MICRO MARKET

CONTRACT: Motion by Mrs. Ferrante, and seconded by Mrs. Sullivan to authorize the Director to execute the contract between the South Huntington Public Library and Compass Group USA, Inc. covering installation and maintenance of a micro market in the Library.

ELECTIONEERING,
POSTINGS, & DISTRIBUTIONS
OF MATERIALS POLICY
ON LIBRARY PROPERTY:

Motion by Mrs. Ferrante, and seconded by Mrs. Sullivan to approve the amendments to Electioneering, Postings & Distributions of Materials Policy on Library Property as presented.

EXECUTIVE SESSION: Motion by Mr. Horowitz, seconded by Mrs. Ferrante to go into Executive Session at 8:45 p.m. to discuss employment history of employees and legal matters.

Motion by Mrs. Ferrante, seconded by Mr. Horowitz to come out of Executive Session at 9:01 p.m.

ADJOURNMENT: Motion by Mrs. Sullivan to adjourn the regular meeting at 9:02 p.m.