

BOARD MEETING MINUTES - MONDAY, JULY 17, 2023  
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 17, 2023, at 7 p.m. in the Conference Room.

- PRESENT:** Mrs. Eleanora Ferrante, President  
Mrs. Eileen Sullivan, Vice President  
Mrs., Pat Dillon, Financial Chairperson  
Mrs. Stella Fox  
Mr. Stuart Horowitz
- STAFF:** Mrs. Janet Scherer, Director  
Mr. Nick Tanzi, Assistant Director  
Mrs. Doreen Kilkenny, Board Secretary
- EXCUSED:** Mrs. Erin McShane-Hedger, Business Manager
- CALL TO ORDER:** The meeting was called to order by the President at 7:03 p.m.
- PLEDGE OF ALLEGIANCE:** The president led everyone in the Pledge of Allegiance.
- ELECTION OF OFFICERS:** Mrs. Kilkenny presented the slate of officers for fiscal year 2023-2024. Motion by Mr. Horowitz, seconded by Mrs. Dillon, and carried unanimously to accept the following slate of officers for fiscal year 2023-2024:
- President – Eileen Sullivan  
Vice President – Pat Dillon  
Financial Chairperson – Stella Fox
- ADOPTION OF THE AGENDA:** Motion by Mrs. Dillon, seconded by Mrs. Fox, and carried unanimously to accept the agenda as amended.

APPOINTMENTS,  
AUTHORIZATIONS &  
DESIGNATIONS:

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

**MOTION**

1. That Quatela Chimeri, PLLC be retained at a blended hourly rate of \$250 for all attorneys for legal matters that may come up during the contract period, as outlined in the letter of agreement dated July 5, 2023.

**MOTION**

2. That Robert A. Johnson, CPA, PC, be appointed auditor for the South Huntington Public Library for fiscal year 2023-2024 at a stipend of \$3,000 as outlined in the letter of agreement dated July 2023.

**MOTION**

3. That Philip De Dora, in accordance with the agreement dated July 17, 2023, be appointed Treasurer of the South Huntington Public Library for fiscal year 2023-2024 at an annual compensation of \$4,680 to be paid on a monthly basis of \$390 as outlined in the letter of agreement.

**MOTION**

4. That Epic Insurance Brokers & Consultants be appointed insurance broker-of-record for the South Huntington Public Library for fiscal year 2023-2024.

**MOTION**

5. That The Long-Islander be designated newspaper-of-record for the South Huntington Public Library for fiscal year 2023-2024.

**MOTION**

6. That the Board of Trustees' regular monthly meetings be held on the third Monday of each month, in the Board Conference Room of the South Huntington Public Library at 7:00 p.m., for fiscal year 2023-2024, unless otherwise noted, as amended.

**MOTION**

7. That the Board of Trustees designates Tuesday, April 2, 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.

**MOTION**

8. 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 2023-2024.

**MOTION**

9. That the Investment Policy with bank accounts, as detailed below, be authorized for fiscal year 2023-2024:

Valley National Bank - General Fund Checking Account  
Valley National Bank - Trust & Agency Account  
Valley National Bank - Payroll Account  
Valley National Bank - General Fund Money Market Account  
Valley National Bank - Reserve Fund Checking Account  
Flushing Bank - General Fund  
Flushing Bank - Reserve Fund

**MOTION**

10. That the South Huntington Public Library Procurement Guidelines Policy, adopted September 21, 2015, be authorized for fiscal year 2023-2024.

**MOTION**

11. That the South Huntington Public Library Collateral Agreement for Flushing Bank dated July 11, 2017, and the Deposit Replacement Program for Valley National Bank dated February 1, 2020 be authorized for fiscal year 2023-2024.

**MOTION**

12. 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.

**MOTION**

14. That the Board of Trustees designates Margaretha Maimone as the Music Coordinator from July 1, 2023 through June 30, 2024 at a stipend of \$3,350 per

year, for eight (8) recitals, to be paid in equal payments of \$1,675 in January 2023 and June 2023.

### MOTION

15. That the Board of Trustees designates Catherine Schmoller as Clerk of the Vote for the 2024-2025 Operating Budget Vote and Trustee Election.

### DISPOSITION OF MINUTES:

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

### FINANCIAL MATTERS

2022-2023: 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. Ferrante, and carried unanimously to authorize payment of Warrant #39 Fund L in the amount of \$7,928.04; Warrant #40 Fund L in the amount of \$219,001.77; Warrant #6/08 PR Fund L in the amount of \$110,207.85; Warrant #6/22 PR Fund L in the amount of \$115,271.61.

Motion by Mrs. Ferrante, seconded by Mrs. Dillon, and carried unanimously to authorize payment of Warrant #25 Fund TA in the amount of \$42,435.51; Warrant #26 Fund TA in the amount of \$45,530.79.

Motion by Mrs. Ferrante, seconded by Mrs. Dillon, and carried unanimously to authorize payment of Warrant #8 Fund H in the amount of \$5,113.95.

Motion by Mrs. Ferrante, seconded by Mrs. Fox, and carried unanimously to approve the American Express statement for June in the amount of \$8,161.00.

Motion by Mrs. Ferrante, seconded by Mrs. Fox, and carried unanimously to approve the Amazon/Synchrony Bank Monthly Statement for May in the amount of \$4,150.20.

### FINANCIAL CHAIRPERSON'S

REPORT: Mrs. Dillon 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.

FINANCIAL MATTERS

2023-2024: Motion by Mr. Horowitz, seconded by Mrs. Sullivan, and carried unanimously to authorize payment of Warrant #1 Fund L in the amount of \$64,432.03.

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

- The Huntington Zone Libraries 2021 Annual Report Statistical Comparison charts were distributed. Included was graphical information pertaining to general percapita expenditures; per capita expenditures for materials and personnel; circulation; tax rates; and populations. Typically this information is included in the annual budget presentation to the public, however, the information was not available at that time.

ASSISTANT DIRECTOR'S REPORT:

Mr. Tanzi reported on the following :

- As we continue to improve seating and study space in the library mezzanine, we are investigating the installation of privacy booths. Pillar manufactures soundproof, freestanding booths, that are powered, lit, and ventilated. With patron use of Zoom and other video conferencing applications within the library, they would provide users with a space that allows them to engage in conversation without disrupting others.

Janet and I visited Harborfields Library to examine their two Pillar booths and received positive feedback from their administration. Please note that our maintenance staff would be assembling the units, saving money.

Following that visit, I requested, and received a quote from Pillar for two units.

After taking some measurements (see product specs for further info), the wall of the mezzanine closest to the lobby has space for two booths. We are in the process of getting quotes from our electrician to perform core drilling in that

area as part of the installation of study tables that have already been ordered; we would have the electrician include two booths as part of this planning.

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

**ALA CONFERENCE REPORT:** The Board thanked Ryann Riggs, Michael Bartolomeo, and Georgina Rivas-Martinez for their reports.

**LI LIBRARY CONFERENCE REPORT:** The Board thanked Anne Johnson for her report.

**OLD BUSINESS – LIBRARY SECURITY:** Motion by Mr. Horowitz, seconded by Mrs. Fox and carried unanimously to authorize the library director to execute a one-year contract with Securitas Security Services USA, Inc. (OGS-NYS contract number PS68264) to provide unarmed security guards to the library at a cost of \$36.25 per hour pending approval by the library’s attorney.

**NEW BUSINESS – NURSING EMPLOYEES’ ACCOMMODATION POLICY:** Motion by Mr. Horowitz, seconded by Mrs. Fox and carried unanimously to adopt the Nursing Employees’ Accommodation Policy as presented.

**NEW BUSINESS – APPROPRIATE USE OF LIBRARY:** Motion by Mrs. Fox, seconded by Mrs. Dillon and carried unanimously to adopt the “Appropriate Use of Library Policy” as amended, pending attorney approval.

**NEW BUSINESS – OBSOLETE EQUIPMENT:** Motion by Mrs. Dillon, seconded by Mrs. Fox and carried unanimously to authorize staff to discard obsolete equipment in accordance with library policy and best practice.

**EXECUTIVE SESSION:** Motion by Mr. Horowitz, seconded by Mrs. Fox to go into executive session at 8:14 p.m. to discuss employment history of one individual.

Motion by Mr. Horowitz, seconded by Mrs. Dillon to come out of executive session at 8:21 p.m.

ADJOURNMENT: Motion by Mrs. Dillon to adjourn the regular meeting at 8:22 p.m.

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Respectfully submitted by,



Doreen Kilkenny, Board Secretary

Acknowledged by:

Patricia Dillon, Vice President

Unapproved