

BOARD MEETING MINUTES - MONDAY, JULY 19, 2021
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 19, 2021 at 7 p.m. in the Conference Room.

- PRESENT: Mrs. Stella Fox, President
Mr. Stuart Horowitz, Vice President
Mrs. Eleanora Ferrante, Financial Chairperson
Mrs. Eileen Sullivan
- 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 7:06 p.m.
- PLEDGE OF ALLEGIANCE: The President led everyone in the Pledge of Allegiance.
- OATH OF OFFICE: Mrs. Eleanora Ferrante read the Oath of Office for a one-year term as Library Trustee (2021-2022); Mr. Stuart Horowitz read the Oath of Office for a five-year term as Library Trustee (2021-2026). Mrs. McShane Hedger notarized both Oath of Office letters.
- ELECTION OF OFFICERS: Mrs. Kilkenny presented slate of officers for fiscal year 2021-2022. Motion by Mr. Horowitz, seconded by Mrs. Sullivan, and carried unanimously to accept the following slate of officers for fiscal year 2021-2022:
- President – Stuart Horowitz
Vice President – Eleanora Ferrante
Financial Chairperson – Eileen Sullivan
- ADOPTION OF THE AGENDA: Motion by Mrs. Ferrante, seconded by Mrs. Sullivan, and carried unanimously to accept the agenda as written.

APPOINTMENTS,
AUTHORIZATIONS &
DESIGNATIONS:

Motion by Mrs. Ferrante, seconded by Mrs. Fox, 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 \$250 for legal matters that may come up during the contract period, as outlined in the letter of agreement dated June 24, 2021. (attached, A-2)
- B. That Robert A. Johnson, CPA, P.C., be appointed auditor for the South Huntington Public Library for fiscal year 2021-2022 at a stipend of \$2,900 as per letter dated July 1, 2021. (attached, A-3-1, - A-3-4)
- C. That Philip De Dora, in accordance with the agreement dated July 19, 2021, be appointed Treasurer of the South Huntington Public Library for fiscal year 2021-2022 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 2021-2022.
- E. That The Long-Islander be designated newspaper-of-record for the South Huntington Public Library for fiscal year 2021-2022.
- 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 2021-2022, unless otherwise noted. (attached, A-5)
- G. That the Board of Trustees designates Tuesday, April 5, 2022 as the South Huntington Public Library 2022-2023 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 2021-2022.

I. That the Investment Policy with bank accounts, as detailed below, be authorized for fiscal year 2021-2022:

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
Flushing Bank	- General Fund #9010013728
Flushing Bank	- Reserve Fund - #9010013719
Flushing 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 2021-2022.

K. 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 2021-2022.

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, 2021 through June 30, 2022. 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 2021-2022. 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, 2021 through June 30, 2022 at a stipend of \$3,150 per year, for eight (8) recitals, to be paid in equal payments of \$1,575 in

January 2022 and June 2022. 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 19, 2021: Motion by Mrs. Fox, seconded by Mrs. Sullivan, and carried unanimously to accept the minutes of the regular meeting of June 19, 2021.

**FINANCIAL MATTERS
2020-2021:**

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. Sullivan, seconded by Mrs. Ferrante, and carried unanimously to authorize payment of Warrant #39 Fund L in the amount of \$8,686.84; Warrant #38 Fund L in the amount of \$139,979.16; Warrant #6/10 PR Fund L in the amount of \$108,226.85; Warrant #6/24 PR Fund L in the amount of \$105,140.06.

Motion by Mrs. Fox, seconded by Mrs. Sullivan, and carried unanimously to authorize payment of Warrant #25 Fund TA in the amount of \$42,321.67; Warrant #26 Fund TA in the amount of \$42,507.53.

Motion by Mrs. Ferrante, seconded by Mrs. Fox, and carried unanimously to approve the American Express statement for June in the amount of \$5,361.97.

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 \$4,923.47.

**FINANCIAL CHAIRPERSON'S
REPORT:**

Mrs. Ferrante 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.

PERSONNEL ACTIONS: Motion by Mrs. Fox, seconded by Mrs. Sullivan, and carried unanimously to approve the personnel report.

BUDGET TRANSFERS: Motion by Mrs. Fox, seconded by Mrs. Sullivan, and carried unanimously to approve the budgetary transfers for the fiscal year 2021-2022.

**FINANCIAL MATTERS
2021-2022:**

Motion by Mrs. Ferrante, seconded by Mrs. Sullivan, and carried unanimously to authorize payment of Warrant #2 Fund L in the amount of \$42,736.07.

COMMUNICATIONS: The Board acknowledged and congratulated Richard Kurjanski and Rebecca Kurjanski for their Friends Scholarship award.

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

- Sustainable Shelves is a new service, offered by Baker & Taylor, that helps libraries responsibly remove weeded or unwanted books from their collections. It works as follows:
 - The Library provides Baker & Taylor with a weeding list.
 - The list is valued and categorized into two groups, resale and recycle.
 - The books are weeded.
 - Baker & Taylor picks up the books at no cost.
 - The Library is credited with monies received from resale.

As with our Better World Books arrangement, The Friends of the Library will be the recipient of these funds. While we have not received the first check as of yet, we have been told to expect a check totaling approximately \$900.00. This is a win for our library as we are helping the Friends while also adhering to our goals of sustainability.

- The reopening is going smoothly. All quiet rooms are open, all chairs have been restored to the public floor, cleaning signs have been removed from the tables, staff is no longer required to initial a health questionnaire upon arrival to work, and the Canteen will open by the end of the month. While scheduled in house programs will appear in the September newsletter, both the Adult and Children's department have planned several "pop-up" events throughout the summer, such as a movie, Lego program,

and craft program. These are in addition to our Zoom offerings.

- All New York State Trustees have been invited to join co-authors of the *Handbook for Library Trustees of New York State* Jerry Nichols and Rebekkah Smith Aldrich for a series of discussions on various topics related to trustee service. Each month trustees will be encouraged to read a chapter of the Trustee Handbook and send in questions that the authors will address at live events throughout the fall. Registration is required. Registration and more information can be found at <https://midhudson.org/trusteebookclub/>. This is an online series and will be recorded and available after the fact.
- The legislative agenda was published by NYLA. Especially of interest to Trustees, is the passage of the Trustee Training bill that is awaiting delivery to the Governor. NYLA provides talking points for local legislators and will be on the Agenda at the next SCLS Legislator Breakfast set for October 1st. More details concerning the breakfast will be available soon.
- The New York State Construction Grant program is open and we will be proceeding with our HVAC project, which will replace the unit that serves the Children's Library. I will be applying for funds from the grant in August. All grant applications are due in September. At this time we are soliciting proposals for the unit, which is available on state contract. We have also secured a \$25,000.00 bullet aid grant that is forthcoming from Senator Gaughran.

ASSISTANT DIRECTOR'S
REPORT:

Mr. Tanzi reported on the following :

- The Children's Department notes significant improvement with the Summer Reading Club's performance when measured against 2020. This year we have had 328 children sign up for the Children's challenge so far, compared to just 276 sign ups the entire summer in 2020. While we are giving participants the option of using a paper copy to record their books, the vast majority are using the virtual option (just thirty paper copies have been distributed). Anecdotally, Youth Services is reporting much higher foot traffic and expressed interest in the Summer Reading Club than the same time last year.

For the Young Adult Summer Reading Challenge, registration has been increasing daily. As of July 12, there are 68 participants registered as compared to 54 who were registered at this time in 2020. Jen Griffing reports seeing more teens looking at our prize board, checking out the grade level book lists, and selecting from the school's reading lists. Regarding the club's rules, a switch from recording the number of pages read to instead measuring total minutes spent reading has been very well received.

The Adult Services Department indicates that signups are well ahead of last year's pace, with 131 already registered against 128 for all of 2020. As the Adult Reading Club experiences ongoing registration throughout the course of the event, we can expect this margin to grow substantially.

- After the Library added a vision plan through MetLife, nine employees took advantage during the open enrollment period. This vision plan, much like our existing dental plan, was open to employees working more than 17.5 hours, and operates as a pass-through, with no additional cost to the Library.

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

ALA ANNUAL REPORT: The Board thanked PJ Novak for her report.

OLD BUSINESS:

DIRECTOR'S EVALUATION

POLICY: Motion by Mrs. Sullivan, and seconded by Mrs. Ferrante to table the motion to the September meeting.

NEW BUSINESS:

**EQUITY, DIVERSITY,
AND INCLUSION**

POLICY: Motion by Mrs. Ferrante, seconded by Mrs. Sullivan and carried unanimously that the Board of Trustees approves the Diversity, Equity and Inclusion Policy as amended.

SERVER ROOM

UPGRADE: Motion by Mrs. Fox, seconded by Mrs. Sullivan and carried unanimously that the Board of Trustees authorizes an expenditure of \$56,558.18 from the Computer/Telecom/Equipment reserve Fund to procure the

hardware and software needed to complete the Library's server upgrade.

CORE CONFERENCE: Motion by Mrs. Ferrante, seconded by Mrs. Sullivan and carried unanimously that the Board of Trustees approves sending one member of the staff to the CORE Forum in Baltimore, MD, at a cost not to exceed \$895.00.

NYLA ANNUAL LIBRARY CONFERENCE:

Motion by Mrs. Fox, seconded by Mrs. Sullivan and carried unanimously that the Board of Trustees authorizes five staff members to attend the 2021 NYLA Virtual Conference at a cost not to exceed \$745.00 and four staff members for the in-person conference, at a cost not to exceed \$5,656.00. If there is interest, sufficient funds are available in the Board Continuing Education code to register one or more Trustees for the conference.

INTERNET LIBRARIAN CONFERENCE:

Motion by Mrs. Fox, seconded by Mrs. Ferrante and carried unanimously that the Board of Trustees authorizes three staff members to attend the 2021 Internet Librarian Conference in Monterey, California on October 26 – 28, 2021 at a cost not to exceed \$6,198.00

TUTORING POLICY:

Motion by Mrs. Sullivan, seconded by Mrs. Ferrante and carried unanimously that the Board of Trustees rescinds the Library's current "Tutoring Policy".

MATERIALS SELECTION POLICY:

Motion by Mrs. Sullivan, seconded by Mrs. Fox and carried unanimously to table the motion to the September meeting.

OBSOLETE EQUIPMENT:

Motion by Mrs. Fox, seconded by Mrs. Sullivan and carried unanimously to authorize staff to discard the equipment presented in accordance with library policy and best practice.

ADJOURNMENT:

Motion by Mrs. Ferrante to adjourn the regular meeting at 8:54 p.m.


