

BOARD MEETING MINUTES – MAY 20, 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 Monday, May 20, 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  
Mrs. Erin McShane Hedger, Business Manager  
Mrs. Cathy Trotter, Board Secretary

CALL TO ORDER: The meeting was called to order by the President at 7:07 p.m.

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

ADOPTION OF THE AGENDA: The following items were added to the agenda:

- TAB B. Warrant #34 Fund L
- TAB C. Thank You Note from Eleanora Ferrante
- TAB D. LI Library Conference Report from Stu Horowitz
- TAB F. Financial Software Server Upgrade  
Time Clock Upgrade

Motion by Mrs. Dillon, seconded by Mr. Horowitz, and carried unanimously to approve the amended agenda.

DISPOSITION OF MINUTES:

APRIL 15, 2019 AND

MAY 6, 2019:

Motion by Mrs. Dillon, seconded by Mr. Horowitz, and carried unanimously to accept the minutes of the regular meeting of April 15, 2019.

Motion by Mr. Horowitz, seconded by Mrs. Rea, and carried unanimously to accept the minutes of the special meeting of May 6, 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 Mrs. Fox, seconded by Mrs. Rea, and carried unanimously to authorize payment of Warrant #28 Fund L in the amount of \$10,068.55; Warrant #33 Fund L in the amount of \$188,025.13; Warrant #4/04 PR Fund L in the amount of \$108,614.52; Warrant #4/18 PR Fund L in the amount of \$116,039.88; Warrant #34 Fund L in the amount of \$6,250.00.

Motion by Mr. Horowitz, seconded by Mrs. Fox, and carried unanimously to authorize payment of Warrant #20 Fund TA in the amount of \$42,138.65; Warrant #21 Fund TA in the amount of \$50,307.00.

Motion by Mrs. Rea, seconded by Mrs. Fox, and carried unanimously to authorize payment of Warrant #11 Fund H in the amount of \$8,982.87.

Motion by Mr. Horowitz, seconded by Mrs. Dillon, and carried unanimously to approve the American Express statement for April in the amount of \$1,972.63.

Motion by Mr. Horowitz, seconded by Mrs. Dillon, and carried unanimously to approve the Amazon/Synchrony Bank Monthly Statement for March in the amount of \$1,665.14.

Motion by Mr. Rea, seconded by Mrs. Fox, and carried unanimously to approve the Director's Account for April in the amount of \$110.00.

**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.

<b>Check #</b>	<b>Date</b>	<b>Amount</b>	<b>Vendor</b>
53708	3/18/2019	\$ 250.00	Baking Coach Inc., The
53712	3/18/2019	\$ 39.00	Bottom Line Personal
53717	3/18/2019	\$ 450.00	Carter, Ronaldo
53722	3/18/2019	\$ 14.62	County Line Hardware
53728	3/18/2019	\$ 275.00	East Coast Burglar & Fire System

53733	3/18/2019	\$ 1,177.50	Formlabs, Inc.
53740	3/18/2019	\$ 300.00	Jerome, Joysie
53752	3/18/2019	\$ 240.00	Mosio
53762	3/18/2019	\$ 4,997.44	PCMG, Inc.
53784	3/18/2019	\$ 1,100.00	Suffolk County Vanderbilt Museum

The following check was outstanding:

Check#	Date	Amount	Vendor
53610	2/19/2019	\$1,200.00	Choi, Jennifer
53652	2/19/2019	\$ 625.00	Montclair Records Inc.
53682	2/19/2019	\$ 150.00	Super Soccor Stars
53771	3/18/2019	\$ 800.00	Alyson Richman

PERSONNEL ACTION: Motion by Mrs. Rea seconded by Mrs. Dillon, and carried unanimously to approve the following personnel action:

**Leave of Absence:**

Name	Title	Hrs./Wk	Salary	Step	Effect. Date
Donna Maltese	Page	19	\$13.00/hr.	12	5/21/2019

**COST OF VOTE REPORT:**

Mrs. McShane Hedger itemized the cost of the vote expenses incurred by the library as follows:

Long Islander notices	\$ 460.33
Huntington News notices	389.27
Voter registrants/machine operators	743.75
Printing of Ballots	423.00
Staples (office supplies)	49.58
SCBOE Machine Services	237.85
SCBOE – polling rosters	31.15
Postage – absentee ballots	110.00
Rite Air – Candy for Patrons	15.00
Lunch and Dinner for Workers	159.62
	\$2,619.55

A donation of \$479.35 from the Friends paid for the raffle prizes.

COMMUNICATIONS: Mrs. Sullivan and the board thanked Patrick McAsey for his report on the A.A.R.P. Tax Program statistics for our patrons

this year. They also acknowledged the staff thank you letters for the Long Island Library Conference.

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

- Traditional circulation for April 2019 is up 29.92% compared to April 2018. Other circulation (in-house computer use and wireless network use) shows an increase of 15.51% for the month when compared to last April. Total circulation for the month increased by 26.45% compared to last year. Year-to-date circulation is 6.48% more than for the same period last year. The gate count for April 2019 was 31,460 compared to 28,643 last year.
- Information is beginning to circulate concerning the 2020 Census, although there is still a lot we do not know. Due to the fact that reporting will be conducted primarily online for the first time, libraries will be impacted. We will remain in contact with the two local Long Island liaisons at the Census Bureau who have promised to inform us of how we may best assist in the process. Information from NYLA and Census Bureau are attached to my report.
- Our Job Skills Program is underway with 10 students, some of which come on Tuesdays, the others on Thursdays.
- Staff is preparing for the summer reading programs for our community. This year’s theme is space and the clubs are titled, “A Universe of Stories.”
- Window cleaning is planned for the following areas:
  - Lower Level – curtain wall and YA Library
  - Main Levels – curtain wall, three quiet study rooms, seven tall windows between quiet study rooms, windows over main stair;
  - Mezzanine Level – three circular windows over quiet study rooms, twelve square windows located opposite mezzanine.
  - Tower – all glass above interior ceiling height;
  - Office Area – twenty-eight windows

Bids were received from three contractors listed below:

Central Window Cleaning	XYZ Cleaning	Temco Atalian
\$2250.00	\$3100.00	\$2700.00

Temco Atalian will complete this work as there was an issue with the lowest bidder’s insurance.

ASSISTANT DIRECTOR'S  
REPORT:

Mr. Tanzi reported on the following :

- With the logo having been completed, we will now be working on the website proper, which is broken into four phases; discovery, design, development, and delivery. We have also begun preliminary work on the library's new calendar/program registration solution with the same four phase approach.
- The new phone system was installed by DMGT. The process went extremely smoothly, with the library able to take incoming and make outgoing phone calls by the time we opened for business. We are also planning to offer one-on-one instruction for anyone who expresses discomfort with the new system.
- Our library/school partnership is continuing with visits on May 14 and 21 from fourth grade students from Maplewood Intermediate School. They will be visiting our Tech Center to research simple machines and train on TinkerCAD 3D modeling software, and have their designs printed and sent to Maplewood at a later date.
- We will be launching gardening activities on a weekly basis, weather permitting, in July; and are seeking teens who wish to volunteer assisting the younger crowd. We plan on harvesting seeds from all organic plants as a precursor to opening a seed library next year.

BUILDING AND GROUNDS

REPORT:

The Board thanked Ray Capone for his report.

GREEN TEAM MONTHLY

REPORT:

The Board thanked the Green Team for their report.

LONG ISLAND LIBRARY

CONFERENCE

REPORTS:

The Board thanked Catherine Schmoller, P.J. Novak, Martha Kahn, Jen Griffing, Nick Tanzi, Janet Scherer, and Joann Messina, and Stu Horowitz for their reports.

PARKING LOT

MAINTENANCE:

Mr. Horowitz, seconded by Mrs. Dillon, and carried unanimously to approve an expenditure of \$5,975.00 to be paid to A & L Blacktop Sealcoating to furnish labor and materials to repair, seat coat and stripe the library parking lot pending insurance approval.

NEW YORK STATE  
ELECTION LAW:

Motion by Mrs. Rea, seconded by Mr. Horowitz, and carried unanimously to acknowledge the changes to the Election Law and approved its addition to the South Huntington Public Library Personnel Manual.

NEW YORK STATE LAW –  
LIBRARY PROPERTY  
SMOKING BAN:

Motion by Mrs. Rea, seconded by Mrs. Dillon, and carried unanimously to acknowledge the New York State Library Law – Property Smoking Ban and approves its addition to the South Huntington Public Library Personnel Manual. The Board directs staff to erect the necessary signage on Library property so as to inform the public of this amendment.

NEW YORK STATE CIVIL  
SERVICE LAW – LEAVE FOR  
CANCER SCREENING:

Motion by Mr. Horowitz, seconded by Mrs. Rea, and carried unanimously to acknowledge the changes to the New York State Civil Service Law pertaining to leave for employee cancer screenings and approves its addition to the South Huntington Public Library Personnel Manual.

OBSOLETE TELEPHONE  
EQUIPMENT:

Motion by Mrs. Fox, seconded by Mr. Horowitz, and carried unanimously to authorize staff to discard 45 telephones and one Toshiba phone switch packet in accordance with library policy and best practice.

FINANCIAL SOFTWARE  
SERVER UPGRADE:

In order to operate the library's nVision business management system, we require a new virtual machine and SQL database, as well as workstation-specific access to the aforementioned system.

Motion by Mr. Horowitz, seconded by Mrs. Fox, and carried unanimously to authorize the library to purchase the licenses described above at a cost of \$1,552.87 to be drawn from the Computer, Telecommunications & Equipment Reserve Fund.

TIME CLOCK UPGRADE: Motion by Mrs. Rea, seconded by Mrs. Fox, and carried unanimously to authorize the purchase of a biometric time clock (Finance Manager Model number FMBT3500) at a cost of

\$2,230.00 to be drawn from the Computer,  
Telecommunications & Equipment Reserve Fund.

EXECUTIVE SESSION: Motion by Mrs. Dillon, seconded by Mr. Horowitz to go into  
Executive Session at 8:25 p.m.

Motion by Mr. Horowitz, seconded by Mrs. Rea to come out of  
Executive Session at 8:42 p.m.

ADJOURNMENT: Motion by Mrs. Dillon to adjourn the regular meeting at  
8:43 p.m.

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