

**BOARD MEETING MINUTES - MONDAY, NOVEMBER 16, 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 Monday, November 16 at 7 p.m. via Zoom meeting.

- PRESENT:** Mrs. Stella Fox, President
Mr. Stuart Horowitz, Vice President
Mrs. Eleanora Ferrante, Financial Chairperson
Mrs. Pat Dillon
Mrs. Eileen Sullivan
- STAFF:** Mrs. Janet Scherer, Director
Mr. Nick Tanzi, Assistant Director
Mrs. Erin McShane Hedger, Business Manager
Mrs. Doreen Kilkenny, Board Secretary
Ms. Georgina Rivas-Martinez, Youth Services Librarian
- GUEST:** Mr. Robert Johnson, Library Auditor
- 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.
- ADOPTION OF THE AGENDA:** Motion by Mrs. Dillon, seconded by Mrs. Sullivan, and carried unanimously to accept the agenda as written with the adjustments:
- Adding New Business – Micro-cluster Plan
 - Removing Executive session from the agenda
- DISPOSITION OF REGULAR MEETING MINUTES OCTOBER 19, 2020:** Motion by Mrs. Dillon, seconded by Mrs. Sullivan, and carried unanimously to accept the minutes of the regular meeting of October 19, 2020.

**PRESENTATION OF
2019-2020 AUDIT**

Mr. Johnson, the library auditor, presented an overview of the library's financial operations for the fiscal year ending June 30, 2020. Mr. Johnson reported that the library's practices are very sound, and that the library is in a strong financial position. The Board accepted the audit as presented.

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 Mrs. Sullivan, seconded by Mrs. Ferrante, and carried unanimously to authorize payment of Warrant #11 Fund L in the amount of \$17,281.99; Warrant #14 Fund L in the amount of \$359,229.50; Warrant #10/01 PR Fund L in the amount of \$145,447.46; Warrant #10/15 PR Fund L in the amount of \$115,454.16; Warrant #10/29 PR Fund L in the amount of \$106,948.00.

Motion by Mrs. Ferrante, seconded by Mrs. Sullivan, and carried unanimously to authorize payment of Warrant #7 Fund TA in the amount of \$82,503.47; Warrant #8 Fund TA in the amount of \$48,277.20; Warrant #9 Fund TA in the amount of \$42,018.49.

Motion by Mrs. Sullivan, seconded by Mrs. Dillon, and carried unanimously to approve the American Express statement for October in the amount of \$1,091.51.

Motion by Mrs. Sullivan, seconded by Mrs. Dillon, and carried unanimously to approve the Amazon/Synchrony Bank Monthly Statement for September in the amount of \$1,055.03.

**FINANCIAL CHAIRPERSON'S
REPORT:**

Mrs. Ferrante reported that she selected at random and reviewed original purchase orders, invoices, check requisitions, and copies of the following cancelled checks. She compared them to the original warrants, and found the vendors' names, check amounts, and endorsements to be in order.

PERSONNEL REPORT:

Motion by Mrs. Sullivan, seconded by Mr. Horowitz, and carried unanimously to approve the personnel report.

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

- New York Library Association Annual Conference was held virtually this year on November 6th and 7th. NYLA staff did a wonderful job executing the conference. They offered a combination of live and on demand programs with the ability to view them until the end of December. Staff reports will be submitted either at the December or January meeting. While Saratoga would have been beautiful, there is something to be said for participating from the comfort of home or office. In addition, the extended viewing time allows registrants to view many more programs than would have been possible in the traditional conference setting.
- After a few Election Day hiccups on the part of the staff of the Board of Elections, we were able to open our doors to voters at 6:30 a.m. The morning brought a very long line, but it moved quickly and by 9:30 a.m. was cleared for the most part. The rest of the day was steady, however no new line formed. Our gate count for the day was 1825.
- Covid-19 Micro Cluster Plan - I wanted to be sure that you all knew about New York State's color-coded system for addressing regional outbreaks; <https://forward.ny.gov/cluster-action-initiative> and have seen the guidance on what it all means; <https://esd.ny.gov/ny-cluster-action-initiative-guidance>. While Suffolk has no state defined "clusters" at this time, the positive test rate on Long Island the weekend of November 7-8 was 3.4%, the highest in months. With the colder weather, holidays and students returning from college, there is a good chance the rate will continue to rise. Along with staff, I have formulated a written plan to address the library's response should our area be defined as a cluster in the near future. I will present this plan to the Board at this evening's meeting for your approval.

ASSISTANT DIRECTOR'S REPORT:

Mr. Tanzi reported on the following:

- As we know, a well-trained staff is essential to the successful operation of the library. To that end, we continue to seek new ways to improve staff competencies. The Library Board has consistently supported staff attendance at library conferences. Attendees typically submit a report detailing their experiences, what they've learned, and what they hope to institute at South Huntington. To facilitate dissemination, we are collecting past conference reports and organizing them into a shared Google

Drive folder. This folder will be integrated into our staff intranet, and accessible to staff via their SHPL/G Suite login. In addition to collecting reports from the recent past, we will make a practice of filing all future reports as well. The Library Board is encouraged to participate in this work!

- At the same time that we are working to maximize the effectiveness of conference attendance, we are also exploring a third-party platform for providing staff with expanded continuing education opportunities. Niche Academy is an online tutorial service that provides how-to videos for using library digital collections, databases, and services, as well as common software applications. It is both staff and patron-facing. Additionally, library staff can easily create and upload new training modules, and track user progress. Other Niche Academy customers can make their content available for use, including the ability to clone, then modify/customize content to an organization's unique needs.
- Given the current socially distant environment, Niche Academy can meet our staff and patron training needs while still maintaining a safe environment. Standard #13 of the Division of Library Development's latest Library Minimum Standards dictates that "each library... provides library staff with annual technology training, appropriate to their position, to address community needs as outlined in the library's long-range plan of service". This software seems well-suited to the task.

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

LIBRARIES NOURISH INITIATIVE & OUTREACH REPORT: The Board thanked Georgina Rivas-Martinez for her report.

OLD BUSINESS - SCLS PROPOSED 2021 BUDGET VOTE: Motion by Mr. Horowitz, seconded by Mrs. Dillon, and carried unanimously to approve the SCLS Proposed 2021 Budget dated November 5, 2020.

NEW BUSINESS – POLICY REVIEW – PUBLIC USE OF INTERNET: Motion by Mr. Horowitz and seconded by Mrs. Dillon, and carried unanimously to adopt the new Draft policy on Public Use of the Internet as presented

**RETENTION &
DISPOSITION SCHEDULE
FOR NY LOCAL
GOVERNMENT
RECORDS:**

Motion by Mr. Horowitz and seconded by Mrs. Dillon, and carried unanimously that the Retention and Disposition Schedule for New York Local Government Records, issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention period for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

**OBSOLETE
EQUIPMENT:**

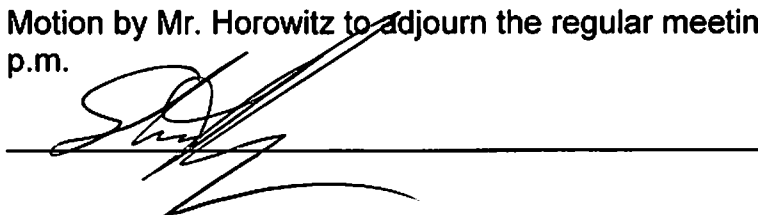
Motion by Mr. Horowitz and seconded by Mrs. Dillon, and carried unanimously to authorize staff to discard obsolete equipment in accordance with library policy and best practice.

**COVID-19 MICRO-
CLUSTER PLAN:**

Motion by Mr. Horowitz and seconded by Mrs. Sullivan, and carried unanimously to adopt the South Huntington Public Library's Covid-19 Micro-Cluster Plan as presented.

ADJOURNMENT:

Motion by Mr. Horowitz to adjourn the regular meeting at 8:33 p.m.

A handwritten signature in black ink, appearing to be 'J. Horowitz', is written over a solid horizontal line. The signature is stylized and extends above and below the line.