

BOARD MEETING MINUTES - MONDAY, NOVEMBER 20, 2023
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 20, 2023, at 7 p.m. in the Conference Room.

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

STAFF: Mr. Nick Tanzi, Assistant Director
Mrs. Erin McShane-Hedger, Business Manager
Mrs. Doreen Kilkenny, Board Secretary

EXCUSED: Mrs. Janet Scherer, Director

GUEST: Robert Johnson, CPA

CALL TO ORDER: The meeting was called to order by the president at 7:00 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. Ferrante, and carried unanimously to accept the agenda as amended.

DISPOSITION OF MINUTES

OCTOBER 16, 2023: Motion by Mrs. Ferrante, seconded by Mrs. Fox, and carried unanimously to accept the minutes of the regular meeting of October 16, 2023.

PRESENTATION OF THE 2022-2023 AUDIT:

Mr. Johnson, the library auditor, presented an overview of the library's financial operations for the fiscal year ending June 30, 2023. Mr. Johnson reported that the library's practices are sound and that the library is in a strong financial position. The board accepted the audit as presented.

FINANCIAL MATTERS

2023-2024:

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. Fox, and carried unanimously to authorize payment of Warrant #11 Fund L in the amount of \$17,156.79; Warrant #14 Fund L in the amount of \$523,905.53; Warrant #10/12 PR Fund L in the amount of \$122,550.94; Warrant #10/26 PR Fund L in the amount of \$131,771.18.

Motion by Mrs. Fox, seconded by Mrs. Ferrante, and carried unanimously to authorize payment of Warrant #8 Fund TA in the amount of \$47,183.80; Warrant #9 Fund TA in the amount of \$57,867.81.

Motion by Mrs. Ferrante, seconded by Mr. Horowitz, and carried unanimously to authorize payment of Warrant #2 Fund H in the amount of \$3,200.90.

Motion by Mr. Horowitz, seconded by Mrs. Dillon, and carried unanimously to approve the American Express statement for October in the amount of \$5,315.82.

Motion by Mr. Horowitz, seconded by Mrs. Ferrante, and carried unanimously to approve the Amazon/Capital Services Monthly Statement for September 20, 2023 – October 19, 2023 in the amount of \$2,774.79.

FINANCIAL CHAIRPERSON'S REPORT

2023-2024:

Mrs. Fox 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. Two checks remain in transit.

PERSONNEL ACTIONS: Motion by Mr. Horowitz, seconded by Mrs. Ferrante, and carried unanimously to approve the personnel report.

COMMUNICATIONS: The board acknowledged the SCLS minutes and the thank you letters to the volunteers of the Friends of the Library Book Sale.

DIRECTOR'S REPORT: Mr. Tanzi reported on Mrs. Scherer's behalf on the following:

- Our annual Fall Book Sale took place on Saturday, November 4th and Sunday, November 5th. Members of the Friends of the Library volunteered their time to set up the sale on Friday and, along with the Teen Advisory Board members, ran the sale on the weekend. All proceeds benefit the Friends who report a profit \$742.75 for the weekend. We were able to keep the sale going through Tuesday and when the sales are calculated we will add that revenue to the total.
- Our annual Veteran's Day concert took place on Saturday, November 4th. As always, it was a huge success. Our community never tires of hearing the wonderful music made popular during the Big Band era and our veterans appreciate the recognition.
- Our staff get together will take place on Sunday, December 3rd at 5:30 p.m. Dinner menu and final cost can be found in your binder. Staff has chosen Spuntino for this holiday celebration.
- Mezzanine – We are expecting delivery of our new study tables and our Pillar Booths within the next several weeks. Our pages are working hard to clear the shelves so that Ray can remove the necessary shelving.
- EV Charging Stations – The planning is in the hands of engineers. Architect John Tanzi will contact us as soon as we have more definitive news as to a start date.
- HVAC – We met with our architect Chris Sepp, a member of the engineering team and the contractor to discuss reasons as to why the project has stalled. The ongoing issue is attributed to a backlog in equipment production. The contractor is now researching whether other manufacturers can supply the proper equipment in a timelier manner.
- I have been invited to the November 15th SHUFSD board meeting where they recognize their community partnerships for their dedication and support of the district.

ASSISTANT DIRECTOR'S REPORT:

Mr. Tanzi reported on the following :

- We have officially formed our staff artificial intelligence user group. It is currently comprised of full-time and part-time clerical and librarian staff from Youth Services, YA, Reference, Computer Services, and Circulation. There are presently fourteen members in the group. So far, we have explored ChatGPT and begun to look at text-to-image

generators. Staff is experimenting with how effective these tools can be, what use cases may or may not be appropriate, and discussing their findings with their fellow group members. These exercises will help staff to understand AI technology and its capabilities, and be better positioned to evaluate different third-party tools that library vendors will be rolling out in the near future, even as the regulatory environment slowly takes shape.

- I had the privilege of attending the 2023 NYLA Conference in Saratoga Springs, on November 1-4. I served as a presenter on two sessions:
 - **Tech Trends for Libraries in 2024**

This was a panel discussion with three colleagues: James Hutter, Assistant Director of Port Washington Library, Chris DeCristofaro, Head of Digital Services at the Sachem Public Library, and James Hartmann, Head of Reference at the Wantagh Public Library. We looked at four topics from a library angle: AI, digital literacy, makerspaces, and digital security, and offered predictions on their impact to our operations. The talk was very well received by a standing-room only crowd.
 - **Memorable Tech Experiences on a Budget**

I was the sole speaker for this session. It was focused on what elements make up a memorable tech experience, and to what degree we can separate cost from these elements. In doing so, I offered strategies on engaging with perceived expensive technologies, such as 3d printing and augmented reality, even on a very limited budget.
 - Additionally, I attended a number of informative sessions, including *When Streaming Services Fail, Libraries Prevail*, *Teaching Tech for Non-Tech Teachers*, and *Increasing eBook Access Without Increasing Budgets*. I had been looking forward to *(More) Library Legal Issues in Real Life*, but it was sadly canceled.

I would like to thank the board for the opportunity to participate in this professional development and networking opportunity!

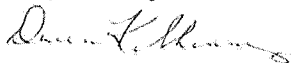
**BUILDING & GROUNDS
REPORT:**

The board thanked Ray Capone for his monthly report.

NYLA CONFERENCE

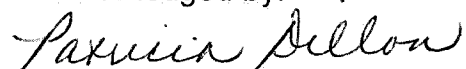
- REPORT: The board thanked Michael Bartolomeo for his report.
- ABOS CONFERENCE REPORTS: The board thanked Jen O'Connor and Georgina Rivas-Martinez for their reports.
- NEW BUSINESS – OBSOLETE EQUIPMENT: Motion by Mrs. Dillon, seconded by Mrs. Ferrante and carried unanimously to authorize staff to discard obsolete equipment in accordance with library policy and best practice.
- NEW BUSINESS – BUSINESS POLICY REVIEW: Motion by Mr. Horowitz, seconded by Mrs. Ferrante and carried unanimously to approve the Business Policy as amended.
- NEW BUSINESS – PLA 2024 CONFERENCE: Motion by Mrs. Dillon, seconded by Mrs. Ferrante and carried unanimously to authorize four staff members to attend the 2024 PLA Conference at a cost not to exceed \$7,764.00. If there is interest, sufficient funds are available in the board continuing education code to send a trustee to the conference.
- NEW BUSINESS – PROPOSED SCLS 2024 BUDGET: Motion by Mrs. Dillon, seconded by Mrs. Fox, and carried unanimously that the board of trustees approves the SCLS proposed budget for 2024.
- NEW BUSINESS – HOLIDAY RAFFLES: Motion by Mr. Horowitz and seconded by Mrs. Sullivan, and carried unanimously to issue six half-day off gift certificates to be awarded at the Staff Holiday Party on December 3, 2023.
- ADJOURNMENT: Motion by Mr. Horowitz to adjourn the regular meeting at 8:18 p.m.

Respectfully submitted by,



Doreen Kilkenny, Board Secretary

Acknowledged by:



Patricia Dillon, Vice President