

BOARD MEETING MINUTES - MONDAY, OCTOBER 16, 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, October 16, 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: Mrs. Janet Scherer, Director
Mr. Nick Tanzi, Assistant Director
Mrs. Erin McShane-Hedger, Business Manager
Mrs. Doreen Kilkenny, Board Secretary
- GUEST: Robert Mathes
- CALL TO ORDER: The meeting was called to order by the President at 7:01 p.m.
- PLEDGE OF ALLEGIANCE: The president led everyone in the Pledge of Allegiance.
- ADOPTION OF THE AGENDA: Motion by Mr. Horowitz, seconded by Mrs. Ferrante, and carried unanimously to accept the agenda as amended.
- PERIOD OF PUBLIC EXPRESSION: Mr. Mathes introduced himself and expressed his support of libraries and interest in serving on the board in the future.
- DISPOSITION OF MINUTES
SEPTEMBER 18, 2023: Motion by Mrs. Fox, seconded by Mr. Horowitz, and carried unanimously to accept the minutes of the regular meeting of September 18, 2023.
- 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. Ferrante, and carried unanimously to authorize payment of Warrant #8 Fund L in the amount of \$19,418.11; Warrant #10 Fund L in the amount of \$135,594.84; Warrant #12 Fund L in the amount of \$1,850.70; Warrant #9/14 PR Fund L in the amount of \$114,022.79; Warrant #9/28 PR Fund L in the amount of \$118,748.04.

Motion by Mr. Horowitz, seconded by Mrs. Ferrante, and carried unanimously to authorize payment of Warrant #6 Fund TA in the amount of \$44,196.57; Warrant #7 Fund TA in the amount of \$46,500.27.

Motion by Mrs. Ferrante, seconded by Mrs. Dillon, and carried unanimously to approve the American Express statement for September in the amount of \$2,748.27.

Motion by Mrs. Fox, seconded by Mrs. Dillon, and carried unanimously to approve the Amazon/Capital Services Monthly Statement for August 20, 2023 – September 19, 2023 in the amount of \$1,501.87.

BUDGET TRANSFERS: Motion by Mrs. Fox, seconded by Mrs. Dillon, and carried unanimously to approve the budgetary transfers for the fiscal year 2023-2024.

**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.

COMMUNICATIONS: The board acknowledged the SCLS minutes and the thank you letter to former gallery curator Deborah Katz

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

- We are awaiting notice of a start date for the HVAC project; however, we received our first payment from New York State in the amount of \$189,000.00. Our architect continues to pressure the company for a start date. The hold-up appears to be with the manufacturing of the equipment.
- Our security guards have begun their work here and are off to a good start. The gentlemen are professional in manner and dress. Our staff has been welcoming and we look forward to working with them.

- The proposed 2024 SCLS operational budget calls for a 1.5% increase in member support. Due to the formula that SCLS uses to determine member support, a combination of population and annual expenditures, our fee for 2024 will increase by 2.79%. Our total cost for 2024 will be \$59,887.00, an increase of \$1,628.00.

SCLS annually requests additional funding from the member libraries for Overdrive, our countywide eBook collection. The budget draft contains a place holder as the final amount is yet to be determined. However, the service continues to grow. Between January and August of 2023, usage was up 12.4% from last year. It is expected that there will be an increase to our library's contributions. Suffolk directors continue to discuss how we can sustainably maintain funding for this collection moving forward.

A draft of the 2024 SCLS Budget was included in the SCLS minutes emailed to the board members prior to the meeting.

ASSISTANT DIRECTOR'S
REPORT:

Mr. Tanzi reported on the following :

- I'm happy to announce that we'll once again be collaborating with the SHUFSD on a professional development workshop centered on how educators (and by extension, their students) can utilize library collections and services. These workshops have proven popular in the past, and have strengthened ties between our two organizations. The workshops are currently scheduled for Thursday, November 2nd and 9th , from 4:00 – 6:30 p.m. Additionally, we have received an invitation to the New Teacher Reception on October 26th. The district indicated that they have approximately 40 new hires; we use this event as an opportunity to invite attendees to visit our library, sign up for a card and otherwise take advantage of all we have to offer.
- Our early experience loaning blood pressure cuffs has been a positive one. Demand for the cuffs has been strong enough that we have added three additional devices to the circulating collection.
- Our staff have lots of questions regarding artificial intelligence as well as its potential place in the library. To address this fast-moving topic, we are working on building a staff AI user group. The hope is to create a group that is broadly representative of library staff. This group would then learn the basics of AI technology; and explore different tools and use cases in a controlled environment – essentially experimenting safely. The hope is that this group will help

determine where AI can be helpful, where it should be avoided, and act as facilitators in future staff professional development in this area.

**BUILDING & GROUNDS
REPORT:**

The board thanked Ray Capone for his monthly report.

**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.

**NEW BUSINESS –
POLICY REVIEW:
BY-LAWS OF THE
SOUTH HUNTINGTON
PUBLIC LIBRARY:**

Motion by Mrs. Ferrante, seconded by Mrs. Fox and carried unanimously to approve the amended copy of the By-Laws of the South Huntington Public Library as written.

**NEW BUSINESS –
SNOW REMOVAL
CONTRACT:**

Motion by Mr. Horowitz, seconded by Mrs. Ferrante and carried unanimously to approve an expenditure of \$24,600.00 to be paid to Michael J's Landscaping for a three-year contract to perform snow removal for the library covering the years 2023-2026.

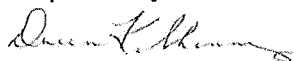
**NEW BUSINESS –
MEZZANINE
ELECTRICAL
INSTALLATION:**

Motion by Mr. Horowitz, seconded by Mrs. Ferrante and carried unanimously to approve an expenditure of \$6,285.00 to have Roland's Electric install four flush poke-thru floor boxes and one new wall receptacle.

ADJOURNMENT:

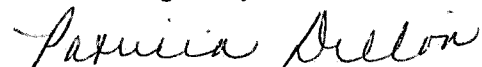
Motion by Mr. Horowitz to adjourn the regular meeting at 8:00 p.m.

Respectfully submitted by,



Doreen Kilkenny, Board Secretary

Acknowledged by:



Patricia Dillon, Vice President