

BOARD MEETING MINUTES - MONDAY, OCTOBER 19, 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, October 19 at 7 p.m. via Zoom Conference.

- 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
- 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.
- DISPOSITION OF REGULAR MEETING MINUTES
SEPTEMBER 21, 2020: Motion by Mrs. Dillon, seconded by Mr. Horowitz, and carried unanimously to accept the minutes of the regular meeting of September 21, 2020.
- 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 Mr. Horowitz, seconded by Mrs. Sullivan, and carried unanimously to authorize payment of Warrant #8 Fund L in the amount of \$14,785.15; Warrant #12 Fund L in the amount of \$118,236.95; Warrant #09/03 PR Fund L in the amount of

\$102,607.49; Warrant #09/17 PR Fund L in the amount of \$101,837.98.

Motion by Mrs. Ferrante, seconded by Mrs. Sullivan, and carried unanimously to authorize payment of Warrant #5 Fund TA in the amount of \$40,037.85; Warrant #6 Fund TA in the amount of \$39,768.24.

Motion by Mrs. Sullivan, seconded by Mr. Horowitz, and carried unanimously to approve the American Express statement for September in the amount of \$2,348.33.

Motion by Mrs. Sullivan, seconded by Mr. Horowitz, and carried unanimously to approve the Amazon/Synchrony Bank Monthly Statement for August in the amount of \$3,629.76.

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

COMMUNICATIONS: Mrs. Fox acknowledged Letters regarding Alfred Van Loen photos and Social Media Mentions.

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

- In order to improve the security and safety of our staff, we will be installing panic buttons at our service desks in order to more easily alert staff and law enforcement in the case of an emergency. Each of our public desks plus selected areas in the staff area would have key fobs that can be pressed in an emergency. A signal will be sent to key pads set up in selected areas which will beep and show the location of the emergency. The signal will, at the same time, be sent to the central monitoring station where they will be instructed to call whomever we put on their list in addition to the library's main number. If they are unable to get in touch with anyone to confirm either an emergency or false alarm, law enforcement will be dispatched. We have chosen to use East Coast Burglar & Fire for several reasons: although the initial cost is slightly higher, the monthly fee charged by Community Response Systems negates that

savings; East Coast is currently our security and fire monitoring company; East Coast’s proposal would use our existing dedicated phone lines while Community Response runs their system over internet.

- The New York State Library announced today that \$1,757,794 in federal Coronavirus Aid, Relief, and Economic Security (CARES) Act funds are being made available to help libraries across the state prevent, prepare for, and respond to COVID-19, including to expand digital network access, purchase internet accessible devices, and provide technical support services. These federal CARES Act funds were awarded to the New York State Library by the Institute of Museum and Library Services (IMLS). The awards are made directly to library systems across the state and are primarily for PPE purchases and hardware to lessen the digital divide. SCLS expects to receive a sum of approximately \$90,000.00. At this time SCLS has no definitive plan as to how the funds will be utilized.
- The proposed 2021 SCLS operational budget calls for a projected increase in member support, determined by population and annual expenditures, of approximately 2.0% or \$45,624.00. Our total cost for 2021 will be \$58,021.00, an increase of \$1,170.00. SCLS annually requests additional funding from the member libraries for OverDrive, our countywide eBook collection. The final amount is yet to be determined, however, the average percentage increases currently under consideration by library directors are 20%, 27.5% and 35%. When determining our payment, SCLS takes into consideration the actual usage by our patrons. Using their formula, it was determined that our actual percentage increase in usage was 28.74% over the past year.

Percentage	Increase	Cost
20%	+\$21,988.00	\$129,015.00
27.5%	+\$30,051.00	\$137,078.00
35%	+\$38,115.00	\$145,142.00

The 2020 cost for SHPL was \$107,027.00. A draft of the 2021 SCLS Budget is included in the SCLS minutes emailed to you prior to the meeting.

- Labor Law §27-c is a new law that requires public employers to prepare a plan for the continuation of operations in the event that the Governor declares a public health emergency involving a communicable disease. The Huntington Zone Directors will be working on this together, along with our attorneys, Boards and staff. The plan is due April of 2021.

ASSISTANT DIRECTOR'S
REPORT:

Mr. Tanzi reported on the following:

- With the pandemic impacting our ability to offer in-person events, particularly large ones, we have continued to get creative in our offerings. For the first time, the library offered a virtual gallery tour of the September 2020 art exhibit, "A Natural State of Mind." Catherine Schmoller recorded video of the artwork and interviewed the artist, Nancy Bueti-Randall, uploading the finished product to our YouTube page and website. In two weeks, this tour was viewed more than 250 times! After witnessing such strong interest, we have decided to build a new gallery page within our website capable of showcasing current exhibits and archiving past ones. Catherine and I are working closely with our web developer on a multi-pronged approach. We expect to cover three specific areas:
 - Van Loen Gallery Information: The original purpose of our gallery page was intended to draw attention to the physical space. The repurposed site will acknowledge both the physical and virtual exhibits, and provide information for those seeking to utilize the space.
 - Permanent Art Fixtures: The Library is in possession of a number of paintings, sculptures, and other forms of art. We intend to document this collection, then create an online database that provides photographs, history, and the location of these works.
 - Short-Term Exhibits: Each year, we arrange a number of monthly exhibits of individual and small groups of artists. In our new site, we intend to provide a featured spot for the current exhibit that will contain a video tour, along with links to past exhibits. Currently, we are in the process of collecting samples to be provided to our developer. This initial collection will be used to draw up a simple draft working site. When work is completed to our satisfaction, we will cut over the gallery page, resulting in zero downtime. This initiative is projected to take several weeks.
- With virtual programming now a core library service, it is vital that we accurately measure and assess its impact. I have been working closely with staff to create a framework to consistently collect program attendance. In October, we have implemented a process for staff to uniformly record and enter this data into our program calendar. Over the next few weeks, we will iron out any issues in data collection and answer any unforeseen questions. Once we are comfortable with measuring our contemporary programs, we will engage in a "lookback" to measure past virtual programming. Since all of this data will be entered into our program calendar system, we will be able to

run program statistics from a single site, despite this data being collected over many different virtual platforms (Zoom, YouTube, Facebook, Kahoot, GoToMeeting, and others)!

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

**COMPUTERS IN
LIBRARIES & INTERNET
LIBRARIAN CONNECT
2020:**

The Board thanked Nick Tanzi for his report.

**25th ANNUAL ARCHIVES
CONFERENCE:**

The Board thanked PJ Novak for her report.

**NEWSLETTER
DIGITIZATION
PROJECT:**

The Board thanked PJ Novak for her report.

**NEW BUSINESS
LIBRARY GROUP
DISCUSSION POLICY:**

Motion by Mr. Horowitz, seconded by Mrs. Sullivan, and carried unanimously to remove the Library Group Discussion from our library policies.

**NEW BUSINESS
LIBRARY MATERIALS
SELECTION POLICY/
RECONSIDERATION OF
MATERIALS POLICY:**

Motion by Mr. Horowitz, seconded by Mrs. Sullivan, and carried unanimously to retain the Library Materials Selection Policy and Reconsideration of Materials Policy as written.

EXECUTIVE SESSION: Motion by Mr. Horowitz, seconded by Mrs. Dillon to go into Executive Session at 7:56 p.m. to discuss employment history of individual employees.

Motion by Mrs. Dillon, seconded by Mr. Horowitz to come out of Executive Session at 8:15 p.m.

ADJOURNMENT: Motion by Mrs. Sullivan to adjourn the regular meeting at 8:16 p.m.
