

BOARD MEETING MINUTES - MONDAY, OCTOBER 18, 2021
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 18 at 7 p.m. in the Meeting Room.

- PRESENT:** Mr. Stuart Horowitz, President
Mrs. Eleanora Ferrante, Vice President
Mrs. Eileen Sullivan, Financial Chairperson
Mrs. Patricia Dillon
Mrs. Stella Fox
- STAFF:** Mrs. Janet Scherer, Director
Mr. Nick Tanzi, Assistant Director
Mrs. Erin McShane Hedger, Business Manager
Mrs. Doreen Kilkenny, Board Secretary
Ms. Catherine Schmoller, Long-Range Planning Committee
Ms. Georgina Rivas-Martinez, Long-Range Planning Committee
Ms. Jennifer O'Connor, Long-Range Planning Committee
Ms. Sally Nikolis, Long-Range Planning Committee
Mr. Michael Bartolomeo, Long-Range Planning Committee
- GUESTS:** Mr. Robert Johnson, Library Auditor
Ms. Joan Wagner
- 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. Fox, seconded by Mrs. Dillon, and carried unanimously to accept the agenda as amended as follows:
- Move Voice of the Taxpayer to after disposition of meeting minutes
 - Move Long-Range Plan presentation to after presentation of 2020-2021 audit
- DISPOSITION OF REGULAR MEETING MINUTES SEPTEMBER 20, 2021:** Motion by Mrs. Dillon, seconded by Mrs. Sullivan, and carried unanimously to accept the minutes of the regular meeting of September 20, 2021.

DISPOSITION OF
SPECIAL MEETING
MINUTES

OCTOBER 5, 2021: Motion by Mrs. Sullivan, seconded by Mrs. Dillon, and carried unanimously to accept the minutes of the special meeting of October 5, 2021.

VOICE OF THE
TAXPAYER:

The board welcomed Joan Wagner to the meeting.

PRESENTATION OF
2020-2021 AUDIT:

Mr. Johnson, the library auditor, presented an overview of the library's financial operations for the fiscal year ending June 30, 2021. 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.

NEW BUSINESS:
PRESENTATION AND
ADOPTION OF
LONG-RANGE PLAN
2021-2024:

Motion by Mrs. Fox, seconded by Mrs. Ferrante, and carried unanimously to adopt the South Huntington Public Library's Long-Range Plan 2021-2024 as presented. The board thanked the Long-Range planning committee for their presentation and hard work.

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 #9 Fund L in the amount of \$20,529.21; Warrant #10 Fund L in the amount of \$131,700.63; Warrant #09/02 PR Fund L in the amount of \$105,496.01; Warrant #09/16 PR Fund L in the amount of \$102,741.25; Warrant #09/30 PR Fund L in the amount of \$107,596.64.

Motion by Mrs. Sullivan, seconded by Mrs. Fox, and carried unanimously to authorize payment of Warrant #5 Fund TA in the amount of \$40,811.84; Warrant #6 Fund TA in the amount

of \$38,554.95; Warrant #7 Fund TA in the amount of \$43,223.31.

Motion by Mrs. Ferrante, seconded by Mrs. Sullivan, and carried unanimously to authorize payment of Warrant #3 Fund H in the amount of \$7,944.00

Motion by Mrs. Sullivan, seconded by Mrs. Ferrante, and carried unanimously to approve the American Express statement for September in the amount of \$7,764.77.

Motion by Mrs. Fox, seconded by Mrs. Ferrante, and carried unanimously to approve the Amazon/Synchrony Bank Monthly Statement for August in the amount of \$2,446.11.

FINANCIAL CHAIRPERSON'S REPORT:

Mrs. Sullivan reported that she selected at random and reviewed original purchase orders, invoices, check requisitions, and copies of the 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. Ferrante, seconded by Mrs. Sullivan and carried unanimously to approve the personnel report.

COMMUNICATIONS:

Mr. Horowitz acknowledged Mrs. Scherer's thank you letters for the patron donation of a memorial bluestone and another patron lending 9/11 story boards.

DIRECTOR'S REPORT:

Mrs. Scherer reported on the following:

- On Wednesday, September 29th, we were finally able to honor our staff with our annual Staff Appreciation Breakfast and Anniversary Celebration. Anniversaries celebrated (2019, 2020, 2021) are as follows:
 - Five years: Jen O'Connor; Sara Ging; Georgina Rivas-Martinez; Melissa Somoza; Ruth Williams; Keely Rehman; Kath Gieraltowski; Liz DiMaulo; Liz Hughes and Soney Mathew
 - Ten years: Doreen Kilkenny
 - Fifteen years: Tim Mendolia
 - Twenty years: Ray Capone; Catherine Schmoller; Janet Scherer; Jen Conlon-Griffing and Hal Mintz
 - Twenty-five years: Anna Collins and Sharon Layburn
 - Thirty-five years: Gale Tichenor and Joann Mariani

Congratulations to our honorees and the staff for all their hard work, especially through a very challenging season.

- The proposed 2022 SCLS operational budget calls for no increase in member support. Due to the formula that SCLS uses to determine member support, a combination of a population and annual expenditures, our fee for 2022 will actually decrease by 0.11%. Our total cost for 2022 will be \$57,956.00, a decrease of \$65.00

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 usage across the county has leveled off from the huge increases experienced during COVID. It is expected that there will be either no increase or minimal increase to library contributions.

A draft of the 2021 SCLS Budget was included in the SCLS minutes emailed to the board members prior to the meeting.

- I have been notified by Kevin Verbeseey that a grant-in-aid has been apportioned to SCLS and these funds will be released from the state early in 2022. The aid was set aside by the NYS Assembly in the amount of \$25,000 to support the South Huntington Public Library HVAC Project.
- On Wednesday, October 13, Trane visited the library with a group of contractors that will assist in the installation of the new HVAC unit. This visit gave Trane the ability to prepare a more realistic estimate of costs. We should receive this estimate prior to November's board meeting which will allow us to discuss the project in greater detail.

ASSISTANT DIRECTOR'S
REPORT:

Mr. Tanzi reported on the following:

- As part of the library's insurance, we periodically engage in an industrial appraisal to keep an accurate inventory and valuation of the library's fixed assets. I recently worked with our Maintenance and Computer Services departments to review a prior appraisal from 2019, and indicate additions, deletions and transfers of assets valued in excess of \$1,000. Notable additions included the awning, outdoor furniture, new server room equipment, and updates to our security system.

- On Tuesday, October 12th, we held the first of two professional development workshops with the school district. We had 25 school professionals enrolled, with additional representatives from the Teacher Center and School Library Media Center accompanying the group both to learn more about the library and help facilitate the sessions. The workshop will conclude on Tuesday, October 19th, with attendees breaking into smaller focus groups to engage in lesson planning with South Huntington Library resources in mind.

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

OLD BUSINESS

COVID PROTOCOLS: No new COVID protocols to report, but as always the director is keeping a close eye on any new developments.

OLD BUSINESS

DIRECTOR

EVALUATION POLICY: Motion by Mrs. Fox, seconded by Mrs. Dillon, and carried unanimously to adopt the Library Director Evaluation Policy as amended.

OLD BUSINESS

BUSINESS POLICY:

Motion by Mrs. Sullivan, seconded by Mrs. Ferrante and carried unanimously that the board of trustees table the Business Policy.

NEW BUSINESS

OUTDOOR

PAVING AND TREE

REMOVAL:

Motion by Mrs. Fox, seconded by Mrs. Sullivan and carried unanimously that the board of trustees approves an expenditure of \$8,000.00 to be paid to Quality Island Landscaping to furnish labor and materials to remove 2 arborvitaes and install a paver walkway and 50-gallon drywell.

NEW BUSINESS

EQUITY, DIVERSITY

AND INCLUSION

POLICY:

Motion by Mrs. Ferrante, seconded by Mrs. Sullivan, and carried unanimously that the board of trustees approves the Diversity, Equity and Inclusion Policy as presented.

NEW BUSINESS

COMMUNITY SURVEY: Motion by Mrs. Fox, seconded by Mrs. Dillon, and carried unanimously that the board of trustees approves the community survey as written and its distribution to the community.

EXECUTIVE SESSION: Motion by Mrs. Ferrante, seconded by Mrs. Fox to go into Executive Session at 9:26 p.m. to discuss employment history of individual employees.

Motion by Mrs. Dillon, seconded by Ferrante to come out of Executive Session at 9:33 p.m.

ADJOURNMENT: Motion by Mrs. Sullivan to adjourn the regular meeting at 9:34 p.m.

Unapproved