

BOARD MEETING MINUTES – MONDAY, APRIL 19, 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, April 19 at 7:00 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
- GUEST:** Ms. Jean Marie Salas
- CALL TO ORDER:** The meeting was called to order by the President at 7:06 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. Dillon, and carried unanimously to accept the agenda as written.
- DISPOSITION OF REGULAR MEETING MINUTES MARCH 15, 2021:** Motion by Mrs. Ferrante, seconded by Mr. Horowitz, and carried unanimously to accept the minutes of the regular meeting of March 15, 2021.
- DISPOSITION OF ANNUAL BUDGET MEETING MINUTES APRIL 5, 2021:** Motion by Mrs. Dillon, seconded by Mrs. Ferrante, and carried unanimously to accept the minutes of the annual budget meeting of April 5, 2021.

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. Ferrante, and carried unanimously to authorize payment of Warrant #27 Fund L in the amount of \$10,330.05; Warrant #30 Fund L in the amount of \$89,366.81; Warrant #3/04 PR Fund L in the amount of \$104,497.12; Warrant #3/18 PR Fund L in the amount of \$103,381.44.

Motion by Mrs. Dillon, seconded by Mr. Horowitz, and carried unanimously to authorize payment of Warrant #18 Fund TA in the amount of \$41,074.56; Warrant #19 Fund TA in the amount of \$40,831.91.

Motion by Mrs. Dillon, seconded by Mrs. Ferrante, and carried unanimously to approve the American Express statement for March 2021 in the amount of \$2,656.70.

Motion by Mrs. Dillon, seconded by Mrs. Sullivan, and carried unanimously to approve the Amazon/Synchrony Bank Monthly Statement for February 2021 in the amount of \$1,651.86.

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.

COMMUNICATIONS: The Board recognizes recent communications from SCLS, Kevin Verbese, and Director's thank you note to Dr. Elizabeth Sullivan.

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

- Our Trustee vote took place on Tuesday, April 13th from 10:00 a.m. to 9:00 p.m. I am happy to report that

incumbents Stu Horowitz and Eleanora Ferrante were re-elected to the Board. In July, Stu will begin serving a five-year term and Eleanora, a one-year term. There were 69 in person voters and 60 absentee.

Thank you to the Friends of the Library for their donation of raffle gifts. These gifts were purchased for last year's vote and as we know, were not used. Our winners are as follows: Donna Maltese – Bluetooth speaker; Regina Zorn – Fitbit Versa 2; Tae Lee – Kindle Fire; and Sally Nikolis – Alexa Home.

**ASSISTANT DIRECTOR'S
REPORT:**

Mr. Tanzi reported on the following:

- Our public service departments have submitted their initial documentation regarding in-house collection of personally identifiable information. Our next step is to meet to discuss the information we've gathered to evaluate the necessity of all data collection, and its retention policy. Once we have thoroughly reviewed staff directed data collection, we will move on to evaluating third-party library vendors.
- On April 1st, we officially instituted our fine-free status. The library will no longer collect late fines on SHPL materials, with the exception of equipment and museum passes. Items that are not returned will still result in the borrower being charged a replacement fee. This change went very smoothly, and credit is due to Eileen Keller at the Suffolk Cooperative Library System, and our own PALS coordinator, Howard Spiegelglass.
- The library has been experiencing issues with a number of our phone lines, which impacted our ability to receive incoming calls. Ours was part of a larger outage in the community; Verizon indicated at least fifteen customers were affected. As the Library utilizes copper lines (which Verizon often gives low priority when scheduling repairs), we continued to press them on running fiber optic cable to our facility. On Friday, 4/9, a technician took measurements from our building to a nearby conduit. I am hopeful this means an upgrade is soon to follow.

BUILDING REPORT:

The Board thanked Ray Capone for his monthly report.

**WINTER READING
CLUB REPORTS:**

The Board thanked Jennifer O'Connor (Adult), Beth Pereira (Children's), and Jennifer Conlon Griffing (Young Adult) for their reports.

**NEW BUSINESS –
AMERICAN LIBRARY
ASSOCIATION ANNUAL
CONFERENCE:**

Motion by Mrs. Dillon and seconded by Mr. Horowitz that the Board of Trustees authorizes ten staff members to attend the 2021 Annual Library Association Conference at a cost not to exceed \$1,790.00. If there is interest, sufficient funds are available in the Board Continuing Education code to register all Trustees for the conference.

**PARKING LOT
MAINTENANCE:**

Motion by Mr. Horowitz and seconded by Mrs. Sullivan that the Board of Trustees approves an expenditure of \$13,895.00 to be paid to A & L Blacktop Sealcoating to furnish labor and materials to repair, seal coat, and stripe the library parking lot, as well as add a fire lane to the front circle. The work will be performed pending insurance approval.

**HVAC PREVENTATIVE
MAINTENANCE AND
SERVICE CONTRACT
RENEWAL 2021 – 2022:**

Motion by Mrs. Sullivan and seconded by Mrs. Ferrante that the Board of Trustees authorizes Pyramid Air Conditioning & Heating to provide preventative maintenance services as per proposal dated March 19, 2021 for the period April 1, 2021 through March 31, 2022 for a total cost of \$16,981.00.

**USE OF LIBRARY
VEHICLE POLICY:**

Motion by Mrs. Ferrante, and seconded by Mr. Horowitz that the Board of Trustees adopts revised "Use of Library Vehicle" policy as amended.

**PERSONNEL POLICY
MANUAL AND SALARIES
2021-2022:**

Motion by Mr. Horowitz, and seconded by Mrs. Ferrante that the Board of Trustees approves the proposed 2021 – 2022 Salary Schedules and individual staff salaries.

Motion by Mrs. Ferrante, and seconded by Mr. Horowitz to table proposed changes to the current Personnel Policy Manual

for the 2021 – 2022 fiscal year pending clarification of certain policies by the library's attorney .

**OBSOLETE
EQUIPMENT:**

Motion by Mrs. Dillon, and seconded by Mrs. Sullivan that the Board of Trustees authorizes staff to discard obsolete equipment in accordance with library policy and best practice.

EXECUTIVE SESSION:

Motion by Mr. Horowitz, seconded by Mrs. Sullivan to go into Executive Session at 8:21 p.m. to discuss legal matters.

Motion by Mrs. Sullivan, seconded by Mr. Horowitz to come out of Executive Session at 8:46 p.m.

ADJOURNMENT:

Motion by Mrs. Dillon to adjourn the regular meeting at 8:47 p.m.


