

BOARD MEETING MINUTES – MONDAY, MAY 16, 2022  
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, May 16 at 7 p.m. in the Conference Room.

- PRESENT:** Mrs. Eileen Sullivan, Financial Chairperson  
Mrs. Pat Dillon  
Mrs. Stella Fox
- EXCUSED:** Mr. Stuart Horowitz, President  
Mrs. Eleanora Ferrante Vice President
- 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 financial chairperson at 6:58 p.m.
- PLEDGE OF ALLEGIANCE:** The financial chairperson led everyone in the Pledge of Allegiance.
- ADOPTION OF THE AGENDA:** Motion by Mrs. Dillon, seconded by Mrs. Fox, and carried unanimously to accept the agenda as amended.
- DISPOSITION OF REGULAR MEETING MINUTES APRIL 18, 2022:** Motion by Mrs. Fox, seconded by Mrs. Dillon, and carried unanimously to accept the minutes of the regular meeting on April 18, 2022.
- 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. Dillon, seconded by Mrs. Fox, and carried unanimously to authorize payment of Warrant #28 Fund L in the amount of \$12,542.83; Warrant #30 Fund L in the amount of \$177,085.59; Warrant #04/14 PR Fund L in the amount of \$125,591.16; Warrant #04/28 PR Fund L in the amount of \$112,996.37.

Motion by Mrs. Dillon, seconded by Mrs. Fox, and carried unanimously to authorize payment of Warrant #21 Fund TA in the amount of \$59,113.46; Warrant #22 Fund TA in the amount of \$49,321.64.

Motion by Mrs. Fox, seconded by Mrs. Dillon, and carried unanimously to approve the American Express statement for April in the amount of \$4,092.46.

Motion by Mrs. Fox seconded by Mrs. Dillon, and carried unanimously to approve the Amazon/Synchrony Bank Monthly Statement for March in the amount of \$3,188.65.

**FINANCIAL CHAIRPERSON'S REPORT:**

Mrs. Sullivan 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.

**PERSONNEL REPORT:**

Motion by Mrs. Dillon, seconded by Mrs. Fox, and carried unanimously to approve the personnel actions as presented.

**COMMUNICATIONS:**

The board acknowledged SCLS minutes/memorandum, letter from Dr. Dave Bennardo, email from AARP Tax Aide Patrick McAsey, and a patron review.

**DIRECTOR'S REPORT:**

Mrs. Scherer reported the following:

- The WOW Team is planning an information fair to be combined with our popular touch-a-truck event on Saturday, October 1, from 10 a.m. – 2 p.m. in our parking lot. See below the extensive brainstorming list of the organizations the WOW Team will be considering for participation.
  - Housing Help, Inc.
  - Community Development Corporation of Long Island
  - Town of Huntington Department of Human Services
  - Empire Justice Center

- United Way of Long Island 211 Long Island
  - New York Association of Psychiatric Rehabilitation Services
  - Dolan Health Center
  - Achieve Beyond Long Island Branch
  - Child Care Council of Suffolk
  - Helping Hands Children Services
  - Literacy Suffolk
  - Western Suffolk BOCES/Wilson Tech
  - Suffolk Community College
  - Suffolk Independent Living Organization
  - Suffolk County Transit
  - Farmingdale College (*Long Island Educational Opportunity Center*)
  - CARECEN
  - SEPA Mujer
  - Family Service League
  - TRI -CYA
  - Boy/Girl Scouts
  - SEPTA/PTA
  - Huntington Youth Bureau
  - SHPL Tables (YA for Volunteer Info/ General Table all info)
  - Dash Center
  - Health & Welfare Council of LI
  - Friends of the South Huntington Library
  - United Veterans Beacon House
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- I am happy to report that the Friends of the Library held their first meeting on Friday, May 13 at 2 p.m. Our last meeting took place on January 27, 2020 only weeks before our closure due to COVID. Some of the items on the agenda were: Friends Scholarship; Community Information Fair; Fall Book Donation Day and Book Sale; and the Veterans Big Band Tribute.
  - The Huntington area directors met at our library on Thursday, May 5<sup>th</sup>, and hosted Town Councilman Dr. Dave Bennardo. While Dr. Bennardo is familiar with South Huntington, the meeting afforded him the opportunity to meet all the area library directors. We spoke of different ways that we could possibly partner in the future.
  - Youth Services was busy this spring break with several of their most popular programs: Trashion Fashion; Life-size Candy Land; and of course, the chicks! Many thanks to the entire Youth Services staff for all their hard work and impressive creativity.

ASSISTANT DIRECTOR'S  
REPORT:

Mr. Tanzi reported on the following:

- We are preparing to send out the annual sexual harassment prevention training that is mandated by New York State. This training is virtual, and all staff will receive an email indicating their enrollment, along with regular reminders to complete the training. This training has two separate modules; one for managers and one for general staff. As always, the software will track progress up until completion, and there will also be a section to review and acknowledge the library's policy. I will work with Michael, our Emerging Technologies Librarian, and the staff of Computer Services to ensure that any staff who need help accessing the training will receive it. Please note that when the training is sent out, library board members will also be enrolled in the manager's module.
- We continue to make progress on our digital signage project. We have added two new vertical screens; one at the top of the stairwell to the lower level, and another larger screen at the base of the stairs. Once calibrated, these two screens are well-positioned to give directional information on library programming to patrons entering the building. We are currently experimenting with our NoviSign software and its integration with the program calendar software. We have also begun the process of training staff on the system's operation; the screens may be turned off while they are "under construction".

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

YSS 22 SPRING  
CONFERENCE  
REPORT: The board thanked Jennifer Griffing for her report.

COMPUTERS  
IN LIBRARIES 2022  
REPORT: The board thanked Nick Tanzi for his report.

ADJOURNMENT: Motion by Mrs. Dillon to adjourn the regular meeting at 7:38 p.m.

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Respectfully submitted by,



Doreen Kilkenney, Board Secretary

