

BOARD MEETING MINUTES – MONDAY, MARCH 21, 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, March 21 at 7 p.m. in the Meeting Room.

PRESENT:

Mr. Stuart Horowitz, President
Mrs. Eileen Sullivan, Financial Chairperson
Mrs. Eleanora Ferrante Vice President
Mrs. Pat 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
Mr. Raymond Capone, Head of Building and Grounds

CALL TO ORDER:

The meeting was called to order by the president at 7:02 p.m.

PLEDGE OF
ALLEGIANCE:

The president led everyone in the Pledge of Allegiance.

ADOPTION OF THE
AGENDA:

Motion by Mrs. Ferrante, seconded by Mrs. Sullivan, and carried unanimously to accept the agenda as amended.

DISPOSITION OF
REGULAR MEETING
MINUTES
FEBRUARY 22, 2022:

Motion by Mrs. Dillon, seconded by Mrs. Fox, and carried unanimously to accept the minutes of the regular meeting of February 22, 2022.

**COST OF VOTE-DAY
WORKERS:**

Motion by Mrs. Sullivan, seconded by Mrs. Fox, and carried unanimously to approve the schedule of workers to be paid at the rate of \$13 per hour for the budget vote and trustee election on April 5, 2022.

COMMUNICATIONS:

The Board acknowledged SCLS minutes/memorandum, an email from Pat McAsey re: AARP Tax Aide and a thank you letter to Mrs. Eileen Sullivan.

DIRECTOR'S REPORT:

Mrs. Scherer reported the following:

- You will notice in Ray's report that he discusses this upgrade and the work he has done so far on soliciting bids, etc. Ray will be attending our meeting to discuss this in further detail.
- On Wednesday, February 23rd, Ray and I met with library architect Chris Sepp and his firm's engineer, Andrew Saggese from Emtec Consulting Engineers, OPC. They are preparing a proposal that would include preparation of all bid documents as well as working with the state to ensure that we are eligible for the state construction grant and SAM grant.
- I am pleased to report that I met with the Friends executive committee on Friday, March 11th and we will be announcing our kickoff meeting in the May newsletter. Our first meeting is tentatively set for Friday, May 13th at 2:00 p.m. On the agenda will be our book donation day, Fall book sale and veteran concert. The group will also be looking for ways in which they can best fund projects for our library. In addition, the Friends are planning a plant sale for April which will feature potted plants to serve as spring and Easter gifts.
- Retiree PJ Novak has been hard at work at Huntington Town Hall preparing the exhibit that features the history of our town's libraries. It is set to open in May and more details concerning a reception will be forthcoming. I want to thank her for all her dedication and commitment to this project.

director to execute the proposal by Beatty Harvey for replacement of two HVAC units, pending attorney approval.

**NEW BUSINESS –
POLICY REVIEW –
WHISTLEBLOWER
POLICY:**

Motion by Mrs. Ferrante and seconded by Mrs. Dillon that the board of trustees approves the revised Whistleblower Policy as presented.

**NEW BUSINESS –
PROGRESSIVE
DISCIPLINE POLICY:**

Motion by Mrs. Dillon and seconded by Mrs. Sullivan, and carried unanimously to adopt the “Progressive Discipline Policy” for use at the South Huntington Public Library.

**NEW BUSINESS –
STAFF EVALUATION
POLICY:**

Motion by Mrs. Sullivan and seconded by Mrs. Dillon, and carried unanimously to adopt the “Staff Evaluation Policy” for use at the South Huntington Public Library as amended.

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

Motion by Mrs. Dillon and seconded by Mrs. Fox, and carried unanimously to authorize four staff members to attend the 2022 American Library Association Conference at a cost not to exceed \$8,790.00. If there is an interest, enough funds are available in the board continuing education code to send a trustee to the conference.

**NEW BUSINESS –
HVAC PREVENTATIVE
MAINTENANCE AND
SERVICE CONTRACT
RENEWAL 2022-2023:**

Motion by Mrs. Ferrante and seconded by Mrs. Fox, and carried unanimously to authorize Pyramid Air Conditioning and Heating to provide preventive maintenance services for the period April 1, 2022 through March 31, 2023 for a total cost of \$18,903.00.

**NEW BUSINESS –
OBSOLETE
EQUIPMENT:**

Motion by Mrs. Fox and seconded by Mrs. Sullivan, and carried unanimously to authorize staff to discard obsolete equipment in accordance with library policy and best practice.