

BOARD MEETING MINUTES - MONDAY, OCTOBER 21, 2019
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 21 at 7 p.m. in the Conference Room.

- PRESENT: Mrs. Pat Dillon, President
Mrs. Stella Fox, Vice President
Mr. Stuart Horowitz, Financial Chairperson
Mrs. Eleanora Ferrante
Mrs. Eileen Sullivan
- STAFF: Mrs. Janet Scherer, Director
Mr. Nick Tanzi, Assistant Director
Mrs. Erin McShane Hedger, Business Manager
Mrs. Doreen Kilkenny, Board Secretary
Mr. Howard Spiegelglass, Adult Reference Dept. Head
Ms. Martha Kahn, Adult Reference Librarian
Ms. Jennifer O'Connor, Adult Reference Librarian
Ms. Elizabeth Ghee-Pereira, Youth Services Dept. Head
Ms. Jennifer Griffing, Young Adult Services Librarian
- 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. Sullivan, and carried unanimously to accept the agenda as written with the adjustment to allow staff to present Summer Reading and Green Team presentations before disposition of minutes.
- SUMMER READING REPORTS: Mrs. Dillon thanked Ms. Martha Kahn, Ms. Beth Pereira, and Ms. Jen Griffing for their Summer Reading Reports.
- GREEN TEAM REPORT: Mrs. Dillon thanked Ms. Jennifer O'Connor for her PowerPoint presentation outlining the work the SHPL Green Team has done. She expressed gratitude to the entire Green Team and

offered congratulations to the entire library on obtaining the Green Business Partnership certification.

DISPOSITION OF
REGULAR MEETING
MINUTES
SEPTEMBER 16, 2019:

Motion by Mrs. Sullivan, seconded by Mrs. Ferrante, and carried unanimously to accept the minutes of the regular meeting of September 16, 2019.

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. Fox, seconded by Mrs. Sullivan, and carried unanimously to authorize payment of Warrant #9 Fund L in the amount of \$19,271.94; Warrant #12 Fund L in the amount of \$112,532.48; Warrant #09/05 PR Fund L in the amount of \$100,813.56; Warrant #09/19 PR Fund L in the amount of \$100,598.48.

Motion by Mrs. Sullivan, seconded by Mr. Horowitz, and carried unanimously to authorize payment of Warrant #5 Fund TA in the amount of \$38,800.76; Warrant #6 Fund TA in the amount of \$38,857.98.

Motion by Mr. Horowitz, seconded by Mrs. Sullivan, and carried unanimously to authorize payment of Warrant #3 Fund H in the amount of \$11,759.68.

Motion by Mrs. Ferrante, seconded by Mr. Horowitz, and carried unanimously to approve the American Express statement for September in the amount of \$2,723.13.

Motion by Mrs. Fox, seconded by Mrs. Sullivan, and carried unanimously to approve the Amazon/Synchrony Bank Monthly Statement for August in the amount of \$1,577.65.

FINANCIAL CHAIRPERSON'S
REPORT:

Mr. Horowitz reported that he selected at random and reviewed original purchase orders, invoices, check requisitions, and copies of the following cancelled checks. He 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. Sullivan, and carried unanimously to approve the personnel report.

COMMUNICATIONS: Mrs. Dillon acknowledged the thank you letter from NYSLRS as well as the letter from SCLS regarding Trustee nominations.

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

- The Art & Craft Fair was a huge success this year, with vendors filling every spot. The Friends collected a total of \$1,750.00 in vendor fees and \$163.75 in flash drive, bag, raffle and book sale.
- The annual Trustee Workshop will take place at SCLS on Tuesday, October 29. Mrs. Sullivan, Mrs. Ferrante, and Mrs. Dillon plan to attend.
- In our continuing effort to make the Library more secure for staff and patrons, we will be replacing the staff entry door locks to biometric/card reader locks.
- We have received completed RFPs for pricing on curb repair for the upper and lower curbs located at the stairs in front of the library. Vcrete has been chosen as the accepted bidder.
- Due to our server upgrades, it is necessary to add a new breaker and install a 220v outlet in the room. An RFP was sent out to three contractors, and Kevin Anderson Electric was selected to complete the work.
- Mrs. Scherer included in her report additional information concerning Macmillan's November 1 change to their eBook Lending Policy as well as a statement that our Library will have available on our website and for the public.
- The proposed SCLS operational budget will increase overall spending by 2%, which in turn will increase our cost by 1.84%; our total cost for 2020 will be \$57,419.00.
- Our first newsletter in the new and improved format has reached our patrons in a timely fashion, as we had hoped. For our next issue, we have made some adjustments to colors and paper type.
- This weekend's Book Donation Drive was a huge success.
- Mrs. Scherer notified the Board of the Lacrosse Tournament that took place on the school grounds this weekend and the problems caused by traffic and parking. She plans to write a letter of complaint to the school district, who rented the fields to this organization.

- Mrs. Scherer informed the Board that Ray will be putting out an RFP for stripping and signage for a fire lane in front of the building. She will keep the Board informed of the progress.

ASSISTANT DIRECTOR'S REPORT:

Mr. Tanzi reported on the following:

- Official Website launch date is Thursday, October 24. During testing in September, we found several bugs to the registration process that needed correcting before public launch.
- Staff Intranet will be launched shortly after the initial launch of the Public Website, using Google Sites for interoffice forms and calendars.
- Our partnership with the School District continues to grow. Fifth grade classes will be visiting on October 22 and 29 to research plant and animal cells. Professional development workshops will be held on November 6 and 13.
- Law enforcement has returned our computers taken into evidence after the suspected network intrusion. These computers will be reformatted and returned to service. At present, the investigation is considered dormant.

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

OBSOLETE EQUIPMENT:

Motion by Mr. Horowitz and seconded by Mrs. Sullivan, and carried unanimously to authorize staff to discard the equipment listed below in accordance with library policy and best practice.

Device	Serial Number	Manufacturer	Model	Purchase Year
Monitor (RMA)	6CM7170VCT	HP Inc.	P232	2017
Computer (RMA)	MJ06C7VV	Lenovo	ThinkCentre M810z	2017
Monitor	CNC317Q5XZ	HP Inc.	LA2006x	2013
Monitor	CNC317Q5YP	HP Inc.	LA2006x	2013
Monitor	CNC317Q4VR	HP Inc.	LA2006x	2013
Copier	L99363085	Xerox	WorkCentre 4150	2008
Check Imprinter	Y14850	Paymaster	825e	Pre 2004

SNOW REMOVAL CONTRACT:

Motion by Mrs. Sullivan and seconded by Mrs. Fox, and carried unanimously to authorize *Michael J's Landscaping, Inc.* to furnish labor and materials to remove snow from the Library parking lot for the 2019-2021 winter seasons for a total contract

amount of \$15,246.00 (\$7,623.00 per season), pending insurance approval by the library's agent.

PUBLIC LIBRARY ASSOC.
CONFERENCE:

Motion by Mrs. Sullivan, and seconded by Mrs. Ferrante, and carried unanimously to authorize 4 staff members to attend the 2020 PLA Conference at a cost not to exceed \$10,240.00 If there is interest, sufficient funds are available in the Board Continuing Education code to send a Trustee to the conference.

EXECUTIVE SESSION: Motion by Mrs. Sullivan, seconded by Mrs. Ferrante to go into Executive Session at 9:08 p.m. to discuss employment history of individual employees.

Motion by Mrs. Dillon, seconded by Mr. Horowitz to come out of Executive Session at 9:55 p.m.

ADJOURNMENT: Motion by Mrs. Dillon to adjourn the regular meeting at 9:56 p.m.
