

BOARD MEETING MINUTES - MONDAY, SEPTEMBER 16, 2019
SOUTH HUNTINGTON PUBLIC LIBRARY
145 PIDGEON HILL ROAD
HUNTINGTON STATION, NY 11746

The organizational and regular meeting of the Board of Trustees of the South Huntington Public Library was held on Monday, September 16 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. Scott Kalogris, Network & Systems Administrator
- GUEST: Mr. Robert Johnson, Library Auditor
- 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. Sullivan, seconded by Mrs. Ferrante, and carried unanimously to accept the agenda as written.
- DISPOSITION OF ORGANIZATIONAL MINUTES JULY 15, 2019: Motion by Mrs. Fox, seconded by Mr. Horowitz, and carried unanimously to accept the minutes of the organizational meeting of July 15, 2019.

DISPOSITION OF
REGULAR MEETING
MINUTES

AUGUST 19, 2019: Motion by Mrs. Fox, seconded by Mr. Horowitz, and carried unanimously to accept the minutes of the regular meeting of August 19, 2019 as written.

PRESENTATION OF
2018-2019 AUDIT

Mr. Johnson, the library auditor, presented an overview of the library's financial operations for the fiscal year ending June 30, 2019. Mr. Johnson reported that the library's practices are very sound, and that the library is in a strong financial position. The Board accepted the audit as presented.

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. Sullivan, and carried unanimously to authorize payment of Warrant #6 Fund L in the amount of \$20,229.60; Warrant #7 Fund L in the amount of \$165,713.29; Warrant #8/08 PR Fund L in the amount of \$102,505.52; Warrant #08/22 PR Fund L in the amount of \$101,536.66.

Motion by Mrs. Sullivan, seconded by Mrs. Ferrante, and carried unanimously to authorize payment of Warrant #3 Fund TA in the amount of \$39,332.77; Warrant #4 Fund TA in the amount of \$38,736.57.

Motion by Mr. Horowitz, seconded by Mrs. Fox, and carried unanimously to authorize payment of Warrant #2 Fund H in the amount of \$42,844.75.

Motion by Mrs. Sullivan, seconded by Mrs. Fox, and carried unanimously to approve the American Express statement for August in the amount of \$1,444.22.

Motion by Mr. Horowitz, seconded by Mrs. Sullivan, and carried unanimously to approve the Amazon/Synchrony Bank Monthly Statement for July in the amount of \$1,730.34.

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, compared them to the original warrants, and found the vendor's name, check amount, and endorsement to be in order.

Check #	Check Date	Vendor Name	Check Amount
54148	06/29/2019	THE BAKING COACH INC.	250.00
54154	06/29/2019	CENGAGE	173.25
54162	06/29/2019	GENSERVE INC	730.00
54174	06/29/2019	ISLAND WIDE ENTERTAINMENT	300.00
54178	06/29/2019	MUSIC THEATRE INTERNATIONAL	1,225.00
54181	06/29/2019	OPTO INTERNATIONAL, INC.	5,401.50
54194	06/29/2019	SPRINGFIELD SERVICE CENTER	56.00
54201	06/29/2019	UNIQUE MANAGEMENT SVCES.	48.65
54199	06/29/2019	TEQUIPMENT INCORPORATED	5,024.30
1084	06/30/2019	FINANCE MANAGER	2,230.00

The following check was outstanding since the above report was submitted.

Check #	Check Date	Vendor Name	Check Amount
54161	06/29/2019	FRIENDS OF THE LIBRARY	25.93

PERSONNEL ACTIONS: Motion by Mr. Horowitz, seconded by Mrs. Sullivan, and carried unanimously to approve the following personnel changes:

Appointments

Name	Title	Hrs./Wk.	Salary	Step	Effect. Date
MJ Kummer	Page	12.8	\$13.00 / hr.	1	9/9/2019
Sabrina Perry	Page (Youth Services)	14	\$13.00 / hr.	1	9/3/2019

Resignations

Name	Title	Hrs./Wk.	Salary	Step	Effect. Date
Rachel Vaughan	Temp. Summer Page	35	\$13.00 / hr.	1	8/18/2019
Grace Hanrahan	Temp. Summer Page	35	\$13.00 / hr.	1	8/15/2019
Meghan Brady-Fuchsman	Temp. Summer Page	12	\$13.00 / hr.	1	8/17/2019

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

- We have completed our first year as a Passport Acceptance Agency. Since inception, our librarians have completed 422 passports. We passed our State Department audit on Thursday, August 8th. Mrs. Scherer commends our adult reference department for taking on this new service.
- Sign-ups for Summer Reading were as follows: 858 children, 191 teens, and 166 adults.
- All summer concerts were held outside this year and we received excellent feedback on the line-up this summer. Average attendance was over 200 people.
 - June 28: The Rockinghams – Music of the '60s (225 attended)
 - July 5: The Generators – Back by popular demand; rock, pop, dance and more. (170)
 - July 12: Santana Tribute with Milagro (227)
 - July 19: The Dead Ahead Band – Grateful Dead, Allman Bros., The Band, etc. (200)
 - July 26: CSNY Tribute with Fur Way Street (250)
 - Aug. 2: Elton John Tribute with Empty Sky (250)
- We are in the process of exploring alternative vending companies to supply snacks and drinks to our staff and patrons. We are considering a model called “Avenue C” service provided by Canteen Vending, at no cost to the Library. We will be travelling to Syosset in the near future to see the display and speak with the Director about their experience.
- Beginning with our newly designed October newsletter, our printer will be handling mailing as well as printing, saving valuable time and getting our newsletter to our patrons much quicker.
- The Friends will be sponsoring the Fifth Annual Art & Craft Fair on Saturday, Sept. 21, from 10-3 p.m. There will be handmade crafts, jewelry, and art. Vendor count to date is 36, the most ever.
- Mrs. Scherer distributed information to all board members regarding Macmillan’s intention to revise their e-book purchasing policies and pricing. Suffolk County directors will be having a Long Range Planning meeting next week regarding

this and will be creating a statement that we can forward to all our patrons. An ALA petition will be forwarded to all Board members.

- Upcoming meetings include:
 - Census Program – Thursday, September 19, 1:00 p.m. SCLS
 - Legislator’s Breakfast -Friday, September 20, 8:30 a.m. @ SCLS
 - LILRC Annual Conference – Friday, October 11, 8:30 a.m. @ The Heritage Club
 - SHPL Board Meeting – Monday, October 21, 7:00 p.m. @ SHPL
 - Trustee Workshop – Tuesday, October 29, 6:30 p.m. @ SCLS
 - NYLA November 13 – 19 @ Saratoga, New York

ASSISTANT DIRECTOR’S

REPORT: Mr. Tanzi reported on the following:

- The Website is due to launch later this month. Currently, all necessary copy, and assembled graphics have been created, third party links have been checked for accuracy, and the underlying structure of our new program registration has been completed. We will be testing the payment processing part of registration this week. We will be introducing the new website to staff at our meeting on September 18, 2019.
- We have completed our 3D mapping of the library in order to provide a virtual tour of our public spaces. We have been provided with updated blueprints to be uploaded to our Rave Panic App for use by first responders.
- We have discovered that an unused conduit runs from our server room to the service pole outside. We are reaching out to Verizon to get a commitment to run a fiber line to the library using this empty conduit.

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

OBSOLETE
EQUIPMENT:

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

Device	Serial Number	Manufacturer	Model	Purchase Year
Printer	CN488851JQ05KR	HP Inc.	OfficeJet 6100	2014
Punch Clock	250010088	Finance Manager	FMBT2500	
Monitor	CNC317Q6NF	HP Inc.	LA2006x	2013
Computer	5NKQSJ1	Dell	OptiPlex 760	2009
Computer	4NKQSJ1	Dell	OptiPlex 760	2009
Computer	2UA22523XK	HP Inc.	Elite 8200	2012
Computer	2UA12910L0	HP Inc.	Elite 8100	2011
Computer	2UA22523XL	HP Inc.	Elite 8200	2012
Server	B3DVFX1	Dell	PowerEdge T620	2013
Computer	2UA12910L2	HP Inc.	Elite 8100	2011
Monitor	CN0W160G7287293E141I	Dell	1909WF	2009
Game Console	LU625164460	Nintendo	Wii	
Tablet	148397351048547	Sony	PRS-700	
3D Printer (RMA Exchange)	30652002677260	FormLabs	Form2	2018

COMPUTER PURCHASE PLAN:

Motion by Mrs. Fox and seconded by Mrs. Sullivan, and carried unanimously to authorize the purchase of 13 computer systems as detailed on the quote below. All equipment is to be procured under NYS Contact ID: PM20860. The total cost of 13 systems comes to \$7,993.81. One additional monitor has been added to this quote to hold onto as a spare.

HP Quote Summary (NYS AGG BUY ENTERPRISE DESKTOP G6)

NYS Contact ID: PM20860
 Quote Number: 894295
 Created: September 6, 2019
 Expires: October 6, 2019

Product	Product #	Qty	Unit Price	Total
HP EliteDisplay E223 21.5	1FH45A8#ABA	14	\$137.00	\$1,918.00
NYS AGG BUY ENTERPRISE DESKTOP G6	31666081	13	\$467.37	\$6,075.81
			Total Estimate	\$7,993.81

**SERVER ROOM
EQUIPMENT UPGRADE**

Motion by Mr. Horowitz, and seconded by Mrs. Sullivan, and carried unanimously to authorize an expenditure of \$16,380.36 from the Computer/Telecom/Equipment Reserve Fund to procure the equipment itemized on the following list,

QUOTE NAME	PURCHASE ORDER TO	REASON	QUOTED AMOUNT
Rack Enclosure (RACK Quote)	Govsmart	Lowest Quote	\$3,030.68
UPS Systems (Power Quote)	Connection	Lowest Quote	\$7,559.68
Domain Controller (DC Quote)	Zones	Zones is providing configuration assistance at \$41 additional cost	\$5,790.00
Project Total			\$16,380.36

EXECUTIVE SESSION: Motion by Mr. Horowitz, seconded by Mrs. Sullivan to go into Executive Session at 9:15 p.m. to discuss employment and health history of individual employees.

Motion by Mr. Horowitz, seconded by Mrs. Dillon to come out of Executive Session at 9:47 p.m.

ADJOURNMENT: Motion by Mrs. Sullivan to adjourn the regular meeting at 9:48 p.m.
