

BOARD MEETING MINUTES - MONDAY, SEPTEMBER 20, 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, September 20, 2021 at 7:00 p.m. in the Conference Room.

PRESENT: Mr. Stuart Horowitz, President
Mrs. Eleanora Ferrante, Vice President
Mrs. Eileen Sullivan, Financial Chairperson
Mrs. Patricia 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

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. Dillon, and carried unanimously to accept the agenda as written.

DISPOSITION OF MINUTES:
JULY 19, 2021: Motion by Mrs. Fox, seconded by Mrs. Sullivan, and carried unanimously to accept the minutes of the organizational and regular meeting of July 19, 2021.

DISPOSITION OF MINUTES:
AUGUST 9, 2021: Motion by Mrs. Ferrante, seconded by Mrs. Sullivan, and carried unanimously to accept the minutes of the special meeting of August 9, 2021.

DISPOSITION OF MINUTES:
AUGUST 16, 2021: Motion by Mrs. Sullivan, seconded by Mrs. Ferrante, and carried unanimously to accept the minutes of the regular meeting of August 16, 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 numbers 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 #5 Fund L in the amount of \$19,029.51; Warrant #6 Fund L in the amount of \$111,506.07; Warrant #8/05 PR Fund L in the amount of \$104,965.85; Warrant #8/19 PR Fund L in the amount of \$105,504.62.

Motion by Mrs. Ferrante, seconded by Mrs. Sullivan, and carried unanimously to authorize payment of Warrant #3 Fund TA in the amount of \$40,561.94; Warrant #4 Fund TA in the amount of \$42,796.59.

Motion by Mrs. Fox seconded by Mrs. Sullivan, and carried unanimously to authorize payment of Warrant #2 Fund H in the amount of \$18,571.80.

Motion by Mrs. Dillon, seconded by Mrs. Ferrante, and carried unanimously to approve the American Express statement for August 2021 in the amount of \$2,292.11.

Motion by Mrs. Dillon, seconded by Mrs. Fox, and carried unanimously to approve the Amazon/Synchrony Bank Monthly Statement for July in the amount of \$1,702.27.

FINANCIAL CHAIRPERSON'S REPORT 2020-2021:

Mrs. Ferrante 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.

FINANCIAL CHAIRPERSON'S REPORT 2021-2022:

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.

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

- I am pleased to report that the final bond payment has been paid and our obligation to the school district in that regard is completed. This is exciting news and a time to reflect on all the good work done by prior boards, administrators and our community to plan and construct the beautiful building that is the South Huntington Public Library.
- The Library is grateful to one of our patrons for letting us borrow their display memorializing 9/11 and the lives lost on the 20th anniversary of this event. The three display boards feature photos and articles collected in the aftermath of this tragedy. Ray and Jose also put up our annual display in the tower of the lobby and librarians displayed books and videos. All were appreciated by our patrons.
- Beginning September 27th, we will have the good fortune of partnering with the school district to offer an internship with a student from their Life Skills Class. The student will be working, along with a job coach, in our administrative offices on Mondays during the hours of 12 - 2:30 p.m. for the current school semester.
- The LILRC Annual Conference will take place on October 8th and is once again being presented in a virtual format. This year's conference is entitled "New Perspectives" and celebrates the conference's 30th anniversary. This conference is known for giving library leaders a venue to explore and consider the future of libraries. Three futurists will speak. Please let me know if you wish to attend.
- The Legislative Breakfast will be a virtual event this year. It takes place on Friday, October 1, at 9:00 a.m. Registrations are handled through LILRC.
- We have begun to offer a limited selection of in-house programs for all ages. Our attendance is smaller than pre-Covid, however, that is due to both our own restrictions and what I assume is patron reluctance to participate due to the current rise in infection rates. Patron feedback is a mix of those wanting more virtual offerings and those that would prefer returning to our "normal" programming schedule. Masking guidelines are largely being adhered to. One-on-one appointments are once again being offered in the Tech Center.

While our programming proceeds at a slower pace, our librarians are in high gear working on take and make kits, outreach, long range planning, sustainability certification, DEI and health initiatives. Our Personnel Committee will once again begin reviewing our Personnel Manual and salaries in October.

**ASSISTANT DIRECTOR'S
REPORT:**

Mr. Tanzi reported on the following :

- I am pleased to announce that we will once again be hosting a professional development workshop in partnership with the South Huntington School District on Tuesdays, October 12 and 19, from 4:00 – 6:30 p.m. As the workshop serves to introduce school professionals to the many resources available to them at the South Huntington Public Library, it has proven particularly popular with new hires, and SHUFSD indicated experiencing more turnover than in years past. With COVID-19 mitigation in mind, we have capped in-person attendance at twenty-five, and will use the auditorium rather than the Tech Center. Participants will bring their own school-issued Chromebooks, and facility tours will be divided into smaller groups.

I am working with our WOW outreach team to create a pre-workshop survey to distribute to registrants. The survey will be used to determine the populations they work with and where their particular interests lie. This information will then be used to better tailor the curriculum to the attendees. Separately, several members of the team and I will be attending the New Teacher Reception on 10/28. The WOW team is preparing an informational “goodie bag” to distribute at the event. Between the workshop and the reception, we can expect to have effectively reached a majority of the SHUFSD new hires.

- Following up on some of the Summer Reading Club Data that was shared two months ago, it was requested that we provide 2019 data for some pre-pandemic context. With that in mind:

Department	2019	2020	2021
Youth Services	388 completed	128 completed	318 completed
Adults	166 completed	100 completed	151 completed
Teens	112 completed	25 completed	50 completed

- With Michael Bartolomeo getting settled as our Emerging Technologies Librarian, we have proceeded with some planned staff training. Now that we have returned to in-person and paid programming, Circulation staff were retrained on our program calendar software. Recently, we gained free non-profit access to Canva Pro, a cloud-based design software. Our accounts are organized into a marketing team; Michael has worked to standardize our branding and design elements. Our Canva team will also receive training as needed on using the software, although many are already familiar based on their own prior private use. We anticipate training staff on Google Workspace, which includes collaborative documents, video chat, online forms, and other web-based office productivity tools.

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

SUMMER READING REPORTS: The board thanked Beth Pereira, Jen Conlon Griffing and Martha Kahn for their reports.

**OLD BUSINESS:
COVID PROTOCOLS:** Continued discussions regarding COVID-19 protocols.

**OLD BUSINESS:
DIRECTOR EVALUATION POLICY:** The Board will convene a special meeting on October 5, 2021 at 5 p.m. in the conference room to discuss the Director Evaluation Policy.

**NEW BUSINESS:
OBSOLETE EQUIPMENT:** Motion by Mrs. Dillon, seconded by Mrs. Sullivan and carried unanimously that the Board of Trustees authorizes staff to discard obsolete equipment in accordance with library policy and best practice.

**NEW BUSINESS:
SERVER ACCESSORIES PURCHASE:** Motion by Mrs. Fox, seconded by Mrs. Ferrante and carried unanimously that the Board of Trustees authorize an expenditure of \$8,307.00 from the Computer/ Telecom/Equipment Reserve Fund.

**NEW BUSINESS:
BUSINESS POLICY
REVIEW:**

Motion by Mrs. Ferrante, seconded by Mrs. Sullivan and carried unanimously that the Board of Trustees table adoption of the South Huntington Public Library's Business Policy until further review. It will be addressed at the October board meeting.

**NEW BUSINESS:
SNOW REMOVAL
CONTRACT:**

Motion by Mrs. Ferrante, seconded by Mrs. Fox and carried unanimously that the Board of Trustees authorizes Michael J's Landscaping, Inc. to furnish labor and materials to remove snow from the Library parking lot for the 2021 – 2024 winter seasons for a total contract amount of \$22,869.00 (\$7,623.00 per season), pending insurance approval by the library's agent.

EXECUTIVE SESSION:

Motion by Mr. Ferrante, seconded by Mrs. Sullivan to go into Executive Session at 8:26 p.m. to discuss employment history of individual employees.

Motion by Mrs. Sullivan, seconded by Mrs. Dillon to come out of Executive Session at 8:41 p.m.

**NEW BUSINESS:
RETIREMENT INCENTIVE
PROGRAM:**

Motion by Mrs. Sullivan, seconded by Mrs. Dillon and carried unanimously that the Board of Trustees approve a retirement incentive for eligible full and part-time staff for the 2021-22 fiscal year.

ADJOURNMENT:

Motion by Mrs. Dillon to adjourn the regular meeting at 8:44 p.m.


