

BOARD MEETING MINUTES - MONDAY, SEPTEMBER 19, 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, September 19, 2022 at 7:00 p.m. in the Conference Room.

PRESENT: Mrs. Eleanora Ferrante, President  
Mrs. Eileen Sullivan, Vice President  
Mrs. Pat Dillon, Financial Chairperson  
Mr. Stuart Horowitz  
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 7:00 p.m.

PLEDGE OF ALLEGIANCE: The President led everyone in the Pledge of Allegiance.

ADOPTION OF THE AGENDA: Motion by Mr. Horowitz, seconded by Mrs. Fox, and carried unanimously to accept the agenda as amended:

- Addition of Warrant #9. Fund L to Financial Matters
- Addition of Carpet Cleaning Recommendation to New Business

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 expenditures, and reported that all was in order.

Motion by Mrs. Fox, seconded by Mrs. Dillon, and carried unanimously to authorize payment of Warrant #5 Fund L in the amount of \$23,865.68; Warrant #8 Fund L in the amount of \$150,179.57; Warrant #9 in the amount of \$1,000.00; Warrant

#8/04 PR Fund L in the amount of \$115,350.48; Warrant #8/18 PR Fund L in the amount of \$111,569.23.

Motion by Mrs. Sullivan, seconded by Mrs. Fox, and carried unanimously to authorize payment of Warrant #3 Fund TA in the amount of \$44,256.54; Warrant #4 Fund TA in the amount of \$43,940.41.

Motion by Mrs. Dillon, seconded by Mrs. Sullivan, and carried unanimously to approve the American Express statement for August in the amount of \$3,055.08.

Motion by Mrs. Sullivan, seconded by Mr. Horowitz, and carried unanimously to approve the Amazon/Synchrony Bank Monthly Statement for July in the amount of \$2,261.14.

**PERSONNEL ACTIONS:** Motion by Mr. Horowitz, seconded by Mrs. Dillon, and carried unanimously to approve the personnel report.

**COMMUNICATIONS:** The board acknowledged the SCLS minutes, congratulatory letters from Eugene Cook, and Joan Cergol, Huntington Town Council members, and the SCLS memo regarding their Trustee Nominating Caucus.

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

- Passports applications for August 2021 through July 2022 totaled 322. In comparison, August 2020 through July 2021 totaled 27 (shut down from August – June), August 2019 through July 2020 totaled 226 (shut down from February – July), and August 2018 – July 2019 totaled 422 completed.
- On Wednesday, September 21, we will be celebrating our staff with an appreciation breakfast and acknowledgement of staff anniversaries. Those being celebrated are as follows:
  - Five Years: Scott Kalogris, Georgia Protan
  - Fifteen years: Lisa Esposito, Donna Maltese, Sally Nikolis
  - Twenty years: Beth Pereira, Thomas D'Ambrosio, Martha Kahn, Stan Kalemaris, Helena Lang
  - Twenty-five years: Karen DiBiase, Howard Spiegelglass
- We enjoyed a great “comeback” summer concert series, enjoyed by all! All shows were outside except our last one. The attendance was as follows:

- June 24: Harmonica Bill & Marked Deck -- 100
- July 1: The Rustlers -- 120
- July 8: Something Special Big Band -- 121
- July 15: The Day Trippers -- 217
- July 22: The Modern Justice Band -- 150
- July 29: Milagro – 145

For comparison, the following was the attendance record for our 2019 season:

- June 28: The Rockinghams - 225
- July 5: The Generators – 170
- July 12: Milagro 227
- July 19: The Dead Ahead Band – 200
- July 26: CSNY Tribute with Four Way Street – 250
- Aug. 2: Elton John Tribute with Empty Sky – 250
- We just recently made a cooperative purchase with the Harborfields and Northport libraries for one solar charging pole. We will place it on the terrace for patrons to take advantage of while working outside.
- The library was honored with a plaque at the September 7th school board meeting recognizing our participation in their ESY (extended school year) Program. We welcomed Justin this summer, who worked in our business office shredding documents.
- The 31st annual LILRC conference will take place on October 7, 2022, 8:00 a.m. at the Bethpage Club at Bethpage. The theme this year is “Reaching for Leadership.”
- The 2022 Legislative Breakfast will be held on Friday, September 23, 8:00 a.m. at the main branch of the Smithtown Library.

**ASSISTANT DIRECTOR'S  
REPORT:**

Mr. Tanzi reported the following:

- The Technology Assistance Grant provides an opportunity for Long Island Library Resource Council (LILRC) member institutions to purchase technology equipment and related software, and is worth up to \$4,000. We have submitted an application to LILRC ahead of the grant's October 1st deadline, seeking funds to acquire an AWE Learning Station. AWE are computer workstations purpose-built to provide early childhood educational resources. These include age-appropriate games and programs focused on developing STEM/STREAM skills and bilingual (English & Spanish) proficiency.

- Last month we performed our annual industrial appraisal. This process is used to inventory and assign value to particularly expensive equipment, as well as permanent fixtures within the library. As always, Ray Capone and Scott Kalogris play a critical role in this process, given their involvement in IT infrastructure and library facilities. Upon its completion, the appraisal was used to generate an insured valuables report that we sent on to our insurer Joe Price/EPIC Insurance Brokers & Consultants.

**BUILDING & GROUNDS  
REPORT:**

The board thanked Ray Capone for his report.

**SUMMER READING  
REPORTS:**

The board thanked Jen Griffing, Martha Kahn, and Beth Pereira for their reports.

**SEED LIBRARY  
REPORT:**

The board thanked Jen O'Connor for her report.

**OLD BUSINESS -  
HVAC PROJECT  
UPDATE:**

Mrs. Scherer updated the board that the grant application has been submitted.

**NEW BUSINESS –  
OBSOLETE  
EQUIPMENT:**

Motion by Mr. Horowitz, 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 –  
NYLA ANNUAL  
CONFERENCE:**

Motion by Mr. Horowitz, seconded by Mrs. Sullivan, and carried unanimously that the board of trustees authorizes five staff members to attend the 2022 NYLA Conference at a cost not to exceed \$6,335.00. If there is interest, sufficient funds are available in the Board Continuing Education Code to send a trustee to the conference.

NEW BUSINESS –  
PRINT, FOLD,  
ADDRESS, &  
DELIVERY OF  
NEWSLETTER:

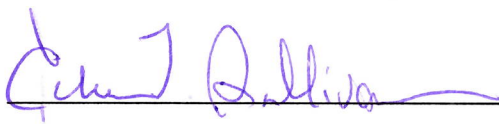
Motion by Mrs. Dillon, seconded by Mrs. Sullivan, and carried unanimously that the board of trustees authorizes Sterling North America to print the library's newsletter at the cost of \$4,975.00 per 8-page issue, and \$8,422.00 per 12-page issue.

NEW BUSINESS –  
CARPET CLEANING:

Motion by Mr. Horowitz, seconded by Mrs. Dillon, and carried unanimously that the board of trustees authorizes Stanley Steemer to furnish carpet cleaning services at a total cost of \$6,600.00

ADJOURNMENT:

Motion by Mrs. Ferrante to adjourn the regular meeting at 8:07 p.m.



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Respectfully submitted by,



Doreen Kilkenney, Board Secretary