

BOARD MEETING – MONDAY, AUGUST 15, 2022  
SOUTH HUNTINGTON PUBLIC LIBRARY  
145 PIDGEON HILL ROAD  
HUNTINGTON STATION, NY 11746

Agenda for the regular meeting of the Board of Trustees of the South Huntington Public Library on Monday, August 15, 2022 at 5:30 p.m. in the Conference Room.

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ADOPTION OF THE AGENDA
4. FINANCIAL MATTERS: (TAB A)
  - A. Schedule of Bills
  - B. Personnel
5. OLD BUSINESS: (TAB B)
  1. Covid Protocols
6. NEW BUSINESS (TAB C)
  1. Library Counsel Transition and Approval of Transfer
  2. HVAC Grant Update – Discussion
7. VOICE OF THE TAXPAYER
8. ADJOURNMENT

# FINANCIAL SCHEDULES

| <u>Page #</u> | <u>Warrant #</u>                     | <u>Fund</u> | <u>Amount</u> |
|---------------|--------------------------------------|-------------|---------------|
| A3            | 3                                    | L           | 20,079.16     |
| A5-A7         | 4                                    | L           | 131,863.43    |
| A9            | 7/07 PR                              | L           | 112,734.75    |
| A11           | 7/21 PR                              | L           | 121,585.08    |
| A13           | 1                                    | TA          | 42,849.83     |
| A15           | 2                                    | TA          | 53,464.53     |
| A16           | American Express<br>Amazon/Synchrony |             |               |
| A17           | Personnel Actions                    |             |               |

**PHILIP DE DORA, CPA**  
70 ARBUTUS ROAD  
GREENLAWN, NY 11740  
(631) 754-8310

August 10, 2022

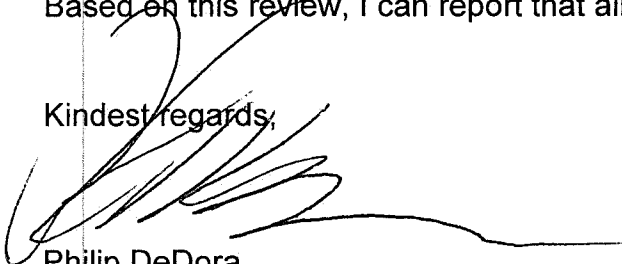
President, Board of Trustees  
South Huntington Public Library  
145 Pidgeon Hill Road  
Huntington Station, NY 11746

I have reviewed the warrants through August 15, 2022.

I have compared the warrants with the invoices and payroll register to verify amounts to be paid and counts of checks issued. I have also reviewed the check signer log. Petty cash disbursements have been compared with the receipts for expenditures.

Based on this review, I can report that all warrants and checks are in order.

Kindest regards,

A handwritten signature in black ink, appearing to read 'Philip DeDora', with a long horizontal line extending to the right.

Philip DeDora  
Treasurer

SOUTH HUNTINGTON PUBLIC LIBRARY  
145 PIDGEON HILL ROAD  
HUNTINGTON STATION, NY 11746

August 15, 2022

FROM: Board of Trustees

RE: Authorization - Payment of checks

Warrant #3 Fund L - July 2022 Schedule of Bills

Checks #57355 - 57358, 57475 & 57476

Total warrant: \$20,079.16

We certify that at a regular meeting of the library board of trustees, a resolution was passed which authorized payment of the above checks.

Eleanora Ferrante \_\_\_\_\_  
President, Board of trustees

Eileen Sullivan \_\_\_\_\_  
President, Board of trustees

Patricia Dillion \_\_\_\_\_  
Financial Chairperson

**SOUTH HUNTINGTON LIBRARY**

Check Warrant Report For L - 3: CD - UTILITIES - 7/2022 For Dates 7/1/2022 - 7/31/2022



| Check # | Check Date | Vendor ID | Vendor Name                | PO Number | Check Amount |
|---------|------------|-----------|----------------------------|-----------|--------------|
| 57355   | 07/07/2022 | 690       | NATIONAL GRID              |           | 224.95       |
| 57356   | 07/07/2022 | 2400      | NATIONAL GRID (SVC & GENR) |           | 42.35        |
| 57357   | 07/07/2022 | 2555      | OPTIMUM                    |           | 69.49        |
| 57358   | 07/07/2022 | 15        | VERIZON                    |           | 803.94       |
| 57475   | 07/22/2022 | 20        | PSEGLI                     |           | 18,901.31    |
| 57476   | 07/22/2022 | 1419      | VERIZON SELECT SERVICES    |           | 37.12        |

Number of Transactions: 6

**Warrant Total: 20,079.16**  
**Vendor Portion: 20,079.16**

**Certification of Warrant**

To The Board of Trustees: I hereby certify that I have verified the above claims, 6 in number, in the total amount of \$ 20,079.16. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

8/3/22  
Date

Treasurer

**Certification of Warrant**

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ \_\_\_\_\_. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

7/22/22  
Date

Assistant Library Director

SOUTH HUNTINGTON PUBLIC LIBRARY  
145 PIDGEON HILL ROAD  
HUNTINGTON STATION, NY 11746

August 15, 2022

FROM: Board of Trustees  
RE: Authorization - Payment of checks

Warrant #4 Fund L - August 15, 2022 Schedule of Bills

Checks #57477 - 57555

Total warrant: \$131,863.43

We certify that at a regular meeting of the library board of trustees, a resolution was passed which authorized payment of the above checks.

Eleanora Ferrante \_\_\_\_\_  
President, Board of trustees

Eileen Sullivan \_\_\_\_\_  
President, Board of trustees

Patricia Dillion \_\_\_\_\_  
Financial Chairperson

**SOUTH HUNTINGTON LIBRARY**



Check Warrant Report For L - 4: CD - GENERAL - 8/2022 For Dates 8/15/2022 - 8/15/2022

| Check # | Check Date | Vendor ID | Vendor Name                                     | PO Number | Check Amount |
|---------|------------|-----------|---|-----------|--------------|
| 57477   | 08/15/2022 | 2984      | ALA (STORE)                                     | 220068    | 43.60        |
| 57478   | 08/15/2022 | 2396      | AMAZON/SYNCB                                    |           | 1,362.36     |
| 57479   | 08/15/2022 | 720       | AMERICAN EXPRESS                                |           | 1,441.23     |
| 57480   | 08/15/2022 | 2040      | AMERIFLEX                                       |           | 259.70       |
| 57481   | 08/15/2022 | 2739      | B & H PHOTO                                     | 210445    | 1,440.72     |
| 57482   | 08/15/2022 | 23        | BAKER & TAYLOR                                  |           | 7,915.20     |
| 57483   | 08/15/2022 | 23        | BAKER & TAYLOR                                  |           | 7,502.54     |
| 57484   | 08/15/2022 | 2839      | NAVJOT BAL                                      | 220081    | 240.00       |
| 57485   | 08/15/2022 | 2841      | MICHAEL BARTOLOMEO                              |           | 118.00       |
| 57486   | 08/15/2022 | 1866      | BENEDETTO BROS. LANDSCAPING                     |           | 225.00       |
| 57487   | 08/15/2022 | 1832      | AUGUSTA BERNER                                  | 220083    | 1,300.00     |
| 57488   | 08/15/2022 | 1305      | BLACKSTONE PUBLISHING.                          |           | 38.95        |
| 57489   | 08/15/2022 | 1189      | BRODART CO.                                     |           | 559.50       |
| 57490   | 08/15/2022 | 1644      | BRODART CO.                                     |           | 19.35        |
| 57491   | 08/15/2022 | 31        | BULL TERRIER NEWS DELIVERY SVC                  |           | 274.78       |
| 57492   | 08/15/2022 | 1850      | RONALDO CARTER                                  |           | 900.00       |
| 57493   | 08/15/2022 | 1990      | CENTER POINT LARGE PRINT                        |           | 156.71       |
| 57494   | 08/15/2022 | 2819      | STEPHANIE COLE                                  | 220087    | 280.00       |
| 57495   | 08/15/2022 | 2633      | CONNECTION, INC                                 | 210272    | 580.00       |
| 57496   | 08/15/2022 | 2881      | CORNELL COOPERATIVE EXTENSION OF SUFFOLK COUNTY | 220085    | 200.00       |
| 57497   | 08/15/2022 | 1548      | COUNTY LINE HARDWARE                            |           | 135.77       |
| 57498   | 08/15/2022 | 2840      | CATHERINE CROCETTI                              | 220088    | 560.00       |
| 57499   | 08/15/2022 | 99        | CYBRARIAN CORPORATION                           |           | 1,336.45     |
| 57500   | 08/15/2022 | 2191      | DANZIGER, OKSANA                                | 220089    | 300.00       |
| 57501   | 08/15/2022 | 794       | PHILIP DE DORA                                  | 220102    | 740.00       |
| 57502   | 08/15/2022 | 3037      | DR. DRIZZLE                                     | 210451    | 2,980.00     |
| 57503   | 08/15/2022 | 695       | EASTERN SUFFOLK BOCES                           |           | 2,677.50     |
| 57504   | 08/15/2022 | 45        | EBS CO  |           | 301.36       |
| 57505   | 08/15/2022 | 683       | ECO-PHOTO EXPLORERS                             | 220086    | 200.00       |
| 57506   | 08/15/2022 | 1665      | EDMER SANITARY SUPPLY                           |           | 371.50       |
| 57507   | 08/15/2022 | 2467      | ELM USA   |           | 940.00       |
| 57508   | 08/15/2022 | 2987      | ELWOOD PUBLIC LIBRARY                           | 220076    | 15.62        |
| 57509   | 08/15/2022 | 2383      | FIDELITY MONITOR & INSIGHT                      |           | 159.00       |
| 57510   | 08/15/2022 | 923       | FIRST UNUM LIFE INSURANCE CO.                   |           | 630.13       |
| 57511   | 08/15/2022 | 362       | FUN EXPRESS, LLC                                | 220072    | 70.14        |
| 57512   | 08/15/2022 | 52        | GALE  |           | 205.55       |
| 57513   | 08/15/2022 | 2490      | KATHLEEN GIERALTOWSKI                           |           | 83.93        |
| 57514   | 08/15/2022 | 225       | GRAINGER, INC.                                  |           | 1,727.30     |
| 57515   | 08/15/2022 | 1916      | JENNIFER CONLON GRIFFING                        |           | 49.91        |
| 57516   | 08/15/2022 | 892       | HAMBURGER, MAXSON, YAFFE                        |           | 675.00       |
| 57517   | 08/15/2022 | 1584      | HOME DEPOT CREDIT SERVICES                      |           | 39.10        |
| 57518   | 08/15/2022 | 2718      | HUNTINGTON TOWNSHIP                             |           | 510.00       |
| 57519   | 08/15/2022 | 2504      | INGRAM LIBRARY SERVICES LLC                     |           | 749.38       |
| 57520   | 08/15/2022 | 3035      | INNOVATIVE GAMING                               | 220090    | 1,000.00     |
| 57521   | 08/15/2022 | 2835      | JAZZY TC INC.                                   | 220082    | 200.00       |

**SOUTH HUNTINGTON LIBRARY**

Check Warrant Report For L - 4: CD - GENERAL - 8/2022 For Dates 8/15/2022 - 8/15/2022



| Check # | Check Date | Vendor ID | Vendor Name                    | PO Number | Check Amount |
|---------|------------|-----------|--------------------------------|-----------|--------------|
| 57522   | 08/15/2022 | 2717      | KANOPY LLC                     |           | 472.00       |
| 57523   | 08/15/2022 | 1546      | DEBORAH KATZ                   | 220101    | 600.00       |
| 57524   | 08/15/2022 | 1546      | DEBORAH KATZ                   | 210037    | 560.00       |
| 57525   | 08/15/2022 | 1716      | DIANE KENTROS                  | 210447    | 1,988.00     |
| 57526   | 08/15/2022 | 2761      | LIBRARY IDEAS                  | 220022    | 445.22       |
| 57527   | 08/15/2022 | 1568      | LONG ISLAND WASTE SERVICES     |           | 130.00       |
| 57528   | 08/15/2022 | 2629      | JOANN MESSINA                  | 220079    | 350.00       |
| 57529   | 08/15/2022 | 1594      | MICHAEL J'S LANDSCAPING        |           | 275.00       |
| 57530   | 08/15/2022 | 27        | MIDWEST TAPE                   |           | 4,771.74     |
| 57531   | 08/15/2022 | 2517      | MIDWEST TAPE                   |           | 1,818.29     |
| 57532   | 08/15/2022 | 2243      | MOSIO                          |           | 240.00       |
| 57533   | 08/15/2022 | 217       | NEWSDAY, INC.                  |           | 263.92       |
| 57534   | 08/15/2022 | 2240      | NORTH SHORE NEWS GROUP         |           | 28.00        |
| 57535   | 08/15/2022 | 76        | NORTHPORT-E. NPT PUBLIC LIBRY  |           | 47.00        |
| 57536   | 08/15/2022 | 127       | NYS EMPLOYEES HEALTH INSURANCE |           | 44,269.36    |
| 57537   | 08/15/2022 | 12        | POSTMASTER - BULK PERMIT 39    |           | 1,800.00     |
| 57538   | 08/15/2022 | 1731      | PURCHASE POWER                 |           | 600.00       |
| 57539   | 08/15/2022 | 2068      | PYRAMID AIR COND. & HEATING    | 220000    | 4,725.75     |
| 57540   | 08/15/2022 | 699       | RIVERSHORE READING STORE       |           | 56.00        |
| 57541   | 08/15/2022 | 2982      | REGINA R. RUSSO                | 220080    | 900.00       |
| 57542   | 08/15/2022 | 2666      | S & S WORLDWIDE INC            | 210434    | 152.94       |
| 57543   | 08/15/2022 | 2401      | JEANNE SCHNUPP                 | 220084    | 100.00       |
| 57544   | 08/15/2022 | 2858      | SCHOOLLIFE                     | 220067    | 81.45        |
| 57545   | 08/15/2022 | 51        | SCLS                           |           | 600.00       |
| 57546   | 08/15/2022 | 234       | SCLS - PALS                    |           | 6,690.41     |
| 57547   | 08/15/2022 | 2238      | ROBERT SCOTT                   | 220077    | 299.00       |
| 57548   | 08/15/2022 | 711       | SHARPER TRAINING SOLUTIONS     | 220078    | 440.00       |
| 57549   | 08/15/2022 | 95        | STAPLES CREDIT PLAN            |           | 1,873.85     |
| 57550   | 08/15/2022 | 95        | STAPLES CREDIT PLAN            |           | 224.82       |
| 57551   | 08/15/2022 | 2770      | TEQUIPMENT INCORPORATED        | 210456    | 406.25       |
| 57552   | 08/15/2022 | 378       | UTICA NATIONAL INSURANCE GROUP |           | 12,892.97    |
| 57553   | 08/15/2022 | 2232      | W.B. MASON CO INC              |           | 413.15       |
| 57554   | 08/15/2022 | 1564      | WERNER'S PLUMBING & HEATING    |           | 423.53       |
| 57555   | 08/15/2022 | 2270      | ZONES                          | 210320    | 1,409.50     |



SOUTH HUNTINGTON LIBRARY

Check Warrant Report For L - 4: CD - GENERAL - 8/2022 For Dates 8/15/2022 - 8/15/2022



| Check #                    | Check Date | Vendor ID | Vendor Name | PO Number       | Check Amount |
|----------------------------|------------|-----------|-------------|-----------------|--------------|
| Number of Transactions: 79 |            |           |             | Warrant Total:  | 131,863.43   |
|                            |            |           |             | Vendor Portion: | 131,863.43   |

Certification of Warrant

To The Board of Trustees: I hereby certify that I have verified the above claims, 79 in number, in the total amount of \$ 131,863.43. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

8/9/22  
Date

Treasurer

Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 131,863.43. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

8/10/22  
Date

Janet Schen  
Library Director

SOUTH HUNTINGTON PUBLIC LIBRARY  
145 PIDGEON HILL ROAD  
HUNTINGTON STATION, NY 11746

August 15, 2022

FROM: Board of Trustees

RE: Authorization - Payment of checks

Payroll date: July 7, 2022

Gross Total: \$112,734.75

We certify that at a regular meeting of the library board of trustees, a resolution was passed which authorized the above-referenced payroll.

Eleanora Ferrante \_\_\_\_\_  
President, Board of trustees

Eileen Sullivan \_\_\_\_\_  
Vice President, Board of trustees

Pat Dillon \_\_\_\_\_  
Financial Chairperson



Payroll Transaction Totals

|                                   |            |                                      |           |
|-----------------------------------|------------|--------------------------------------|-----------|
| Gross Wages                       | 112,734.75 | Normal Distributed Amount            | 5,075.91  |
| Non Cash Earnings                 | 0.00       | Direct Deposit Amount                | 70,613.95 |
| Reimbursed Expenses               | 0.00       | Direct Deposit Entries               | 67        |
| FICA Wages                        | 104,427.29 |                                      |           |
| FICA Withholding - Employee *     | 6,474.52   |                                      |           |
| FICA Withholding - Employer *     | 6,474.52   |                                      |           |
| Medicare Wages                    | 104,427.29 |                                      |           |
| Medicare Withholding - Employee * | 1,514.16   |                                      |           |
| Excess Medicare Wages             | 0.00       | Federal Tax Deposit *                | 25,699.46 |
| Excess Medicare Withholdings      | 0.00       | State Tax Deposit **                 | 4,502.65  |
| Medicare Withholding - Employer * |            | City Tax Deposit - New York City *** | 0.00      |
| Federal Wages                     | 1,514.16   | City Tax Deposit - Yonkers ***       | 0.00      |
| Federal Withholding *             | 98,463.29  |                                      |           |
| State Wages                       | 9,722.10   |                                      |           |
| State Withholding **              | 100,087.03 |                                      |           |
| City Wages                        | 4,502.65   |                                      |           |
| City Withholding ***              | 0.00       |                                      |           |
| Annuities                         | 0.00       |                                      |           |
| Flexible Spending                 | 4,340.26   | Regular Checks                       | 74        |
| Retirement                        | 8,307.46   | Manual / Hand Drawn Checks           | 0         |
| Roth 403(b) Annuity               | 1,623.74   | Payroll Earning Transfers            | 0         |
| Roth 457(b) Annuity               | 0.00       | Voided Checks                        | 1         |
| All Other Deductions              | 0.00       |                                      |           |
| Net Pay                           | 560.00     |                                      |           |
|                                   | 75,689.86  |                                      |           |

Document Types On This Journal

|                            |    |
|----------------------------|----|
| Regular Checks             | 74 |
| Manual / Hand Drawn Checks | 0  |
| Payroll Earning Transfers  | 0  |
| Voided Checks              | 1  |

Employee Types On This Journal

|                            |    |
|----------------------------|----|
| Employee Count             | 73 |
| Active Payroll Employees   | 73 |
| Inactive Payroll Employees | 0  |

SOUTH HUNTINGTON PUBLIC LIBRARY  
145 PIDGEON HILL ROAD  
HUNTINGTON STATION, NY 11746

August 15, 2022

FROM: Board of Trustees

RE: Authorization - Payment of checks

Payroll date: July 21, 2022

Gross Total: \$121,585.08

We certify that at a regular meeting of the library board of trustees, a resolution was passed which authorized the above-referenced payroll.

Eleanora Ferrante \_\_\_\_\_  
President, Board of trustees

Eileen Sullivan \_\_\_\_\_  
Vice President, Board of trustees

Pat Dillon \_\_\_\_\_  
Financial Chairperson



**Payroll Transaction Totals**

|                                   |            |                                      |           |
|-----------------------------------|------------|--------------------------------------|-----------|
| Gross Wages                       | 121,585.08 | Normal Distributed Amount            | 3,951.17  |
| Non Cash Earnings                 | 0.00       | Direct Deposit Amount                | 74,745.50 |
| Reimbursed Expenses               | 0.00       | Direct Deposit Entries               | 66        |
| FICA Wages                        | 109,773.42 |                                      |           |
| FICA Withholding - Employee *     | 6,805.95   |                                      |           |
| FICA Withholding - Employer *     | 6,805.95   |                                      |           |
| Medicare Wages                    | 109,773.42 |                                      |           |
| Medicare Withholding - Employee * | 1,591.68   |                                      | 27,367.63 |
| Excess Medicare Wages             | 0.00       | Federal Tax Deposit *                | 4,801.71  |
| Excess Medicare Withholdings      | 0.00       | State Tax Deposit **                 | 0.00      |
| Medicare Withholding - Employer * | 1,591.68   | City Tax Deposit - New York City *** | 0.00      |
| Federal Wages                     | 103,221.27 | City Tax Deposit - Yonkers ***       | 0.00      |
| Federal Withholding *             | 10,572.37  |                                      |           |
| State Wages                       | 104,895.05 |                                      |           |
| State Withholding **              | 4,801.71   |                                      |           |
| City Wages                        | 0.00       |                                      |           |
| City Withholding ***              | 0.00       |                                      |           |

**Document Types On This Journal**

|                            |           |         |    |
|----------------------------|-----------|---------|----|
| Regular Checks             | 4,878.37  | Pre-Tax | 71 |
| Manual / Hand Drawn Checks | 11,811.66 | Pre-Tax | 0  |
| Payroll Earning Transfers  | 1,673.78  | Pre-Tax | 0  |
| Voided Checks              | 0.00      |         | 0  |

**Employee Types On This Journal**

|                            |    |
|----------------------------|----|
| Employee Count             | 71 |
| Active Payroll Employees   | 71 |
| Inactive Payroll Employees | 0  |

SOUTH HUNTINGTON PUBLIC LIBRARY  
145 PIDGEON HILL ROAD  
HUNTINGTON STATION, NY 11746

August 15, 2022

FROM: Board of Trustees

RE: Authorization - Payment of checks

Warrant #1 Fund TA - July 7, 2022 Schedule of Bills

Check #7742

Wires #994127 - 994130

Total warrant: \$42,849.83

We certify that at a regular meeting of the library board of trustees, a resolution was passed which authorized payment of the above checks.

Eleanora Ferrante \_\_\_\_\_  
President, Board of trustees

Eileen Sullivan \_\_\_\_\_  
Vice President, Board of trustees

Patricia Dillon \_\_\_\_\_  
Financial Chairperson

SOUTH HUNTINGTON LIBRARY

Check Warrant Report For TA - 1: CD - 7/07/22 PAYROLL For Dates 7/7/2022 - 7/7/2022



| Check #                          | Check Date | Vendor ID | Vendor Name                    | PO Number | Check Amount                     |
|----------------------------------|------------|-----------|--------------------------------|-----------|----------------------------------|
| 7742                             | 07/07/2022 | 127       | NYS EMPLOYEES HEALTH INSURANCE |           | 8,307.46                         |
| 994127                           | 07/07/2022 | 198       | NEWPORT TRUST CO. FBO #22258#  |           | 1,214.78                         |
| 994128                           | 07/07/2022 | 371       | NYS INCOME TAX                 |           | 4,502.65                         |
| 994129                           | 07/07/2022 | 909       | INTERNAL REVENUE SERVICE       |           | 25,699.46                        |
| 994130                           | 07/07/2022 | 1345      | NEW YORK STATE DEFERRED COMP   |           | 3,125.48                         |
| <b>Number of Transactions: 5</b> |            |           |                                |           | <b>Warrant Total: 42,849.83</b>  |
|                                  |            |           |                                |           | <b>Vendor Portion: 42,849.83</b> |

Certification of Warrant

To The Board of Trustees: I hereby certify that I have verified the above claims, 5 in number, in the total amount of \$ 42,849.83. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

8/9/22  
Date

[Signature]  
Treasurer

Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 42,849.83. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

7/7/22  
Date

Janet Jochen  
Library Director

SOUTH HUNTINGTON PUBLIC LIBRARY  
145 PIDGEON HILL ROAD  
HUNTINGTON STATION, NY 11746

August 15, 2022

FROM: Board of Trustees

RE: Authorization - Payment of checks

Warrant #2 Fund TA - July 21, 2022 Schedule of Bills

Check #7744-7747

Wires #994131 - 994135

Total warrant: \$53,464.53

We certify that at a regular meeting of the library board of trustees, a resolution was passed which authorized payment of the above checks.

Eleanora Ferrante \_\_\_\_\_  
President, Board of trustees

Eileen Sullivan \_\_\_\_\_  
Vice President, Board of trustees

Patricia Dillon \_\_\_\_\_  
Financial Chairperson



**SOUTH HUNTINGTON LIBRARY**



Check Warrant Report For TA - 2: CD - 7/21/22 PAYROLL For Dates 7/21/2022 - 7/21/2022

| Check # | Check Date | Vendor ID | Vendor Name                   | PO Number | Check Amount |
|---------|------------|-----------|-------------------------------|-----------|--------------|
| 7744 ✓  | 07/21/2022 | 1934      | AFLAC                         |           | 192.89       |
| 7745 ✓  | 07/21/2022 | 1338      | AMERIFLEX - LIB CONTRIB       |           | 8,970.00     |
| 7746 ✓  | 07/21/2022 | 1267      | AMERIFLEX, LLC.               |           | 1,164.18     |
| 7747 ✓  | 07/21/2022 | 2889      | GIS BENEFITS                  |           | 1,677.48     |
| 994131  | 07/21/2022 | 198       | NEWPORT TRUST CO. FBO #22258# |           | 1,263.53 ✓   |
| 994132  | 07/21/2022 | 202       | NYS & LOCAL RETIREMENT SYSTEM |           | 4,412.27 ✓   |
| 994133  | 07/21/2022 | 371       | NYS INCOME TAX                |           | 4,801.71 ✓   |
| 994134  | 07/21/2022 | 909       | INTERNAL REVENUE SERVICE      |           | 27,367.63 ✓  |
| 994135  | 07/21/2022 | 1345      | NEW YORK STATE DEFERRED COMP  |           | 3,614.84 ✓   |

Number of Transactions: 9

**Warrant Total: 53,464.53**

**Vendor Portion: 53,464.53**

**Certification of Warrant**

To The Board of Trustees: I hereby certify that I have verified the above claims, 9 in number, in the total amount of \$ 53,464.53. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

8/9/22 \_\_\_\_\_  
Date Treasurer

**Certification of Warrant**

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 53,464.53. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

7/22/22 \_\_\_\_\_  
Date Assistant Library Director

| <b>American Express Monthly Statement - July 2022 purchases</b> |  |                    |                |
|---|--|--------------------|----------------|
| <b>Name</b>   | <b>Item(s) Purchased</b>                             | <b>Purchase \$</b> | <b>Account</b> |
| Janet Scherer   | ALA - Libraries as Climate Resilience Hubs (Webinar) | \$47.40            | L7430.435-31   |
|   | Hospitality - Staff meeting 7/13/22                  | \$33.45            | L7430.435-31   |
|   | Hospitality - SLI Celebration 7/20/22                | \$34.00            | L7430.435-31   |
|   | Heart Rate Monitors USA - Pedometers (Qty - 25)      | \$52.57            | L7430.442-16   |
|   | USPS (Postage for Passport Applications)             | \$26.95            | L7430.433      |
|   | Amazon data back-up (cloud)                          | \$154.82           | L7430.431      |
|   | Google (shpl.info e-mail service)                    | \$597.65           | L7430.431      |
| Nicholas Tanzi  | Adobe Systems - Adobe Photoshop Elements 2022        | \$76.03            | L7420.429      |
|   | Seed Savers Exchange (for Seed Library)              | \$177.55           | L7430.442-11   |
|   | NoviSign Ltd. - Library Signage (Recurring payment)  | \$40.00            | L7420.410-16-S |
|   | Zoom.US (Teleconferencing)                           | \$189.96           | L7430.431      |
|   | Matterport - Virtual Tour Fee (Recurring payment)    | \$10.85            | L7420.429      |
|   |  |                    |                |
|   | <b>Total</b>   | <b>\$1,441.23</b>  |                |

| <b>Amazon/Synchrony Bank Monthly Statement - June 2022</b> |                    |                |
|--|--------------------|----------------|
| <b>Description</b>   | <b>Purchase \$</b> | <b>Account</b> |
| BOOKS - ADULT DEPT   | \$109.90           | L7420.410-11   |
| BOOKS - CHILDREN'S DEPT                                    | \$244.36           | L7420.410-12   |
| DVDS - ADULT DEPT  | \$100.25           | L7420.411-11   |
| DVDS - CHILDREN'S DEPT                                     | \$53.87            | L7420.411-12   |
| MUSIC CD'S- ADULT DEPT                                     | \$31.87            | L7420.412-11   |
| COMP SOFTWARE - CHILDREN'S DEPT                            | \$239.96           | L7420.415-12   |
| EQUIPMENT  | \$99.36            | L7430.200      |
| PROGRAMS - ADULT DEPT                                      | \$176.65           | L7430.442-11   |
| PROGRAMS - CHILDREN'S DEPT                                 | \$138.92           | L7430.442-12   |
| PROGRAMS - OUTREACH  | \$94.77            | L7430.442-16   |
| LIBRARY SUPPLIES   | \$72.45            | L7430.442-13   |
| <b>Total</b>   | <b>\$1,362.36</b>  |                |

## Resignation

| Name                 | Title        | Hours /<br>Week | Salary     | Step | Effective<br>Date |
|----------------------|--------------|-----------------|------------|------|-------------------|
| Eddie Estrada-Najera | PT Custodian | 9/wk            | \$19.55/hr | 1    | 7/28/2022         |

To Whom it MAY Concern I Edgardo Estrada  
As OF 7/28/22 Will no longer be  
Working At the south Mont. ngyton Library  
thank you For the time that i was here.

Edgardo Estrada

## Library Counsel Transition and Approval of Transfer

### Information

Please see the attached letter from our Library Counsel Andrew K. Martingale concerning his move to the law firm of Quatela Chimeri, PLLC as of September 1, 2022. The terms and conditions in the retainer letter on file with us from Hamburger, Maxson, Yaffe & Martingale will remain in effect. Mr. Martingale also requests the Board's permission to transfer our files to his new law firm.

### Recommendation

That, pursuant to the letter from Library Counsel Andrew K. Martingale, dated July 28, 2022, the Board of Trustees authorizes the transfer of all paper and electronic files of the Library from Hamburger, Maxson, Yaffe & Martingale, LLP ("HMY") to Quatela Chimeri, PLLC, and retains Andrew K. Martingale of Quatela Chimeri, PLLC, as Library Attorney, effective September 1, 2022, on the same terms and conditions as the retainer letter on file with the Library from HMY.

# HAMBURGER, MAXSON, YAFFE & MARTINGALE, LLP

ATTORNEYS AT LAW

225 BROADHOLLOW ROAD, SUITE 301E

MELVILLE, NEW YORK 11747

631.694.2400

FAX: 631.694.1376

HMYLAW.COM

ANDREW K. MARTINGALE  
amartingale@hmylaw.com

July 28, 2022

## VIA EMAIL

Eleanora Ferrante, President  
Members of the Board of Trustees  
South Huntington Public Library  
c/o Janet Scherer, Library Director  
145 Pidgeon Hill Road  
Huntington Station, NY 11746

Re: South Huntington Public Library  
Our File No.: 1755..1

Dear President Ferrante and Members of the Board of Trustees,

I am writing on behalf of myself and the firm to advise you that I will be leaving Hamburger, Maxson, Yaffe & Martingale, LLP (“HMY”), and joining Quatella Chimeri, PLLC (“QC”), located principally in Hauppauge, effective September 1, 2022. While departing HMY after 11 years will be bittersweet, I am excited and looking forward to new opportunities at QC — one of which is continuing to grow my library law practice, which currently counts 14 libraries as clients.

As a partner of QC, I would be honored to continue representing the Library on the same terms and conditions as are set forth in our HMY retainer letter dated July 5, 2022. For that purpose, I will be taking with me to QC all of the Library’s paper and electronic files that are currently stored or filed here at HMY. Accordingly, the transition will be seamless, and I will personally continue providing legal services that are consistent with the highest professional standards.

As a matter of legal formality and professional ethics, however, this transition must be approved by the Board at its next meeting. I have drafted a resolution (enclosed) so authorizing. In the event the Board does not meet again prior to September 1, 2022, in order to authorize the transition of files, the Director should presently counter-sign this letter, return to me, and the resolution then presented and voted upon at the Board’s September meeting.

HAMBURGER, MAXSON, YAFFE & MARTINGALE, LLP

ATTORNEYS AT LAW

Eleanora Ferrante, President  
Members of the Board of Directors

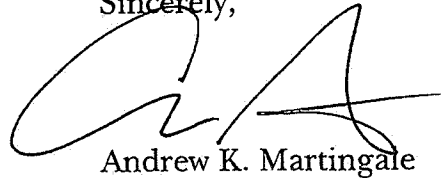
July 28, 2022

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Thank you for the continuing confidence you have shown in me. I consider it an honor to represent the Library, and I relish the opportunity to continue to serve as Library attorney for many years to come.

Please feel free to call me with any questions. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read 'AM', written over the printed name Andrew K. Martingale.

Andrew K. Martingale

/kc

Enclosure

HMY is authorized to release all paper and electronic files and records of the South Huntington Public Library to Andrew K. Martingale and Quatella Chimeri, PLLC.

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Janet Scherer, Library Director