

BOARD MEETING MINUTES - MONDAY, NOVEMBER 18, 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, November 18 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  
Ms. Georgina Rivas-Martinez, Youth Services Librarian

CALL TO ORDER: The meeting was called to order by the President at 7:05 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. Fox, and carried unanimously to accept the agenda as written with the adjustments:

- Allow staff to present Youth Services Judith Rivas Grant Report before disposition of minutes.
- Adding Holiday Awards to New Business.
- Adding an Executive Session to discuss a legal issue.

YOUTH SERVICES GRANT REPORT: Mrs. Dillon thanked Ms. Georgina Rivas-Martinez for her report on the Youth Services Judith Rivas Grant.

DISPOSITION OF REGULAR MEETING MINUTES  
OCTOBER 21, 2019: Motion by Mrs. Sullivan, seconded by Mrs. Ferrante, and carried unanimously to accept the minutes of the regular

meeting of October 21, 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 #10 Fund L in the amount of \$15,622.47; Warrant #14 Fund L in the amount of \$129,126.84; Warrant #10/03 PR Fund L in the amount of \$109,558.55; Warrant #10/17 PR Fund L in the amount of \$120,675.85; Warrant #10/31 PR Fund L in the amount of \$111,317.84.

Motion by Mrs. Fox, seconded by Mrs. Sullivan, and carried unanimously to authorize payment of Warrant #7 Fund TA in the amount of \$42,123.39; Warrant #8 Fund TA in the amount of \$49,814.90; Warrant #9 Fund TA in the amount of \$42,726.02.

Motion by Mr. Horowitz, seconded by Mrs. Sullivan, and carried unanimously to authorize payment of Warrant #4 Fund H in the amount of \$5,809.45.

Motion by Mrs. Fox, seconded by Mrs. Ferrante, and carried unanimously to approve the American Express statement for October in the amount of \$3,267.03.

Motion by Mr. Horowitz, seconded by Mrs. Sullivan, and carried unanimously to approve the Amazon/Synchrony Bank Monthly Statement for September in the amount of \$1,992.49.

**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.

The following checks were outstanding:

Check #	Check Date	Vendor ID	Vendor Name	Check Amount
54407	9/16/19	2560	LATINOLOGY LLC	800.00

1086	9/16/19	2776	LIBRARY MARKET	14,875.00
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PERSONNEL REPORT: Motion by Mr. Horowitz, seconded by Mrs. Ferrante, and carried unanimously to approve the personnel report.

DIRECTOR'S CHECKING ACCOUNT:

The Board resolves that the South Huntington Public Library Director's Account (account #827000201) maintained with Valley National Bank be closed and the balance be transferred to the General Checking Account (account #817005980) which is also maintained with Valley National Bank.

COMMUNICATIONS: Mrs. Dillon acknowledged the congratulation letter from the Green Team Partnership regarding our certification.

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

- We have added books to our Lucky Day collection. It now includes high-demand fiction and non-fiction best sellers. They circulate for 7 days to South Huntington cardholders only. There are no holds and no renewals.
- Due to the rejection of Vcrete's insurance, we chose Deck and Patio Company to complete the job at a cost of \$3,900.00, only \$100 more than Vcrete's bid to complete concrete work on outdoor stairs.
- Our Young Adult Theater Troupe performed Suessical on Friday, October 18 with two more performances on Saturday, October 19. As usual, the students put on a wonderful performance that delighted their audience. Thank you to our YA librarian Jen Griffing for all her coordination and to our community volunteer Joe Marshal. Additional thanks goes to our student volunteers: Director Bari Secondino and Choreographer Andrew Glick.
- Our annual Veteran's Day concert took place on Sunday, November 3 and as always was a huge success. I believe the band has gotten better over the past 10 years! Our community never tires of hearing the wonderful music made popular during the Big Band era. Appreciation goes out to the Friends for co-sponsoring this event each year.
- Our annual Fall Book Sale took place on Saturday, November 2 and Sunday, November 3. Members of the Friends of the Library and Teen Advisory Board volunteered to run the sale on the weekend. We were able to keep the books out through Election Day. All proceeds benefit the Friends who report a profit of approximately \$1,250.00.

ASSISTANT DIRECTOR'S  
REPORT:

Mr. Tanzi reported on the following:

- On October 24, we officially launched our new website. Our first day saw 449 unique visitors (a repeat visit to our website using the same device would not be counted) and 10,443 pages visited (interior clicks). Looking deeper into our website analytics, 34.2% of our visits have come via a mobile device (phone or tablet), vs. 65.8% origination from laptop/desktop traffic. Our Museum Passes appear to be benefitting from increased prominence on the website – they received 231 visits in a single week (November 4 – November 10).
- While the website is now live, the work on it continues. We are collecting staff and patron feedback and using this data to inform future revisions, as well as the creation of new content and functionality on our site. While our own staff can implement many changes, items that are “hard-coded” are being brought to the attention of our developer.
- Like any living document, the website requires regular editing and updates to remain accurate. This entails training some staff on the design functions of the website. At present, we are planning an expansive curriculum that includes creating slideshows, creating online book lists, editing landing pages, and adding/removing/editing databases. In addition to content and aesthetics, there are a number of core administrative functions we are creating curriculum for. These include running room usage reports, recording program attendance, and other workflow-related items.

BUILDING REPORT:

The Board thanked Ray Capone for his monthly report.

OLD BUSINESS -  
SCLS PROPOSED 2018  
BUDGET VOTE:

Motion by Mr. Horowitz, seconded by Mrs. Dillon, and carried unanimously to approve the SCLS Proposed 2020 Budget dated November 6, 2019.

NEW BUSINESS –  
ALLOCATION OF FUNDS  
(FY 2018-2019):

Motion by Mr. Horowitz, seconded by Mrs. Sullivan, and carried unanimously to authorize the following recommendations:

1. That the Board of Trustees authorize an allocation of \$1,368,032.25 of the Unassigned General Fund Balance to be maintained as such in order to provide the Library with a working capital margin of safety.

2. That the Board of Trustees authorizes \$96,233.64 of the Unassigned General Fund Balance to be allocated as Assigned Fund Balance for Encumbrances carried forward from the 2018-2019 General Fund.
3. That the Board of Trustees authorizes \$572,616.00 of the Unassigned General Fund Balance to be allocated as Assigned Fund Balance for Accrued Compensated Absences.
4. That the Board of Trustees authorizes an allocation of \$150,000.00 from the 2018-2019 Unassigned General Fund Balance to be allocated as Restricted Fund Balance for the Repairs and Improvements to the Building Capital Reserve Fund.
5. That the Board of Trustees authorizes an allocation of \$52,657.27 from the 2018-2019 Unassigned General Fund Balance to be allocated as Restricted Fund Balance for the Computer, Telecommunications and Equipment Capital Reserve Fund.
6. That the Board of Trustees authorizes an allocation of \$13,018.09 from the Capital Project Reserve Fund Interest to be allocated as Restricted Fund Balance for the Repairs and Improvements to the Building Capital Reserve Fund.

**SCLS 2019 TRUSTEE  
VOTE:**

The written ballots to elect an SCLS Trustee to represent the Town of Huntington on the SCLS Board were filled in and collected and will be sent in to SCLS.

**FAIR ACCESS TO  
DIGITAL CONTENT:**

Motion by Mr. Horowitz and seconded by Mrs. Sullivan, and carried unanimously to pass the following resolution with regard to fair access to digital content:

WHEREAS the Library has a duty to ensure access to information for all, and  
WHEREAS publishers are increasingly imposing restrictions on library purchases of new and popular materials in digital formats, and  
WHEREAS libraries are typically required to pay exponentially higher prices for copies of books in digital forma than consumers, and  
WHEREAS these barriers are an impediment to the freedom to read, particularly for those who are most dependent on libraries, as well as a challenge to our long-held commitment to equity of access,

Now, therefore, be it RESOLVED that the Library

1. Supports all digital content being made equally available to libraries without moratorium or embargo and at fair prices.
2. Supports the Library, other member libraries, and Suffolk Cooperative Library System raising public awareness of these issues.
3. Supports the Library, other member libraries, and Suffolk Cooperative Library System taking active steps to reduce the efficacy of publisher practices that are harmful to libraries and readers.

**SAFEKEEPING AND  
COLLATERALIZATION  
DISCUSSION:**

Mrs. Scherer discussed with the Board the merits of utilizing a deposit placement program for library funds.

**BUDGET & TRUSTEE  
VOTE TIMETABLE  
(20-21):**

Mrs. Scherer presented the Board with the Budget and Trustee Vote Timetable for 20-21. The dates and times specified within the document have been approved by our attorney. Mrs. Dillon mentioned that the Friends of the Library meeting is January 28, 2020, not mid-February as stated.

**HOLIDAY RAFFLES:**

Motion by Mr. Horowitz and seconded by Mrs. Sullivan, and carried unanimously to issue six half-day off gift certificates to be awarded at the Staff Holiday Party on December 1, 2019.

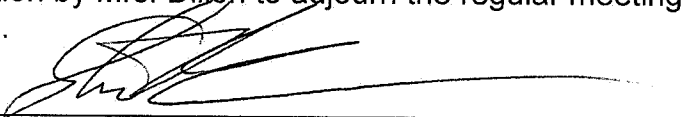
**EXECUTIVE SESSION:**

Motion by Mrs. Sullivan, seconded by Mrs. Ferrante to go into Executive Session at 8:50 p.m. to discuss a legal matter.

Motion by Mrs. Ferrante, seconded by Mr. Horowitz to come out of Executive Session at 9:10 p.m.

**ADJOURNMENT:**

Motion by Mrs. Dillon to adjourn the regular meeting at 9:11 p.m.



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