

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

PRESENT: Mrs. Eleanora Ferrante, President
Mrs. Eileen Sullivan, Vice President
Mr. Stuart Horowitz
Mrs. Stella Fox
Mrs. Pat Dillon, Financial Chairperson

STAFF: Mrs. Janet Scherer, Director
Mr. Nick Tanzi, Assistant Director
Mrs. Doreen Kilkenny, Board Secretary
Mrs. Erin McShane Hedger, Business Manager

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. Sullivan, and carried unanimously to accept the agenda, as amended:

- Add Theater Projector Purchase to New Business
- Move violence Prevention and Security Discussion to after Executive Session.

DISPOSITION OF MINUTES:
NOVEMBER 21, 2022: Motion by Mr. Horowitz, seconded by Mrs. Dillon, and carried unanimously to accept the minutes of the regular meeting of November 21, 2022.

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. The voided check has been viewed and recorded. 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 Mr. Horowitz, and carried unanimously to authorize payment of Warrant #15 Fund L in the amount of \$2,191.88; Warrant #21 Fund L in the amount of \$304,288.00; Warrant #17 Fund L in the amount of \$153,383.59; Warrant #11/10 PR Fund L in the amount of \$115,067.51; Warrant #11/23 PR Fund L in the amount of \$115,395.10.

Motion by Mrs. Dillon, seconded by Mrs. Sullivan, and carried unanimously to authorize payment of Warrant #10 Fund TA in the amount of \$44,672.90; Warrant #11 Fund TA in the amount of \$45,993.56.

Motion by Mrs. Fox, seconded by Mrs. Sullivan and carried unanimously to approve the American Express statement for October in the amount of \$6,463.37.

Motion by Mrs. Fox, seconded by Mrs. Sullivan, and carried unanimously to approve the Amazon/Synchrony Bank Monthly Statement for October in the amount of \$2,089.88.

Motion by Mrs. Fox, seconded by Mrs. Sullivan, and carried unanimously to approve the Amazon Capital Services Monthly Statement for October 20, 2022 through November 19, 2022 in the amount of 1,572.80

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

COMMUNICATIONS: The board acknowledged the SCLS minutes.

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

- We will be debuting our new newsletter in February. This expanded newsletter will afford a wider range of staff members the ability to contribute articles. As discussed at a prior meeting, we will have more space for additional advertising of our services, and will include larger pictures and font sizes.

I met with the postmaster at the Huntington Station Post Office to discuss delivery issues with our newsletter. He will talk to carriers to make sure they are delivering and check that the printer is getting it to them in a timely manner (although we have a good idea that the printer is delivering

the newsletters on time, due to the fact that they deliver extras to us on the same day).

- Our winter line-up is as follows:
 - Friday, Jan. 6: Paige Patterson & Band: classic soul, contemporary, and international songs
 - Friday, Jan. 13: Hourglass: James Taylor tribute
 - Friday, Jan. 20: Just Sixties
 - Friday, Jan. 27: The Paul Effman Band: new American mosaic, a celebration of multi-cultural hits
 - Saturday, Feb. 4 at 2 p.m.: Children's Theatre-Cinderella
 - Friday, Feb. 10: Rhonda Kay & the Backstage Trio: Jazz standards, American songbook
 - Friday, Feb. 17: Broadway Showstoppers
 - Friday, Feb. 24: Teen Theater Group
 - Friday, Mar. 3: LI Improv Comedy Show
 - Friday, Mar. 10: The Liverpool Shuffle: Beatles tribute
 - Friday, Mar. 17: The Mountain Maidens: Irish and traditional music
 - Friday, Mar. 24: Remedy band: women in rock show
 - Saturday, April 1 at 2 p.m.: Magic Beyond Imagination
 - family show.

- Our staff evaluation team consisting of Beth Periera; Sally Nikolis; Scott Kalogris; Joanne Mariani; Cathy- Ann Werner; Howard Spiegelglass; Jen Griffing; Ray Capone; Erin McShane; Nick Tanzi and Janet Scherer, has completed its work and staff evaluations will take place within 30 days of an employee's respective anniversary date beginning in 2023. This process involves both a self-evaluation and supervisory evaluation component. In addition, there is a procedure to address new employees, which calls for 30, 60, and 90-day check-ins. After five months the supervisor of a new employee will confer verbally with the Asst. Director or Director and finally, if all is well, will inform the employee on their 6-month anniversary that they are doing well and no longer working under the civil service probationary period.

- I am happy to announce that I was elected to the Public Libraries Director Association's executive board. I will hold the office of Vice-President for two years beginning January 2023.

**ASSISTANT
DIRECTOR'S
REPORT:**

Mr. Tanzi reported on the following:

- The school district's Teacher Center has approached us about offering a spring professional development workshop, centered on the library as a resource for educators. After speaking with library and school district staff, we have chosen March 15th and 22nd, 4:00 – 6:30 p.m. As the library's collections and services continually evolve, we will be sure to update our curriculum to match!
- We have received a \$4,000 reimbursement check for our AWE Early Literacy Stations, courtesy of the Long Island Library Resource Council's technology grant. The stations have since been received and installed in our Youth Services Area. These stations occupy the former footprint of two traditional desktop computers; our current setup more than meets demand, plus AWE provides educational software that is increasingly difficult to source.
- We are in the process of replacing the projector in the theater, as the current one is approaching end of life and the image quality is degrading. As we meet with vendors to secure quotes, we expect the work to be performed in two phases: the replacement of the projector unit itself, followed by the upgrading of our sound system. Replacing the projector will bring us up to the modern 4K standard and improve the overall viewing experience.
- One of the recommendations that came out of our Workplace Violence Prevention Committee was to seek a technology solution to streamline communication. I am investigating a software solution to electronically file and route incident/workplace violence reports both efficiently and securely.

**BUILDING & GROUNDS
REPORT:**

The board thanked Ray Capone for his report.

**NYLA CONFERENCE
REPORTS:**

The board thanked Jen Griffing and Michael Bartolomeo for their reports.

**NEW BUSINESS –
TRUSTEE EDUCATION
POLICY:**

Motion by Mr. Horowitz, seconded by Mrs. Sullivan, and carried unanimously that the board of trustees adopts the "Draft Trustee Education Policy" as presented.

NEW BUSINESS –
SHPL 2023-2024
BUDGET DRAFT:

Mrs. Scherer distributed the first draft of the 2023-2024 budget for the board to review and discuss in future meetings.

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 –
ALLOCATION OF
FUNDS FOR FISCAL
YEAR END 2022:

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

1. An allocation of \$1,528,563.00 of the Unassigned General Fund Balance to be maintained as such to provide the library with a working capital margin of safety.
2. An allocation of \$81,805.93 of the Unassigned General Fund Balance to be allocated as *Assigned* Fund Balance for encumbrances carried forward from the 2021-2022 General Fund.
3. An allocation of \$605,438.00 of the Unassigned General Fund Balance to be allocated as *Assigned* Fund Balance for Accrued Compensated Absences.
4. An allocation of \$221,589.72 from the 2021-2022 Unassigned General Fund Balance to be allocated as *Restricted* Fund Balance for the Repairs & Improvements to Building Capital Reserve Fund.
5. An allocation of \$1,386.64 from the Capital Reserve Fund Interest to be allocated as *Restricted* Fund Balance for the Repairs & Improvements to the Building Capital Reserve Fund.

NEW BUSINESS:
CAPITAL IMPROVEMENT
PLAN FEASIBILITY
STUDY:

After discussion of proposal, motion by Mrs. Fox and seconded by Mr. Horowitz, and carried unanimously to authorize an

expenditure not to exceed \$27,500.00 to be taken from the Repairs & Improvements to the Building Capital Reserve Fund and be paid to Beatty Harvey CoCo, LLC Architects to cover architectural fees and reimbursable expenses associated with capital improvement feasibility study for the library.

NEW BUSINESS:
THEATER PROJECTOR
PURCHASE:

Motion by Mrs. Dillon and seconded by Mrs. Fox and carried unanimously to approve an expenditure of \$6,582.98 from the Library's Computers, Telecommunications and Equipment Reserve Fund to be paid to New York Pro AV Systems Inc. for the procurement and installation of a projector system in the theater.

EXECUTIVE SESSION:

Motion by Mr. Horowitz, seconded by Mrs. Sullivan to go into Executive Session at 7:58 p.m. to discuss employment history of employees.

Motion by Mrs. Sullivan, seconded by Mr. Horowitz to come out of Executive Session at 8:03 p.m.

OLD BUSINESS –
VIOLENCE PREVENTION
AND SECURITY
DISCUSSION:

The board thanks Ray Capone for his building safety tour.

ADJOURNMENT:

Motion by Mr. Horowitz to adjourn the regular meeting at 8:48 p.m.

Respectfully submitted by,



Doreen Kilkenny, Board Secretary