

BOARD MEETING MINUTES – TUESDAY, FEBRUARY 20, 2024
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 Tuesday, February 20, 2024 at 7 p.m. in the Conference Room.

- PRESENT: Mrs. Eileen Sullivan, President
Mrs. Pat Dillon, Vice President
Mrs. Stella Fox, Financial Chairperson
Mrs. Eleanora Ferrante
- EXCUSED: Mr. Stuart Horowitz
Mrs. Erin McShane-Hedger, Business Manager
- STAFF: Mrs. Janet Scherer, Director
Mr. Nick Tanzi, Assistant Director
Mrs. Doreen Kilkenny, Board Secretary
- GUEST: Mr. Michael Pastore, representing the Huntington Manor Fire District
- 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 Mrs. Dillon, seconded by Mrs. Fox, and carried unanimously to accept the agenda as amended as follows:
- Move Period of Public Expression to after adoption of agenda
 - Move New Business – Tax Reductions for Community Volunteers to after Period of Public Expression
 - Table New Business – Collection HQ Presentation to next meeting
 - Add EV Charging Station Project State Environmental Review Act to New Business
 - Add EV Charging Stations Authorization of Project to New Business

**NEW BUSINESS –
TAX REDUCTION
FOR COMMUNITY
VOLUNTEERS:**

The board discussed property tax exemptions for volunteer firefighters with guest, Michael Pastore, of the Huntington Manor Fire District.

DISPOSITION OF MINUTES

JANUARY 16, 2024:

Motion by Mrs. Fox, seconded by Mrs. Ferrante, and carried unanimously to accept the minutes of the regular meeting of January 16, 2024.

FINANCIAL MATTERS

2023-2024:

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. Ferrante, seconded by Mrs. Dillon, and carried unanimously to authorize payment of Warrant #22 Fund L in the amount of \$8,322.14; Warrant #23 Fund L in the amount of \$151,144.66; Warrant #1/04 PR Fund L in the amount of \$120,316.29; Warrant #1/18 PR Fund L in the amount of \$128,474.81.

Motion by Mrs. Dillon, seconded by Mrs. Ferrante, and carried unanimously to authorize payment of Warrant #14 Fund TA in the amount of \$46,214.96; Warrant #15 Fund TA in the amount of \$56,226.41.

Motion by Mrs. Fox, seconded by Mrs. Dillon, and carried unanimously to authorize payment of Warrant #4 Fund H in the amount of \$400.00.

Motion by Mrs. Fox, seconded by Mrs. Ferrante, and carried unanimously to approve the American Express statement for January in the amount of \$3,533.10.

Motion by Mrs. Ferrante, seconded by Mrs. Fox, and carried unanimously to approve the Amazon/Capital Services Monthly Statement for December 20, 2023 – January 19, 2024 in the amount of \$2,087.94.

FINANCIAL
CHAIRPERSON'S
REPORT 2023-2024:

Mrs. Fox 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.

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

COMMUNICATIONS: The board acknowledged the letter of thanks to Ken & Chris Weil for their donation to the Friends of the Library.

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

- Lobby Day was a huge success as far as participation goes. The well in the Legislative building was filled to capacity with library supporters for the noon rally. LILRC did an excellent job scheduling appointments with all the Long Island legislators. Both Senators and Assemblypersons pledged their support to our cause. Hopefully their words will translate to the Governor's final budget numbers.
- According to our architect the installation of the HVAC equipment will begin in April. Work on our EV Charging Stations should begin in late spring or early summer.

ASSISTANT DIRECTOR'S
REPORT:

Mr. Tanzi reported on the following :

- I am happy to report that we now have two soundproof booths on the library mezzanine. We had experienced some delays; one weather related, and another when a panel was found damaged upon unboxing. The manufacturer has been very good to work with, and was able to ship a replacement panel within a week of discovering the damage. With all the pieces on site, Ray and Jose assembled the two units, with only minor difficulty securing the roof panels. Stools have been ordered, received, and placed inside. The booths have proven popular, with steady use since their unveiling. We will monitor this new amenity and determine if we need to create a reservation system, or if first-come-first-served will suffice.
- We have completed the annual library report for the board's review, and eventual submittal to the Suffolk Cooperative Library System, and later, to New York State. As is typically

the case, the report was completed under a tight deadline; the portal was first opened to us on January 31st, and required statistical reports from Howard Spiegelglass, Scott Kalogris, Jen Conlon, Michael Bartolomeo, Catherine Schmoller, Georgina Rivas-Martinez, and Sally Nikolis. Jamie Gholson is due special thanks in helping to organize staff responses to the state's queries.

**BUILDING & GROUNDS
REPORT:**

The board thanked Ray Capone for his monthly report.

**OLD BUSINESS –
SHPL 2024-2025
BUDGET DRAFT:**

Mrs. Scherer distributed the final draft of the 2024-2025 budget for the board to review and discuss in future meetings.

**OLD BUSINESS -
APPROVAL OF
PROPOSED 2024-2025
OPERATING BUDGET
FOR PRESENTATION
TO THE PUBLIC:**

Motion by Mrs. Fox, seconded by Mrs. Dillon and carried unanimously that the board of trustees approves the South Huntington Public Library proposed operating budget for 2024-2025 for presentation to the public.

**NEW BUSINESS –
COLLECTION HQ
PRESENTATION:**

Tabled.

**NEW BUSINESS –
LONG ISLAND
LIBRARY
CONFERENCE:**

Motion by Mrs. Dillon, seconded by Mrs. Ferrante that the Board of Trustees authorizes twelve staff members to attend the 2024 Long Island Library Conference at a cost not to exceed \$960.00. If there is interest, sufficient funds are available in the Board Continuing Education code to send Trustees to the conference.

**NEW BUSINESS –
LANDSCAPING
CONTRACT:**

Motion by Mrs. Dillon, seconded by Mrs. Fox that the board of trustees authorizes Geovanny & Sons Landscaping to furnish landscaping services for the March 2024 through December 2027 seasons for a total cost of \$34,050.00.

**NEW BUSINESS –
2023 ANNUAL
REPORT:**

Motion by Mrs. Dillon, seconded by Mrs. Fox that the board of trustees accepts the South Huntington Public Library's New York State Report for 2023.

NEW BUSINESS –
STAFF DEVELOPMENT
DAY:

The board discussed the possibility of having a Staff development day in the late summer or fall.

NEW BUSINESS –
FRIENDS FUNDRAISING
CAMPAIGN:

The board discussed the possibility of a Friends of the Library fundraising campaign.

NEW BUSINESS –
EV CHARGING STATION
PROJECT STATE
ENVIRONMENTAL
QUALITY REVIEW ACT:

Motion by Mrs. Dillon, seconded by Mrs. Fox that the Board of Trustees hereby declares itself lead agency in connection with the requirements of the State Environmental Quality Review Act; and BE IT FURTHER RESOLVED, that the Board of Trustees hereby declares that the Project is a Type II Action, which require no further review under SEQR; and BE IT FURTHER RESOLVED, that the Board of Trustees hereby shall forward an official copy of this Resolution to the New York State Education Department in connection with its request for approval of the listed Project from the New York State Education Department.

NEW BUSINESS –
EV CHARGING
STATION
AUTHORIZATION
OF PROJECT:

Motion by Mrs. Dillon, seconded by Mrs. Fox that the South Huntington Public Library Board of Trustees authorizes the use of funds to be taken from the Repairs and Improvements to Building Capital Reserve Fund to facilitate implementation of the EV Charging Station Project.

EXECUTIVE SESSION:


Motion by Mrs. Dillon, seconded by Mrs. Ferrante to go into Executive Session at 8:05 p.m. to discuss a personnel issue.

Motion by Mrs. Ferrante, seconded by Mrs. Dillon to come out of Executive Session at 8:17 p.m.

ADJOURNMENT:

Motion by Mrs. Dillon to adjourn the regular meeting at 8:18 p.m.

Respectfully submitted by,



Doreen Kilkeny, Board Secretary

Acknowledged by:

Patricia Dillon, Vice President