

BOARD MEETING MINUTES - TUESDAY, FEBRUARY 21, 2023
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 21 at 7:00 p.m. in the Conference Room.

- PRESENT: Mrs. Eleanora Ferrante, President
Mrs. Eileen Sullivan, Vice President
Mrs. Stella Fox
Mrs. Pat Dillon, Financial Chairperson
- EXCUSED: Mr. Stuart Horowitz
Mrs. Doreen Kilkenny, Board Secretary
- STAFF: Mrs. Janet Scherer, Director
Mr. Nick Tanzi, Assistant Director
Mrs. Erin McShane Hedger, Business Manager
- CALL TO ORDER: The meeting was called to order by the president at 7:01 p.m.
- PLEDGE OF ALLEGIANCE: The president led everyone in the Pledge of Allegiance.
- ADOPTION OF THE AGENDA: Motion by Mrs. Fox, seconded by Mrs. Dillon, and carried unanimously to accept the agenda as written.
- DISPOSITION OF MINUTES:
JANUARY 17, 2023: Motion by Mrs. Dillon, seconded by Mrs. Sullivan, and carried unanimously to accept the minutes of the regular meeting of January 17, 2023.
- 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 log 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 Mrs. Sullivan, and carried unanimously to authorize payment of Warrant #22 Fund L in

the amount of \$20,144.12; Warrant #27 Fund L in the amount of \$148,421.62; Warrant #1/05 PR Fund L in the amount of \$120,732.05; Warrant #1/19 PR Fund L in the amount of \$124,367.40.

Motion by Mrs. Fox, seconded by Mrs. Dillon, and carried unanimously to authorize payment of Warrant #14 Fund TA in the amount of \$46,088.23; Warrant #15 Fund TA in the amount of \$54,034.59.

Motion by Mrs. Sullivan, seconded by Mrs. Dillon, and carried unanimously to authorize payment of Warrant #3 Fund H in the amount of \$3,246.84.

Motion by Mrs. Fox, seconded by Mrs. Sullivan and carried unanimously to approve the American Express statement for January in the amount of \$2,991.30.

Motion by Mrs. Fox, seconded by Mrs. Sullivan, and carried unanimously to approve the Amazon/Synchrony Bank Monthly Statement for December in the amount of \$1,129.00.

Motion by Mrs. Fox, seconded by Mrs. Sullivan, and carried unanimously to approve the Amazon Capital Services Monthly Statement for December 20, 2022 through January 19, 2023 in the amount of \$2,243.71

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

COMMUNICATIONS: The board acknowledged the SCLS minutes.

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

- NYLA's New York State Lobby Day will take place on Tuesday, February 28, in Albany.

The recently released governor's budget concerning library funding is as follows:

- Library Aid \$96.1M
 - \$3.5M reduction from FY2023 Enacted Budget
- Library Construction \$14M
 - \$20M reduction from FY2023 Enacted Budget

As the NYS budget process continues, NYLA will continue to urge legislators to move the dial on these numbers. Events such as Lobby Day, letter writing campaigns, talking

with our representatives and telling our stories about why libraries are essential to our communities will aid in this endeavor.

The funding initiatives are as follows:

NYS Library Operating Aid: \$147.1M

Increased aid is needed to support the foundational framework of New York State libraries, improving the lives of residents of all ages, abilities and economic status.

Adequate funding is needed to support school, public, and academic libraries and library systems.

NYS Library Construction Aid: \$69.4M

Increased investment is needed to maintain and develop the physical infrastructure of New York State's libraries, in order to ensure a safe, accessible and sustainable environment for the future. The New York State Library estimates the deferred maintenance need at over \$1.5B. Over half of New York's libraries are over 60 years old. Investments allow libraries to invest in energy-efficiency and support the local construction industry

Increase Rate for Library Materials Aid: \$11.00/pupil

The per pupil rate of \$6.25 has remained stagnant since 2007. We are seeking an increase to the rate to reflect general inflation and the rising costs of materials in school libraries.

- SHPL Team Updates

- Sustainability Team:

- The Sustainability Team has been concentrating on programming with the following being offered this Spring: Repair Café and Craft Swap, as well as the return of our Seed Library and "Trashion Fashion" program for the kids. We are looking into the recycling of our DVDs and K-cups. In April we will begin the Trex Plastic Challenge for the community and staff. We will be collecting plastic bags, plastic Amazon wrappers, etc. to send to the Trex company, maker of composite decking materials. Once we have the necessary amount of plastic collected and turned in, they will donate a Trex bench to the library. Our staff will celebrate Earth Day in April with a seed planting party at our staff meeting. These seedlings can then be planted in our Learning Garden.

- Wellness Team:
Our Wellness Team is finalizing training dates for CPR and AED staff training. Team members are planning several staff outings to foster camaraderie. Bowling, axe throwing, line dancing, are just some of the activities planned. The team is hoping to collaborate with the Huntington Zone libraries on a beach clean-up. A speaker on stress reduction will talk to staff and also a beginner yoga session is in the planning stages for staff that may be interested. Puzzles and coloring sheets are in the staff room to encourage relaxation during breaks and dinners.
- Suffolk County is now partnering with libraries throughout the county, including South Huntington, to provide warming center locations. Visit here to see a complete list of all 35 library locations: <https://tinyurl.com/LIWarmingCenters>.
- Mrs. Scherer distributed The South Huntington Public Library's Code of Ethics/Conflict of Interest Policy along with an acknowledgment. Best practice dictates that trustees review the policy and sign the acknowledgement on an annual basis. All attending board members signed the acknowledgment.

ASSISTANT
DIRECTOR'S
REPORT:

Mr. Tanzi reported on the following:

- We have been preparing the NYS Annual Report in the leadup to this board meeting. This year had a particularly tight deadline. While there is some consistency to the questionnaire, there are always additions, subtractions, and slight variations from year to year. As part of the data set includes the years 2021 and 2022, the pandemic influences our reporting, and drives some of the aforementioned changes to the questionnaire itself.

Our process continues to be to break the intake form into multiple sections and deliver them to the corresponding staff members, along with the instructions provided by the Division of Library Development. I have met regularly with staff during this process in order to address questions and ensure consistency in the library's response. Similarly, I have worked

with Roger Reyes at SCLS to address uncertainties in the questions and to troubleshoot the report's online gateway. A special thanks goes out to our department heads for providing the necessary information in a timely fashion, and to Jamie Gholson for helping coordinate the distribution and collection of the subdivided sections of the report.

- We have had several members of our staff express interest in developing (or expanding) the web presence of library services they oversee, including local history and English as a new language (ENL). Michael Bartolomeo will be working with staff to help build out these sections of the website and train them on Drupal (our website's content management system), so they can perform future website maintenance themselves.

**BUILDING & GROUNDS
REPORT:**

The board thanked Ray Capone for his report.

**OLD BUSINESS -
2023-2024 BUDGET:**

Motion by Mrs. Dillon and seconded by Mrs. Sullivan and carried unanimously that the board of trustees approves the South Huntington Public Library proposed operating budget for 2023-2024 for presentation to the public.

**NEW BUSINESS –
HVAC PROJECT
CONTRACT
AWARD:**

Motion by Mrs. Sullivan, seconded by Mrs. Dillon and carried unanimously that the board of trustees awards a construction contract to Tedco Mechanical Services for the purpose of completing all required work as per the contract specifications detailed in the HVAC Replacement Project Contract No. 1 documents prepared by Beatty Harvey CoCo Architects, for a total amount of \$723,710.00 pending review by the library attorney.

**NEW BUSINESS –
2022 NYS STATE
REPORT:**

Motion by Mrs. Sullivan and seconded by Mrs. Fox that the board of trustees accepts the South Huntington Public Library's New York State Report for 2022.

**NEW BUSINESS –
THEATER SOUND
SYSTEM PURCHASE:**

Motion by Mrs. Sullivan, seconded by Mrs. Fox and carried unanimously that the board of trustees approves an

expenditure of \$10,007.92 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 an integrated sound system in the theater. The library's insurance has already approved this vendor for the work.

NEW BUSINESS –
OBSOLETE
EQUIPMENT:

Motion by Mrs. Dillon, 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 –
LONG ISLAND
LIBRARY CONFERENCE
2023:

Motion by Mrs. Fox and seconded by Mrs. Sullivan that the board of trustees authorizes twelve staff members to attend the 2023 Long Island Library Conference at a cost not to exceed \$900.00. If there is interest, sufficient funds are available in the board Continuing education code to send trustees to the conference.

NEW BUSINESS –
AED REPLACEMENT:

Motion by Mrs. Dillon and seconded by Mrs. Fox that the board of trustees approves an expenditure of \$8,770.00 to be paid to Cardio Partners for the procurement of five Cardiac Science Powerheart G5 AEDs.

EXECUTIVE SESSION:

Motion by Mrs. Dillon, seconded by Mrs. Fox to go into Executive Session at 7:52 p.m. to discuss personnel issues.

Motion by Mrs. Dillon, seconded by Mrs. Fox to come out of Executive Session at 8:00 p.m.

ADJOURNMENT:

Motion by Mrs. Fox to adjourn the regular meeting at 8:01 p.m.

x 
