

BOARD MEETING MINUTES - MONDAY, DECEMBER 16, 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, December 16 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
- STAFF: Mrs. Janet Scherer, Director
Mrs. Erin McShane Hedger, Business Manager
Mrs. Doreen Kilkenny, Board Secretary
- CALL TO ORDER: The meeting was called to order by the President at 7:06 p.m.
- PLEDGE OF ALLEGIANCE: The President led everyone in the Pledge of Allegiance.
- ADOPTION OF THE AGENDA: Motion by Mrs. Ferrante, seconded by Mrs. Fox, and carried unanimously to accept the agenda as written with the adjustments:
- Adding Budget Vote Day Discussion to New Business.
- DISPOSITION OF REGULAR MEETING MINUTES NOVEMBER 18, 2019: Motion by Mrs. Fox, seconded by Mrs. Ferrante, and carried unanimously to accept the minutes of the regular meeting of November 18, 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 Mr. Horowitz, and carried unanimously to authorize payment of Warrant #13 Fund L in the amount of \$10,227.73; Warrant #17 Fund L in the amount of \$366,346.00; Warrant #16 Fund L in the amount of \$178,882.02; Warrant #11/14 PR Fund L in the amount of \$107,558.37; Warrant #11/27 PR Fund L in the amount of \$109,559.36.

Motion by Mr. Horowitz, seconded by Mrs. Fox, and carried unanimously to authorize payment of Warrant #10 Fund TA in the amount of \$41,188.93; Warrant #11 Fund TA in the amount of \$42,568.12.

Motion by Mr. Horowitz, seconded by Mrs. Fox, and carried unanimously to authorize payment of Warrant #5 Fund H in the amount of \$34,076.09.

Motion by Mr. Horowitz, seconded by Mrs. Ferrante, and carried unanimously to approve the American Express statement for November in the amount of \$3,340.34.

Motion by Mr. Horowitz, seconded by Mrs. Ferrante, and carried unanimously to approve the Amazon/Synchrony Bank Monthly Statement for October in the amount of \$2,820.19.

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 Name	Check Amount
54501	10/21/19	ISLAND WIDE ENTERTAINMENT	300.00
54512	10/21/19	LIBRARY TRUSTEES ASS. OF NY	425.00

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

COMMUNICATIONS: Mrs. Dillon acknowledged the thank you letter from the Family Service League for our winter coat drive.

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

- The Staff Personnel Committee, comprised of members representing all library departments and job titles, began meeting on November 25th to discuss possible changes to the Personnel Policy Manual and salary schedules for the 2020-2021 fiscal year. Members of this year's committee are: Ray Capone (Maintenance); Jeanne Condon (Circulation); Kath Gieraltowski (Youth Services); Sheila Gorelick (Tech Processing); Martha Kahn (Reference Services); Doreen Kilkenny (Business Office); and MJ Kummer (Pages). She and Nick Tanzi will serve as ex-officio members.
- The installation of two staff entrance biometric locks will begin at the end of December or early January. As discussed at a previous meeting, our door locks are being upgraded in our continued effort to ensure the safety and security of our staff and building. The new locks will feature a biometric and/or card reader to gain entry. It is necessary for an electrician to prepare the doors for installation. East Coast Burglary & Alarm have been contracted to do the work.

BUILDING REPORT: The Board thanked Ray Capone for his monthly report.

**OLD BUSINESS -
SAFEKEEPING &**

COLLATERALIZATION: The Board of Trustee signed the bank resolutions to allow utilization of a deposit placement program for all Library funds.

NEW BUSINESS -

**SHPL 2020 – 2021 BUDGET
DRAFT**

Mrs. Scherer presented the Board with the preliminary draft of the 2020 – 2021 Budget for discussion.

**BIOMETRIC ACCESS
CONTROL ENTRANCE
LOCKS:**

Motion by Mr. Horowitz and seconded by Mrs. Ferrante, and carried unanimously to approve the expenditure of \$1,545.12 from the Repairs and Improvements to the Building Reserve Fund for the purchase of two Suprema biometric access control locks and an expenditure of \$217.50 from the Computer, Telecommunications and Equipment reserve Fund for the purchase of one Suprema bio-entry reader.

**BUDGET VOTE DAY
DISCUSSION:**

Mrs. Scherer informed the Board that the voting machines will not be available to us for the 2020 – 2021 Budget Vote due to the presidential primary election. We are looking into the

possibility of using paper ballots and what will be required to go that route.

EXECUTIVE SESSION: Motion by Mr. Horowitz, seconded by Mrs. Ferrante to go into Executive Session at 8:05 p.m. to discuss a legal matter.

Motion by Mrs. Ferrante, seconded by Mr. Horowitz to come out of Executive Session at 8:20 p.m.

ADJOURNMENT: Motion by Mrs. Dillon to adjourn the regular meeting at 8:21 p.m.
