

BOARD MEETING MINUTES - MONDAY, NOVEMBER 21, 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, November 21, 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
Mr. Michael Bartolomeo, Technology Librarian
- GUESTS: Mr. Robert Johnson, Auditor
Mr. John Sullivan, Patron
- EXCUSED: Mrs. Erin McShane Hedger, Business Manager
- CALL TO ORDER: The meeting was called to order by the President at 7:02 p.m.
- PLEDGE OF ALLEGIANCE: The President led everyone in the Pledge of Allegiance.
- VOICE OF THE TAXPAYER: Mr. John Sullivan requested a digital app to store library card information and better utilize materials requests. Mrs. Scherer thanked Mr. Sullivan for his suggestion and will look into the possibilities.
- ADOPTION OF THE AGENDA: Motion by Mr. Horowitz, seconded by Mrs. Dillon, and carried unanimously to accept the agenda as amended.
- DISPOSITION OF MINUTES:

OCTOBER 17, 2022: Motion by Mrs. Fox, seconded by Mrs. Sullivan, and carried unanimously to accept the minutes of the regular meeting of October 17, 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. 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. Dillon seconded by Mrs. Fox, and carried unanimously to authorize payment of Warrant #13 Fund L in the amount of \$14,808.04; Warrant #14 Fund L in the amount of \$205,460.64; Warrant #18 Fund L in the amount of \$9,756.00; Warrant #10/13 PR Fund L in the amount of \$113,863.59; Warrant #10/27 PR Fund L in the amount of \$125,521.99.

Motion by Mr. Horowitz, seconded by Mrs. Sullivan, and carried unanimously to authorize payment of Warrant #8 Fund TA in the amount of \$44,057.30; Warrant #9 Fund TA in the amount of \$55,654.78.

Motion by Mr. Horowitz, seconded by Mrs. Dillon, and carried unanimously to approve the American Express statement for October in the amount of \$6,679.26.

Motion by Mrs. Fox, seconded by Mrs. Sullivan, and carried unanimously to approve the Amazon/Synchrony Bank Monthly Statement for September in the amount of \$3,625.62.

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

COMMUNICATIONS: The board acknowledged the SCLS minutes and library communications.

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

- Our staff get together will take place on Sunday, December 4th at 5:30 p.m. Dinner menu and final cost will be released shortly. Staff has chosen La Scala in Commack for this holiday celebration.

- Along with other libraries in Suffolk County, South Huntington will soon be offering blood pressure kits for loan. SCLS has been working with the American Heart Association and Stony Brook Medicine on a project that has enabled SCLS to loan blood pressure devices to our communities. Currently, there are 33 member libraries (38 locations) that are offering the blood pressure loaner kits. The American Heart Association strongly advises and supports the concept of blood pressure home self-monitoring, to prevent heart attacks and strokes.

Each library receives:

- 10 traditional blood pressure devices
- 1 blood pressure device with a smaller cuff
- 1 blood pressure device with a larger cuff
- 1 talking blood pressure device
- Patron information packets (which the patron will keep, after returning BP device)
- Tabletop posters promoting the BP loaner program....to keep a uniform message throughout all the libraries

There will be an information meeting for libraries new to the program in early January and we expect to introduce the program to our patrons soon after.

- Our annual Fall Book Sale took place on Saturday, November 12 and Sunday, November 13. 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 on display throughout the following week. All proceeds benefit the Friends who report a profit of approximately \$1,407.25, which is an increase over 2019 when their profit came to \$1,250.00.
- Our annual Veteran's Day concert took place on Sunday, November 13 after a two-year hiatus due to the pandemic. As always, it was huge success. Our community never tires of hearing the wonderful music made popular during the Big Band era and our veterans appreciate the recognition.
- The Friends of the Library have generously agreed to sponsor signage above the technology center. It will be in the form of the single letters like the style of our signage throughout the building (the Alfred Van Loen Gallery, address lettering on the front of the building and our street sign). The letters will read Technology Center. The Friends have also authorized signage for our learning garden with the style to be determined.

- On Wednesday, September 28th, the NYS Construction Aid Advisory Committee met to recommend the 2022-23 NYS Construction Awards for Suffolk's member libraries. I am pleased to report that we received a recommendation of \$200,000.00 for our HVAC Project. Please be aware that we are unable to officially announce or include these funds in any final project budget projections until New York State issues official notification. This could take some time as the 2021-2022 recipients were just notified several weeks ago. I have thanked the committee for their consideration on behalf of our community, the board and all of Suffolk's libraries.
- Members of our WOW (Without Walls) Team and other staff members participated in several outreach events, including Huntington Station Unity Day and the SHUFSD Curriculum Nights. Our staff enjoyed the opportunity to speak with community members and educate them on the myriad of resources available at their local library.
- We were saddened to cancel our Community Information Fair and Touch-a-Truck event. A big thank you to our librarians, as well as Ray and Jose who worked so hard on the planning. We hope to try again in the spring.
- Our Wellness Team, consisting of Ryann Riggs, Catherine Schmoller, Joann Mariani, Keely Rehman, Jen Griffing, Michael Bartolomeo and me, sponsored SHPL's first ever Summer Walking Challenge. This event was supported by the Friends of the Library which allowed us to offer prizes to our lead walkers. Our first goal was to get to Key West, but we quickly conquered that and set our sights on Seattle, Washington. We even managed to get farther than that traveling to Glacier National Park. Collectively we walked approximately 5500 miles and 11 million steps. Bravo SHPL staff! Many thanks to the Friends of the Library for supporting this effort and furnishing funds for the prizes. Our next venture takes place on Sunday, October 16, when staff members will be participating in a breast cancer walk at Jones Beach.

ASSISTANT
DIRECTOR'S
REPORT:

Mr. Tanzi reported on the following:

- On Wednesday, 11/9 three divisions of the Suffolk County Library Association jointly held a staff-facing Tween Maker Faire at the Middle Country Public Library. Members of the computer and Technical Services (CATS), the Children's Librarians Association of Suffolk County (CLASC), and the

Young Adult Services Division (YASD) reserved tables to showcase high and low-tech maker tools being used in their libraries, and toured other libraries' tables to learn from them.

Eighty-one library staff members from across the county were in attendance, including four from South Huntington: Michael Bartolomeo, Elizabeth Klein, Lisa Esposito, and myself. We reserved a table to demonstrate MakeDo, a cardboard construction kit that is in line with our organizational commitment to sustainability.

- I am pleased to inform the board that the Regional Technology and Media Committee of LILRC has reviewed our grant application, and awarded us \$4,000 to purchase an AWE Early Childhood Literacy Station. We have since initiated the order with the vendor, and expect to receive and install the AWE stations this month. Once that has been completed, we will provide documentation to the LILRC to secure reimbursement.
- On October 19th and 26th, the library hosted educators from the school district for a five-hour professional development course. "Where Community Connects: Exploring the SHPL's New Technology and Other Resources for Teachers and Students," had twelve attendees who had very positive things to say about the course. On October 27th, I was invited to participate in the new teacher orientation at the James Kaden District Office. I thanked the Teacher Center for including us in their event and distributed South Huntington branded reusable bags filled with information about library resources that were assembled by our WOW Team. I had the opportunity to speak about many of the library's relevant offerings to new educators and extended a general welcome to the audience. There was a total of thirty-five new hires.

**BUILDING & GROUNDS
REPORT:**

The board thanked Ray Capone for his report.

**INTERNET LIBRARIAN
2022 CONFERENCE
REPORT:**

The board thanked Nick Tanzi, Michael Bartolomeo, and Ryann Riggs for their reports.

**NYLA CONFERENCE
REPORT:**

The board thanked Georgia Protan for her report.

WOW TEAM REPORT:

The board thanked Georgina Rivas-Martinez for her report.

OLD BUSINESS –
CAPITAL PLANNING: Mrs. Scherer updated the board on the capital planning progress.

OLD BUSINESS –
HVAC PROJECT: Mrs. Scherer updated the board on the HVAC project. Project will be going out to bid in Early December, and work is anticipated to start in April 2023.

NEW BUSINESS –
PROPOSED 2023
SCLS BUDGET: Motion by Mrs. Dillon, seconded by Mr. Horowitz, and carried unanimously that the board of trustees approves the SCLS proposed budget for 2022.

NEW BUSINESS –
SCLS TRUSTEE VOTE: The board voted via paper ballot for the new SCLS Trustee.

NEW BUSINESS –
WATER FOUNTAIN
UPGRADES: Motion by Mr. Horowitz, seconded by Mrs. Fox and carried unanimously that the board of trustees authorizes Werner's Plumbing and Heating to upgrade two water fountains at a total cost of \$11,200.00.

NEW BUSINESS –
VIOLENCE
PREVENTION
COMMITTEE
PRESENTATION: The board thanked Nick Tanzi for his presentation on behalf of the Violence Prevention Committee.

NEW BUSINESS –
ALA LIBRARY LEARNING
EXPERIENCE
CONFERENCE: Motion by Mrs. Fox, seconded by Mrs. Dillon and carried unanimously that the board of trustees authorizes one staff member to attend the 2023 Library Learning Experience (LibLearnX) Conference at a cost not to exceed \$2,840.00

NEW BUSINESS –

PROPOSED SCLS

RESOURCE SHARING

CODE AMENDMENTS:

Motion by Mrs. Dillon, seconded by Mr. Horowitz and carried unanimously that the board of trustees approves the amendments to the SCLS Resource Sharing Code.

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.

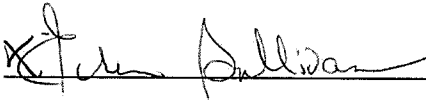
NEW BUSINESS –

HOLIDAY RAFFLES:

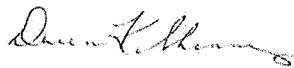
Motion by Mr. Horowitz and seconded by Mrs. Sullivan, and carried unanimously to issue six half-day off gift certificates to be awarded at the Staff Holiday Party on December 4, 2022.

ADJOURNMENT:

Motion by Mr. Horowitz to adjourn the regular meeting at 8:56 p.m.



Respectfully submitted by,



Doreen Kilkeny, Board Secretary