

BOARD of TRUSTEES
Regular Meeting
February 23, 2023 – 9:30 a.m.

Board Members Present: Renee Boyer, President
Jennifer Shore, Finance Officer
Joyce Hilgeman, Ph.D., Trustee

Library Staff: Ryan Athanas, Library Director
Linda Meglio, Assistant Director
Katherine Rath, Senior Account Clerk

Absent: David Clemens, Vice President
Ellen Rieger, Secretary
Cristina Spinelli, Treasurer

PLEDGE OF ALLEGIANCE

The meeting was called to order at 9:41 a.m. by Renee Boyer, President.

PUBLIC PARTICIPATION

There was no public participation. Members of our staff, Vincent Capone and Samuel Lellis, came in to speak to the Board about their new positions with the library.

CALL FOR NEW BUSINESS

- NYS Annual Report for Public and Association Libraries - 2022

APPROVAL OF MINUTES

Motion by Dr. Hilgeman to approve the minutes of the regular Board meeting of January 26th, 2023, as presented.
Second, Mrs. Shore. AYES: ALL. Motion carried.

FINANCIAL REPORTS

Motion by Mrs. Shore to approve the financial reports for the period ended January 31st, 2023, as presented.
Second, Dr. Hilgeman. AYES: ALL. Motion carried.

Motion by Mrs. Shore to approve the payment of the following Warrants for February, 2023:
Supplemental Warrant for payroll, dated January 31st, 2023, in the amount of \$177,637.66.

Warrant 2-23-1	\$ 284,979.37
Warrant 2-23-2 Gift Fund	\$ 1,700.00
Warrant 2-23-3 Capital Fund – Roof Reserve	\$ 16,284.34

Second, Dr. Hilgeman. AYES: ALL. Motion carried.

Mrs. Spinelli, Treasurer, reviewed the financial statements, warrants and payroll records for the February 3rd and the February 17th, 2023, payrolls. Mrs. Shore, Finance Officer, reviewed the financial statements, warrants and payroll records for the January 6th, January 20th, February 3rd and the February 17th, 2023, payrolls.

DIRECTOR'S REPORT

- **Door Access Panels:** SCPD Homeland Security recommended that we make the staff door in Circulation, and possibly the FACP electrical access door in Reference, accessible by swipe card only. In order to make this happen, Mr. Athanas contacted our current security vendor, AESCO, to give us a quote. Our system is old and there is no more room on our current access panels to add additional doors, so we may need to add new technology for the two doors and slowly convert the existing doors. Johnson Controls also does security doors and they use the same software that we already own. They can also use much of the same installed equipment. They will also be providing a quote.
- **Study Pods:** Mr. Athanas spoke with representatives from *Pillar* and *Room* regarding their study pod options. The pods from *Pillar* seem to be better constructed with removable panels, (4) fans and a larger desk that is also height adjustable, they also offer a significant discount for libraries. The Friends of HPL have generously agreed to pay for the cost the pods. Final numbers to follow.
- **Tutorial Room Refresh:** The second part of the Quiet Space Initiative is refreshing the Tutorial Rooms. Linda has a call in to our furniture vendor, OfficeWorx, as we hope to complete this refresh from this budget year's furniture line. Mike and Vinny will be removing the unused shelving in the rooms, patching and painting. Early plans are to use the gray wall colors from the Teen Room.
- **EnvisionWare software:** The third part of the Quiet Space Initiative is reservation software. Mr. Athanas received a quote and scheduled a Demo with EnvisionWare, our current vendor for public PC reservation and printing. The new software allows for reserving almost anything – book a Librarian, reserve a study room/pod, laptop, PC, etc. Although our Reference staff will have to monitor usage of these items, this software will allow patrons to be self-sufficient. Additionally, the software is cloud based, which will be one of the last things removed from our servers – meaning the next server upgrade can be for ONE server.
- **Hot water Tank:** Mr. Athanas showed pictures of the newly installed hot water heater. The previous unit lasted (31) years, so we hope for similar longevity but better energy performance with the new unit.

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DIRECTOR'S REPORT (Continued)

- **Roof Repairs:** Mr. Athanas showed pictures of the recent repairs to the roof which include the repair of the badly corroded copper ridge, addition of a new slope and drains for water on both sides of the peak of the roof, and the repair and waterproofing of the slate roof above the conference room.
- **Asphalt:** Mike Cronin has contacted three companies to give estimates for the paving of the Circular Driveway. The two we have received are over the bidding threshold of \$35k. Two of the companies are Minority and Women Owned Business Enterprises (MWBE). Contracting with MWBE (Minority and Women Owned Business Enterprises) through a NYS initiative would allow us to use them but NOT go out to bid. We are still waiting on an estimate from the third company, which is also MWBE.
- **Donations in Memory of Joan BaRoss:** Family and friends of **Joan BaRoss** have donated over \$1100 to the library to date. The family is grateful for Joan to be recognized in this way.
- **Elaine Tolle:** Longtime employee and retiree of the Harborfields Public Library, Elaine Tolle, passed away on February 11th. Mr. Athanas reminisced that Mrs. Tolle was highly respected by the staff and was truly a role model for himself and other new librarians. She will be missed by all who knew her.
- **Battle of the Books:** Mr. Athanas congratulated the Young Adult team, "The Founding Fathers", from Harborfields for winning the annual Advanced Battle of the Books competition which was held at the Sachem Public Library. He also thanked Kim McCarthy and Mary Kim for their dedication to the team.
- **Personnel:** Mr. Athanas welcomed Denise Ruestow, a new Adult Page in the Reference Department who joins us from her previous position as an Adult Page at the Comsewogue Library. He also welcomed K.C. (Kenneth) Miller as an evening part-time Custodian.

ASSISTANT DIRECTOR'S REPORT

- **Advanced Battle of the Books:** The Young Adult Advanced Battle of the Books Team, "The Founding Fathers", took first place at the competition held at Sachem Public Library. Mary Kim and Kim McCarthy coached the team and did an amazing job with bringing them home as winners and friends. The library is hosting a well-deserved celebration party for them on February 28th.
- **Repair Café:** The Repair Café held in the Large Meeting Room was a huge success with more than 70 people attending. Mrs. Meglio thanked Susan Hope for her tremendous effort with recruiting volunteers to work on repairing items in need of some TLC. Many patrons left with newly repaired items and the effort to repair, as opposed to replace, meant that these items were not discarded into a landfill. The community effort was tremendous and appreciated by all.
- **Social Media Marketing:** Mrs. Meglio and members of the HPL staff recently met with the social media consultant from SCLS to discuss ways to better promote the library and its services on platforms like Facebook and Instagram, including promoting the sustainability efforts that we have undertaken over the course of the past year.
- **Hazard Reduction & Workplace Violence:** Mrs. Meglio met with the members of the library's Hazard Reduction Team and followed up regarding some of the advice provided by the SCPD Homeland Security Active Shooter Training. Additionally, the team discussed the Workplace Violence Program and how incidents will be reviewed by the team moving forward. Thanks to Sarah Schnepf, the program can be accessed through a link from the Workplace Violence Policy Statement and will now be required reading as a part of the online training modules for staff.
- **Vending Machines:** Mrs. Meglio is in the process of vetting companies that provide vending machines for libraries. Although we have machines downstairs for the staff, we are researching machines that would be accessible by the public because many patrons have expressed a desire to have access to snacks and drinks while in the library. A possible location would be by the entrance of the Paul Elsener Media Room, as there is a large cabinet there that is underutilized and that can be moved to make room for the machines. This update would require the addition of an electrical outlet in that area and we would have to update our current policy on food and drink in the library, but it seems like an ideal spot and would make many patrons happy.
- **Tutorial Room Refresh:** Mrs. Meglio is working with Ms. Schnepf and the Reference Department staff on choosing furniture from OfficeWorx for the updated Tutorial Rooms. We hope to purchase the items in this fiscal year.
- **Assistant Director's Roundtable:** Mrs. Meglio recently attended an Assistant Director's Roundtable meeting where other libraries discussed issues with their buildings. Mrs. Meglio was proud to note that our building is in excellent condition and is appreciated by the entire community.
- **Sustainable Libraries Initiative:** All Huntington Zone libraries will participate in a meeting with Amanda Lerch, Environmental Analyst from the Town of Huntington Department of Waste Management, and with Meagan Mulcahy, Recycling Coordinator, to discuss paper recycling options for libraries in the Town of Huntington.

DEPARTMENTAL REPORTS

The Board reviewed and discussed the Departmental Reports regarding January, 2023 activities. Mrs. Shore commented that she would like to see a local authors display, as there are many talented authors in the towns of Greenlawn and Centerport that could be highlighted.

PERSONNEL REPORT

Motion by Mrs. Shore to accept the Personnel Report dated February 23rd, 2023, as attached.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

STATISTICS

The Board reviewed the monthly statistics for January, 2023. Ms. Boyer discussed the Computer Services Usage statistics.

CORRESPONDENCE

The Board reviewed a letter from the Greenlawn Civic Association thanking us for our support with the “Meet at the Tree” event, which was ultimately canceled due to weather. The Board also reviewed (2) letters from Town of Huntington Councilwoman, Joan Cergol, and Town of Huntington Councilman, Dave Bennardo, thanking us for donating the Trex bench earned from our sustainability efforts in recycling plastic film.

OLD BUSINESS

There was no old business discussed.

NEW BUSINESS

DEACCESSION REPORT

The Board reviewed the Deaccession Report prepared by Samuel Lellis, Network Systems Technician. Mr. Athanas noted that the items outlined on the report were donated to the Retired Seniors Volunteer Program (RSVP) of Suffolk.

Motion by Mrs. Shore to approve the Deaccession Report dated February 9th, 2023, as attached.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

2023-2024 BUDGET BROCHURE

The Board reviewed the 2023-2024 Budget Brochure which will be made be available to the public on Friday, February 24th, 2023 and will be available on the library’s webpage, at all public desks and in the Business Office.

Motion by Mrs. Shore to approve the 2023-2024 Budget Brochure as presented and attached.

Second, Dr. Hilgeman.

AYES: All. Motion carried.

2022 NYS ANNUAL REPORT FOR PUBLIC & ASSOCIATION LIBRARIES

Mr. Athanas reviewed and discussed the 2022 NYS Annual Report for Public and Association Libraries.

Motion by Dr. Hilgeman to approve and submit the NYS Annual Report for Public and Association Libraries for 2022, as presented.

Second, Mrs. Shore.

AYES: All. Motion carried.

2023-2024 LIBRARY CALENDAR OF CLOSINGS, HOLIDAYS & BOARD MEETINGS

The Board of Trustees was presented with a list of Holidays, Closings and Board meeting dates for the 2023-2024 fiscal year.

The following changes were made:

1. The library will remain open on Friday, November 10th, 2023, which is the date that is federally observed for Veteran’s Day, and the staff will receive compensatory time per the Employee Manual.
2. The library will be closed on Saturday, November 11th, 2023, for Veteran’s Day.
3. The Board meeting on May 23rd, 2024, was moved to 9:30 a.m.

Motion by Dr. Hilgeman to adopt the 2023-2024 Schedule of Closing and Holiday dates, as attached, with changes as outlined above.

Second, Mrs. Shore.

AYES: All. Motion carried.

LIBRARY ADVOCACY DAY

Motion by Mrs. Shore to approve travel expenses for Mr. Ryan Athanas, Library Director, to attend NYLA’s Library Advocacy Day in Albany, New York on February 28th, 2023.

Second, Dr. Hilgeman.

AYES: All. Motion carried.

ADJOURNMENT

Motion by Dr. Hilgeman, seconded by Mrs. Shore, to adjourn the meeting. There being no further business, the meeting was adjourned at 11:04 a.m.

Respectfully submitted,

Katherine Rath for
Ellen Rieger, Secretary