

**BOARD of TRUSTEES**  
**Regular Meeting**  
**April 26, 2022 – 7:00 p.m.**

**Board Members Present:** Ellen Rieger, Vice President  
Renee Boyer, Finance Officer  
David Clemens, Secretary

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

**Absent:** Joyce Hilgeman, Ph.D., President  
Jenny Shore, Trustee  
Cristina Spinelli, Treasurer

**PLEDGE OF ALLEGIANCE**

The meeting was called to order at 7:29 p.m. by Ellen Rieger, Vice President.

**PUBLIC PARTICIPATION**

There was no public participation.

**CALL FOR NEW BUSINESS**

There was no new business added to the agenda.

**APPROVAL OF MINUTES**

Motion by Ms. Boyer to approve the minutes of the Budget Information Hearing of March 24<sup>th</sup>, 2022, as presented.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

Motion by Ms. Boyer to approve the minutes of the regular Board Meeting of March 24<sup>th</sup>, 2022, as presented.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

Motion by Ms. Boyer to approve the minutes of the Annual Meeting and Election on April 5<sup>th</sup>, 2022, as presented.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

**FINANCIAL REPORTS**

Motion by Ms. Boyer to approve the financial reports for the period ended March 31st, 2022, as presented.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

Motion by Ms. Boyer to approve the payment of the following Warrants for April, 2022:

Supplemental Warrant for Payroll, dated March 31st, 2022, in the amount of \$171,594.51.

Warrant 4-22-1	\$ 173,234.27
Warrant 4-22-2 Gift Fund	\$ 392.45
Warrant 4-22-3 Capital	\$ 97,510.00
Warrant 4-22-4	\$ 2,601.20

Second, Mr. Clemens.

AYES: ALL. Motion carried.

Mrs. Spinelli, Treasurer, reviewed the financial statements, warrants and payroll records for the April 1st and the April 15<sup>th</sup>, 2022, payrolls and Ms. Boyer, Finance Officer, reviewed and approved the Payroll Registers for the April 1st and the April 15<sup>th</sup>, 2022, payrolls.

**DIRECTOR'S REPORT**

- **Budget Vote:** The Annual Budget Vote and Trustee Election held on April 5<sup>th</sup> was a success and the 2022-2023 Budget passed 167 - YES / 22 - NO. Congratulations to Ellen Rieger for being elected for another five-year term. Thank you to Kathy Rath, Jody Kantianis and our fantastic budget workers for a great day!
- **Email Blast Stats:** We have instituted sending out monthly email blasts promoting our newsletter to patrons that have a registered email with us in Sierra. Susan Hope has also worked diligently on having these digital newsletters contain links to register for programs, which is working well to bolster program attendance. In April, there were 7,232 Newsletter emails sent to adult card holders. Of those, 3,850 were opened and 300 patrons clicked to the newsletter. We are also sending emails to patrons on behalf of the *Friends of the Library* highlighting the great work that they do in supporting the library, as well as information about becoming a member. 7,211 emails regarding the Friends were sent to adult card holders. Of those, 4,020 were opened and 144 clicked on additional information which gained about 20 new members for the Friends.
- **COVID Protocol:** Unfortunately, people continue to test positive over the last few weeks. As a result, we have been asking people to fill-in and we thank our staff for their amazing teamwork! Staff has been reminded of the protocol when testing positive. The Library follows NYS/Suffolk Department of health recommendations.
- **Microsoft Office 365:** Public libraries are not eligible for a discount as an educational, academic or non-profit institution to purchase MS Office 365. As a result, Mr. Athanas is investigating **Google Workspace**, which may actually be a better fit since most staff use Gmail and Google Drive already. Google offers a basic service for free to non-profit agencies.

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### DIRECTOR'S REPORT - Continued

- **Picnic Tables/Outdoor Seating:** The new outdoor space at the Broadway entrance has just received (2) new two-seater picnic tables which are ADA compliant and will also easily accommodate strollers. We would like to add some umbrellas to the tables if we can figure out a way to secure from weather and theft. There are also (2) new benches on order and the plan is to have (2) four-foot benches along the sides and (1) eight-foot bench along the back. When a librarian has story time, they will bring a chair and a round outdoor mat for additional seating for the children.
- **Boat and Train:** The new themed carpet for under the boat and train in the Children's Room is due to be installed the week of 5/16. Kevin and Mike also completed the addition of the "All Aboard" piece of the train, which will make the walls of the caboose sturdier and create added durability.
- **Meeting Room Wing – RENU:** RENU completed the LED lighting update in the Small Meeting Room, the installation of the wall sconces in the Large Meeting Room and the sconces at the Broadway entrance. They will continue to perform additional work, which will include school house lighting in the GCHA, Book Shop and at the Ann Street entrance. They are scheduled to complete much of the additional work this Saturday, April 30<sup>th</sup>.
- **EV Charging Station:** Mr. Athanas is in touch with Suffolk County regarding the electric vehicle charging stations. Lindenhurst is the first library to partner with them on this type of install. Since we're not sure that the costs would be completely covered, we may be able to work with PSEG to get rebates that could potentially pay for 90-100% of the program.
- **Crosswalk on Broadway:** Mr. Athanas discussed the recent accident that occurred on Broadway where a child was hit by a car in the crosswalk. Mr. Athanas is in contact with the President of the Greenlawn Civic Association and has offered his assistance with trying to have additional safety measures put in place to prevent similar events in the future including hosting meetings at the library. A speed monitoring device has been installed on Broadway since the accident.

### ASSISTANT DIRECTOR'S REPORT

- **Sustainability – Waste Audit:** The library recently performed a "waste audit", which included going through a day's worth of library trash, and it was found that 60% of the library's waste was paper recyclables. At this point we are investigating adding an additional dumpster with our current carting company which will be reserved just for paper recyclables.
- **Young Adult Activities:** Mrs. Meglio and Mrs. McCarthy recently attended the Harborfields High School's stage rendition of Legally Blonde, which was well attended by the HF Community, and they were excited to see many of our Young Adult patrons in attendance as well. Additionally, Mrs. McCarthy, with the assistance of Samuel Lellis, our new Network & Systems Specialist, attended the STEM fair at Oldfield Middle School where they promoted the use of our 3D Printer.
- **Harborfields High School Art Reception:** The library will once again be hosting the reception for the Harborfields High School students on Wednesday evening, April 27<sup>th</sup>, after a long hiatus due to the pandemic's social distancing requirements. Students, grades 9-12, had their artwork featured in the gallery for the entire month of April and will be recognized for their outstanding work.
- **Little Free Pantry:** Plans for creating the Little Free Pantry at the library are underway and the high school's Key Club was able to raise approximately \$125 at a bake sale which will help towards the purchase of materials to build and stock the pantry.
- **Public Library Traffic Sign:** Mrs. Meglio has been in contact with the Departments of Transportation and Public Works in order to inquire about getting a traffic sign with the "Public Library" logo installed on Broadway, Pulaski and/or on 25A pointing community members and visitors to our beautiful library. More information will be provided as things progress.

### DEPARTMENTAL REPORTS

The Board reviewed and discussed the Departmental Reports regarding March, 2022, activities.

### PERSONNEL REPORT

Motion by Mr. Clemens to accept the Personnel Report dated April 26<sup>th</sup>, 2022, as attached.

Second, Ms. Boyer.

AYES: ALL. Motion carried.

### CORRESPONDENCE

The Board reviewed the letter from LI Science & Engineering Fair and the Memorandum from Lamb & Barnosky regarding the "Extension of Authority to Hold Remote Meetings", dated April 15<sup>th</sup>, 2022.

### OLD BUSINESS

#### FIRE ALARM CONTROL PANEL

Our current Fire Alarm Control Panel (FACP), which was provided, installed and maintained by Casey Systems, is a proprietary system and is no longer able to be repaired due to age and lack of replacement parts. Since this panel controls our entire fire alarm system, not being able to repair it is a significant safety issue. Mr. Athanas has attempted to get additional quotes from outside vendors, but since the system was proprietary to Casey Systems, outside vendors are not willing to replace only the FACP, but would also have to replace all initiating devices, notification devices and the back-up power supply, which would make the cost prohibitively expensive. Therefore, Casey Systems has provided a quote for installation of a new and non-proprietary FACP which would allow other vendors to work on the system in the future, if necessary.

Motion by Ms. Boyer to approve the proposal from Casey Systems for \$14,262.75 to replace the FACP, as attached.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

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**OLD BUSINESS - Continued**

**RENU LIGHTING & ENERGY EFFICIENCY UPDATE – CAPITAL PROJECT**

The recent Meeting Room Wing update by RENU will be completed within the next month and we would like to pay for the project from the Capital Reserve funds earmarked for Building Improvements (H5002).

Motion by Ms. Boyer to pay RENU Contracting Restoration the total of \$97,510 from the Capital Reserve - Building Improvement Fund.  
Second, Mr. Clemens. AYES: ALL. Motion carried.

**PROGRAM PAYMENTS**

The Board has discussed this topic in prior months and decided to forego having patrons pay fees for programs unless they would be paying for materials and taking home a tangible item. Accordingly, patrons are not currently paying for exercise classes and other instructional programs. The Board feels that they would like to have all Trustees in attendance for any additional discussion that may result in any changes regarding this decision. Therefore, this topic is tabled until May, 2022.

**NEW BUSINESS**

**POLICY REVIEW**

Mrs. Meglio discussed the current Collection Development Policy, which was last reviewed in 2014.

Motion by Ms. Boyer to accept the revised Collection Development Policy, ALA's Freedom to Read Statement and ALA's Freedom to View Statement, as presented and attached.

Second, Mr. Clemens.

AYES: All. Motion carried.

**TANS AUTHORIZATION**

Motion by Mr. Clemens to authorize the signing of a letter to the President of the Board of Education (as attached), with copies to the Superintendent of Schools, the Assistant Superintendent for Business and the District Clerk, requesting the sum of \$500,000 in Tax Anticipation Note funds (TANs) for the 2022-2023 operating budget, until such time as we receive our budget appropriation funds from the Town of Huntington.

Second, Ms. Boyer.

AYES: ALL. Motion carried.

**PROGRAM ATTENDANCE CAPACITY & CONCERTS**

In an effort to fully reopen the library to our pre-pandemic service levels, the Board feels comfortable in no longer limiting the number of patrons that may attend programs and would like to reinstate our indoor and outdoor concert scheduling effective immediately.

**EXECUTIVE SESSION**

Motion by Mr. Clemens to move into Executive Session at 8:55 p.m. to discuss the medical, financial, credit or employment history of a particular employee.

Second, Ms. Boyer.

AYES: ALL. Motion carried.

Motion by Mr. Clemens to return to the regular order of business at 9:08 p.m.

Second, Ms. Boyer.

AYES: ALL. Motion carried.

**ADJOURNMENT**

Motion by Ms. Boyer, seconded by Mr. Clemens, to adjourn the meeting. There being no further business, the meeting was adjourned at 9:10 p.m.

Respectfully submitted,

Katherine Rath for  
David Clemens, Secretary