

BOARD of TRUSTEES
Regular Meeting
April 27, 2023 – 7:00 p.m.

Board Members Present: Renee Boyer, President
Jenny 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 7:03 p.m. by Renee Boyer, President.

PUBLIC PARTICIPATION

There was no public participation.

CALL FOR NEW BUSINESS

- Trustee Training
- Service Animals Policy
- Exterior Painting & Repair

APPROVAL OF MINUTES

Motion by Mrs. Shore to approve the minutes of the Budget Information Hearing of March 23rd, 2023, as presented.
Second, Dr. Hilgeman. AYES: ALL. Motion carried.

Motion by Mrs. Shore to approve the minutes of the regular Board Meeting of March 23th, 2023, as presented.
Second, Dr. Hilgeman. AYES: ALL. Motion carried.

Motion by Dr. Hilgeman to approve the minutes of the Annual Meeting and Election on April 11th, 2023, as presented.
Second, Mrs. Shore. AYES: ALL. Motion carried.

FINANCIAL REPORTS

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

Motion by Dr. Hilgeman to approve the payment of the following Warrants for April, 2023:
Supplemental Warrant for Payroll, dated March 31st, 2023, in the amount of \$258,222.30.

Warrant 4-23-1	\$ 184,085.64
Warrant 4-23-2 Gift Fund	\$ 3,890.36
Warrant 4-23-3 Capital	\$ 13,525.94
Warrant 4-23-4	\$ 6,102.90

Second, Mrs. Shore. AYES: ALL. Motion carried.

Mrs. Spinelli, Treasurer, reviewed the financial statements, warrants and payroll records for the April 14th and the April 28th, 2023, payrolls and Mrs. Shore, Finance Officer, reviewed and approved the Payroll Registers for the April 14th and the April 28th, 2023, payrolls.

DIRECTOR'S REPORT

- **Budget Vote:** We had another positive turn out for our Budget Vote and Trustee Election. Congratulations to Jenny Shore for her appointment to another 5 year term. This year's Budget was for a .98% overall tax increase and the support from the community was overwhelmingly positive. I want to thank our Budget Workers: Susan Semple, Joyce Pardee, Pamela Flamm and Deborah Spreckles for their time, professionalism and positive attitudes while representing the library during the vote and a big thank you to Kathy for all of her efforts making the day run like clockwork.
- **Solar Charging Station:** The cement base for the solar charging station has been installed by Joe DeGroot Landscape Design. We anticipate the cement being fully cured by Monday, May 1st and the pole will be installed soon after.
- **Quiet Pods:** The pods were shipped Tuesday, April 24th and the expected delivery date is Monday, May 1st. Mike Cronin and Vinny Capone have removed the furniture behind the Reference Desk and painted and spackled the wall in preparation for the arrival and installation of the Pods.
- **Speck in the Sea Author Talk and Discussion:** We had a successful author event facilitated by Liz Yorio and Susan Hope. The authors, John Aldridge and Anthony Sosinski, discussed their amazing survival story, which is soon to be made into a motion picture. The book was chosen as this year's Long Island Reads title. Over 60 people were in attendance.

April 27th, 2023 Board Minutes – Page 2**DIRECTOR'S REPORT (continued)**

- **Cars and Coffee at the Library:** On May 21st at 10 a.m., we will be hosting our first “Cars and Coffee” event in the front circle of the library. A more casual spin on an actual car show, the front circle will be open to the first 20 cars to arrive, with additional parking on the Ann Street side of the building. Participants will be asked to donate \$10 to help support the Friends of the Library. We will have a “People’s Choice” award for a deserving car, music, coffee and a “nosh”. Linda and I have been toying with the idea since last fall, and we are looking forward to it! The rain date is June 4th should we have inclement weather.
- **Security:** We have been experiencing an increase in the amount of patrons that have had issues that encroach upon our Maintenance of Public Order. We have also had an increase in patrons using our library that have been banned from other libraries in Suffolk County for behavioral issues. So far our staff has handled any and all problems with their usual professionalism, kindness and de-escalation training. We are going to slightly increase some of our security presence as well as continue to offer training for Mental Health.
- **Computer Services:** We have been working on configuring our new software to allow for patron self-room booking, laptop and PC use. Sam Lellis has rolled out new Windows 11 PCs in the Teen Room and Children’s Room, using the new cloud based reservation software. He has replaced the staff PCs in Technical Services and the Children’s Room as well. We installed a new Children’s Calendar display in the Children’s Room and are refreshing the Tween iPads (they have been off line since we closed in 2020 for COVID). Next we will update all of the public PCs in Reference with the new PC Reservation Software.
- **Study Rooms:** We are coming to the end of our “Design on a Dime” refresh of our Study Rooms (formerly Tutorial). Mike Cronin and Vinny Capone have removed the old shelving, spackled, painted (with paint left from the TeenScape renovation), and installed picture molding. WT Hickey has installed 4 new dimmable LED fixtures (2 in each room). These fixtures were leftovers from the Quiet Room renovation (2016) and the LED renovation of the Meeting Room wing (2021). WT Hickey also installed wall outlets for patron use to plug in and charge devices. We purchased 43” monitors and webcams for each room to allow for remote meetings and collaborative work. One of the rooms is using the round table and chairs from the Library Director’s Office, while the other is using a rectangular table from storage that was once in the Business Office and later used in Technical Services. Matching chairs were also taken from the Business Office. Community Member and Photographer Michael Fairchild has generously offered to lend us beautiful landscape photographs to decorate and add some additional color to the room. Wireless doorbells (set to a very low volume!) with a flashing LED light were added giving reference staff an easy way to alert a patron using the room that another patron is waiting. The final touches will be posting instructions, an inspirational wall quote and finalizing the setting in the Booking Software. Huge thank you to the staff involved in making this all possible – it took remarkable vision and cooperation to make this small, yet tasteful renovation possible.
- **Johnson Controls:** The upgrade of our Door Access system is largely complete. Over the course of 3 days, technicians from Johnson Controls moved our system to the new one with minimal inconvenience to staff. There are a few new parts that had to be ordered to get us fully functional, but all existing doors are functioning with the software, including the new Circulation to Staff Hallway door that was recommended by Homeland Security. We are very pleased with the work performed by Johnson Controls. We anticipate the final parts to be completed within a week.
- **Concrete Repair:** Trees & Bricks, our Landscaper, put us in touch with their sister company, Lopez Masonry, who will perform some much needed concrete repair to the exterior of our building. Mike Cronin, Linda Meglio and Ryan Athanas walked the entire exterior and made a checklist of areas that needed to be addressed.
- **Greenlawn-Centerport Historical Association:** Mr. Athanas scheduled a meeting with Alexandra Martinez, the President of the Greenlawn-Centerport Historical Association (and a School Librarian in Elmont). The GCHA and the Library have been partners since the Library moved into this building in 1976. Our organizations play vital roles in keeping our community informed, entertained and aware of its history. Mr. Athanas will be discussing how we can help each other and strengthen our relationship.
- **Children’s Department:** Per Patty Moisan’s board report, “One of our young adult patrons with special abilities has been attending programs and spending time in the Children’s room for the past year. It was not until today that she actually said hello and smiled. She was sitting with Summit (Therapy Dog in Training) and reading a story to him with the help of her assistant. Since the Pandemic, Tail Waggin’ Tales with Cutch is more popular than ever.” Continuing with our partnership with the School District, our young adult children with special abilities have been helping out at our Circulation Desk and with some of the tasks in the Children’s Room.
- **Sustainability:** The library has purchased a complete set of battery powered power tools, replacing the gas powered weed whip and blower. We have also purchased a new trash receptacle for the picnic area, containing two bins – one for mixed recyclables and the other for “landfill.”

April 27th, 2023 Board Minutes – Page 3**ASSISTANT DIRECTOR'S REPORT**

- **Board of Trustees Election:** Mrs. Meglio congratulated Mrs. Shore on her re-election to the Library Board. Amazingly, Mrs. Shore will begin her 5th term on the Board having already served for the past 20 years. Her professionalism and intelligence is truly an asset to this library and we look forward to continuing to work with her.
- **National Library Week:** The library recently celebrated National Library Week and National Library Workers Day. Mrs. Meglio worked with staff to print buttons that were worn by staff throughout the week and Mr. Athanas gathered the staff to take a group picture on the Broadway steps which was posted on our Instagram page. That picture received over 100 likes and some lovely comments from patrons about our wonderful library and staff.
- **Corinna Jaudes (see Correspondence):** We recently bid farewell to part-time Children's Librarian, Corinna Jaudes, who leaves us to spend more time with family since she already works full-time. We hosted a small farewell gathering for her and she commented on how special our library and staff truly are and how much she loved working at Harborfields. She will be missed.
- **Harborfields High School Art Show Reception:** The library hosted the HFHS Art Show Reception in the Gallery on April 26th and there were approximately (40) artists, friends and families in attendance to celebrate the amazing talent that was displayed by local students. Participants were judged by an artist from the Huntington Art League and one of our pages, Liza McPherson's piece won "Best In Show".
- **Friends of the Library:** The Friends Scholarship Committee is accepting applications for its inaugural scholarship. The committee will award two (2) \$750 scholarships to graduating seniors of Harborfields High School that are college/vocational school bound. Additionally, the Friends will host local author, Erin Zammatt Ruddy, for an inspiring evening and learn how to tackle life's trickiest tasks. As a cancer survivor and Features Director at HGTV, Erin has plenty of tips to share from her book, *The Little Book of Life Skills*. With a \$20 donation, attendees can enjoy light refreshments, "mocktails", and a chance to win a self-care spa basket!

DEPARTMENTAL REPORTS

The Board reviewed and discussed the Departmental Reports regarding March, 2023, activities. Sarah Schnepf noted that there will be a meeting with the AARP Tax Preparers some time prior to next tax season to discuss improving procedures for sign-ups for this free service. Mrs. Shore commented on the local author section which was recently added in Reference. Her son, Benjamin Wyckoff Shore's book, "Terribilita" is featured there and she is grateful for the support of the community.

PERSONNEL REPORT

Motion by Mrs. Shore to accept the Personnel Report dated April 27th, 2023, as attached.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

CORRESPONDENCE

The Board reviewed thank you letters from the Wiepert and Fischetti families and a hand-drawn thank you from children Layla, Alyssa and Joey Fischetti. They also read a thank you from our departing colleague, Corinna Jaudes.

OLD BUSINESS

PAVING OF THE BROADWAY PARKING CIRCLE AND CEMENT CURB PROPOSALS

After the last Board meeting, Mr. Athanas and Mr. Cronin received an additional proposal from Lindley Brothers Asphalt. One of the owners is a community resident. The provided quote fell in line with the quotes we received from the two MWBE businesses, Graci and A&L. However, the quotes included varying terms and amounts of asphalt and square footage. Mr. Athanas then called our Architect, John Tanzi, for advice. Without charging our library a fee, he provided specs that could be sent to the asphalt companies so they could provide a quote based on the same amount of work and material. Essentially it is 6" of a compact base of crushed material, layered with 1.5" of course asphalt and 1.5" of fine asphalt. This closely matched some of the quotes we received. Based on these specs, Graci returned a quote with an increase of \$20k and eliminated the curb work (\$98,000). A&L increased their original quote by \$100 and still included the curb work. Mr. Tanzi gave a ballpark estimate of it costing around \$8,000 to be contracted to take on the job so we could go out to bid to Non-MWBE companies. This does not include legal fees. Based on his experience, Mr. Tanzi believes the job is about \$80,000 and if we could avoid the additional expenses of going out to bid by going with an MWBE business, he would recommend doing so. We vetted A&L with South Huntington Library. While they have not performed a full re-pave job like we are asking, they are a long time client and A&L was fully recommended.

Motion by Mrs. Shore to accept the proposal from A&L Blacktop Sealcoating for \$76,660, as attached, and to make a 1/3 deposit from the Capital Fund per their terms, so that they may begin work.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

NEW BUSINESS

TRUSTEE TRAINING

Mr. Athanas discussed the newly mandated Trustee Training, which requires each Board member to complete (2) hours of training by December 31st, 2023. Mr. Athanas noted that South Huntington Library will host some sessions at their library and proposed dates include July 10th, July 13th, August 14th and August 16th. Mr. Athanas also noted that Harborfields is willing to provide training sessions for our Trustees in house. Discussion about dates and other possibilities to follow at a later meeting.

SERVICE ANIMALS POLICY

The Board reviewed and discussed the new Service Animals Policy, which was also reviewed and amended by our attorneys, Lamb & Barnosky, prior to the meeting.

Motion by Mrs. Shore to approve the new Service Animals Policy, as attached.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

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RECORDS RETENTION & DISPOSITION POLICY

The Board reviewed and discussed the updated Records Retention & Disposition Policy, which was recently amended by New York State, and includes language regarding Harborfields Public Library backing up files to the cloud.

Motion by Mrs. Shore to approve the updated Records Retention & Disposition Policy, as attached.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

BOARD MEETING TIME CHANGE

Please note that the Board meeting originally scheduled for May 25th @ 7:00 p.m. will now be held at 10:00 a.m. on the same day.

TANS AUTHORIZATION

Motion by Dr. Hilgeman 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 \$300,000 in Tax Anticipation Note funds (TANs) for the 2023-2024 operating budget, until such time as we receive our budget appropriation funds from the Town of Huntington.

Second, Mrs. Shore.

AYES: ALL. Motion carried.

PAINTING & REPAIR OF COLUMNS AT BROADWAY ENTRANCE

The Board discussed the current poor condition of the Columns at the Broadway entrance. Mr. Athanas and Mr. Cronin noted that the cost to replace the columns would be astronomical, but a repair could extend the life until the cost of the replacement of these columns can be worked into a future budget or construction grant. The library received a proposal from "Eric the Painter", which was reasonable and he has done quality work for us many times in the past.

Motion by Mrs. Shore to accept the proposal from E.B. Painting for \$3,200 to paint & repair the columns and any other areas at the Broadway entrance as discussed.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

EXECUTIVE SESSION

Motion by Mrs. Shore to move into Executive Session at 8:35 p.m. to discuss the medical, financial, credit or employment history of a particular employee.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

Motion by Dr. Hilgeman to return to the regular order of business at 8:41 p.m.

Second, Mrs. Shore.

AYES: ALL. Motion carried.

Motion by Dr. Hilgeman to issue retroactive pay to Allison Schaefer based upon her promotion on the date of attainment of her college degree and certificate per new Civil Service guidelines, rather than based on the original delayed date of civil service approval. Prior to issuing retroactive pay, Mr. Athanas will speak with our attorney, Mr. Bob Cohen, to verify legality.

Second, Mrs. Shore.

AYES: ALL. Motion carried.

PUBLIC PARTICIPATION

There was no public participation.

ADJOURNMENT

Motion by Mrs. Shore, seconded by Dr. Hilgeman, to adjourn the meeting. There being no further business, the meeting was adjourned at 8:42 p.m.

Respectfully submitted,

Katherine Rath for
Ellen Rieger, Secretary