

BOARD of TRUSTEES
Regular Meeting
May 26, 2022 – 10:00 a.m.

Board Members Present: Joyce Hilgeman, Ph.D., President
Ellen Rieger, Vice President
Renee Boyer, Finance Officer
David Clemens, Secretary
Jenny Shore, Trustee

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

Absent: Linda Meglio, Assistant Director
Cristina Spinelli, Treasurer

PLEDGE OF ALLEGIANCE

The meeting was called to order at 10:12 a.m. by Dr. Joyce Hilgeman, 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 Mrs. Shore to approve the minutes of the regular Board Meeting of April 26th, 2022, as presented.

Second, Mrs. Rieger.

AYES: ALL. Motion carried.

FINANCIAL REPORTS

Motion by Mrs. Shore to approve the financial reports for the period ended April 30th, 2022, as presented.

Second, Mrs. Rieger.

AYES: ALL. Motion carried.

Motion by Mrs. Shore to approve the payment of the following Warrants for May, 2022:

Supplemental Warrant for Payroll, dated April 30th, 2022, in the amount of \$299,192.88.

Warrant 5-22-1	\$ 131,225.40
Warrant 5-22-2 Gift Fund	\$ 1,393.51
Warrant 5-22-3 Debt Service	\$ 603.75

Second, Mrs. Rieger.

AYES: ALL. Motion carried.

Mrs. Spinelli, Treasurer, reviewed the financial statements, warrants and payroll records for the April 30th, May 13th and the May 27th, 2022, Payrolls and Ms. Boyer, Finance Officer, reviewed and approved the Payroll Registers for the April 30th, May 13th and the May 27th, 2022, payrolls.

DIRECTOR'S REPORT

- **Staff Break Room Update:** We have been working on updating the staff break room and, in addition to adding the water bottle filling station, we have just installed a new TV. New furniture is also expected to be delivered and installed in June. The one item that we are still working on is the new vending machine, but we have a few vendors that we are currently vetting.
- **Friends of the Library's Annual Craft Fair:** The Friends' Craft Fair was held for the first time since the pandemic and was very well-attended. Vendors were happy to be back and the weather was beautiful. In the spirit of our sustainability efforts, we did put the old break room furniture out for sale at the Craft Fair, but did not have any purchases so will put it out at the "Great Giveback".
- **Civil Service:** We currently have (8) submissions with Civil Service, some of which date back to March. It has been a long process and we have received only partial news on (1) submission to date. Mr. Athanas may contact our PLDA Representative, Tom Tarantowicz from Brentwood Public Library, who works with Civil Service on behalf of libraries who may be experiencing issues and/or delays.
- **COVID Report:** We have had (11) staff members test positive since April and have required positive staff members to obtain a PCR test showing their positive result. Based upon our discussion with Bob Cohen, nothing has changed as far as our legal obligations. Mr. Cohen confirmed that per NYS Department of Labor, the library must still compensate for missed shifts/days due to COVID.
- **Fire Alarm Control Panel (FACP):** The FACP has officially been ordered. Unfortunately, due to manufacturing and shipping delays across the U.S., we aren't expecting delivery for a few months. Mr. Athanas will keep the Board informed as things progress.
- **Zone Meeting with Dave Bennardo:** At the last meeting of the Huntington Zone Libraries, newly elected Town Board member, Dave Bennardo, was in attendance to do a meet-and-greet. Dr. Bennardo was Principal of Harborfields High School and Superintendent of the South Huntington School District, so he was already familiar with many of the Zone Directors. Discussions centered around partnering on community events like job and employment fairs.
- **SCLS Board Meeting:** The Library hosted the monthly SCLS Board meeting since our Board member, Dave Clemens, will be finishing up his term representing our Zone on the SCLS Board in the end of June. Al Coster attended to discuss SCLS's Annual Audit and Mr. Athanas gave those in attendance a tour of the library. We received many compliments and a letter from the President of the Board of Trustees of the Shelter Island Library on how impressed they were with our beautiful library.

May 26th, 2022 Board Minutes – Page 2**DIRECTOR'S REPORT – Continued**

- **Northport/East Northport Library Solar Panels:** Northport/East Northport Library just finished the bidding process to have solar panels installed on the Northport building and the company that won the bid seems eager to work with other libraries. Mr. Athanas is following this project closely and will relay information about their project as it progresses.
- **Electric Vehicle Charging Ports (Pictures):** Lindenhurst Library just completed a self-funded installation of EV Charging Ports in the library's parking lot. They did not work with PSEG, but with a private company – Charge Point, although they are expecting to receive rebates and/or grants for a portion of the install. Lisa Kropp, Director of Lindenhurst, relayed that they have been well received by the community and are working great. Mr. Athanas will get additional information from Lindenhurst and will continue to be in contact with Suffolk County regarding this program.
- **Picnic Tables & Outdoor Seating (Pictures):** The picnic tables have been installed and bolted down to the newly paved areas on Broadway and look beautiful. We have noticed many patrons taking advantage of the outdoors and are still hoping to add umbrellas and possibly a solar charging station for phones and computers. The benches are still on order for the other paved area and will be installed as soon as they arrive from the vendor.
- **Boat & Train – Children's Room (Pictures):** The new themed carpet has been installed under the Dock, Boat and Train and has really improved the whimsical look of the play area in the Children's Room. Kevin also added the "All Aboard" wooden piece for the train, which has improved the train's durability.
- **RENU Contracting Restoration (Pictures):** The new lighting, which can be dimmed, has been installed in the Large Meeting Room wing and has made a huge difference in the visibility in the hallway, Book Shop, GCHA and Small Meeting Room. All of the outdated wiring has been replaced as well, which is a huge upgrade in safety considering the age of the original wiring.
- **Online Training:** The Harborfields staff will once again be taking their online training courses for Workplace Violence and Sexual Harassment. Mr. Athanas encourages the Board to log on and take the same training at their convenience. Mr. Athanas will send a link to all Board members so that they may participate. The training modules will be available through December.
- **Retirement Announcement:** Susan Matthews, Head of Reference and employee for the past 23 years, is officially retiring on June 10th. Susan has been integral in advancing many initiatives, including Outreach, Library Express and the Sustainability effort. We will have a breakfast celebration in her honor on Friday morning, June 10th, at 9:00. All Board members are welcome to attend.

ASSISTANT DIRECTOR'S REPORT

Mrs. Meglio provided a written report this month because she could not be present for the meeting. Please see page 19 of May's Board packet.

DEPARTMENTAL REPORTS

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

PERSONNEL REPORT

There was no Personnel Report this month due to pending Civil Service approvals.

CORRESPONDENCE

The Board reviewed an email from Jo-Ann Robotti, President of the Board of Trustees for the Shelter Island Public Library.

OLD BUSINESS**PAYMENTS FOR PROGRAMS**

The Board has opted to table this item, requesting first to see a draft of a proposed written policy, as well to review statistics regarding payments made to vendors, program attendance and program revenues. This topic will be revisited at the June Board meeting.

2023 BUDGET VOTE DATE

The common vote date for most libraries to hold their Annual Budget Votes and Trustee Elections was set for April 4th, 2023. Unfortunately, this date happens to fall during a Harborfields School District week-long vacation break. With concern for our patrons not being in town to vote, the Board discussed moving the vote to the following week, following the lead of many other Zone libraries.

Motion by Mr. Clemens to reschedule the Annual Budget Vote and Trustee Election to Tuesday, April 11th, 2023 from 3:00-9:00 p.m.
Second, Mrs. Shore. AYES: ALL. Motion carried.

EXECUTIVE SESSION

Motion by Mrs. Shore to move into Executive Session at 11:11 a.m. to discuss the medical, financial, credit or employment history of a particular employee/employees.

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

Motion by Mrs. Shore to return to the regular order of business at 11:28 a.m.

Second, Ms. Boyer. AYES: ALL. Motion carried.

The Board discussed the current list of employees and their respective positions, upcoming retirements, and the possible internal movement of some of our current employees in response to these retirements.

May 26th, 2022 Board Minutes – Page 3

NEW BUSINESS

POLICY REVIEW

Mr. Athanas presented the newly revised Sexual Harassment Policy, which was last reviewed in 2018.

Motion by Ms. Boyer to accept the revised Sexual Harassment Policy, as presented and attached.

Second, Mrs. Rieger.

AYES: ALL. Motion carried.

BALDESSARI & COSTER ANNUAL AGREEMENT

Motion by Mrs. Rieger to authorize Mr. Athanas, Library Director, to sign the Proposal of Services Agreement from our auditors, Baldessari & Coster, dated April 22, 2022, as attached.

Second, Ms. Boyer.

AYES: ALL. Motion carried.

ALA CONFERENCE ATTENDANCE

Mr. Clemens, current Secretary of the HPL Board of Trustees, has requested to attend the Annual ALA Conference in Washington D.C. as a representative of the Board of the Harborfields Public Library and of the Board of SCLS. The conference will take place this year from June 23rd to June 28th, 2022, but Mr. Clemens has only asked that we cover one night of his hotel accommodations. Additionally, Mr. Clemens will provide a report to our Board regarding beneficial information gained while attending the conference.

Motion by Mrs. Rieger to pay for one night of hotel accommodations for Mr. Clemens while attending the Annual ALA Conference in Washington D.C. from June 23rd to June 28th, 2022. Mr. Clemens will provide a receipt and request for reimbursement upon his return.

Second, Ms. Boyer.

AYES: ALL. Motion carried.

JULY REORG MEETING

The Board discussed the upcoming reorganizational meeting scheduled for July 7th, 2022. Currently, Dr. Hilgeman and Ms. Boyer have scheduling conflicts. Mrs. Rath will send out an email to all Board members after checking with the library's attorney, Mr. Cohen, as to the last date on which this meeting could be held. The Board proposed Tuesday, July 12th at 9:30 a.m., as a possible alternative.

ADJOURNMENT

Motion by Mr. Clemens, seconded by Mrs. Rieger, to adjourn the meeting. There being no further business, the meeting was adjourned at 11:38 a.m.

Respectfully submitted,

Katherine Rath for
David Clemens, Secretary