

BOARD of TRUSTEES
Regular Meeting
August 25, 2022 – 9:30 a.m.

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

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

Absent: Jennifer Shore, Financial Officer
Dr. Joyce Hilgeman, Trustee
Cristina Spinelli, Treasurer

PLEDGE OF ALLEGIANCE

The meeting was called to order at 9:35 a.m. by Renee Boyer, President.

PUBLIC PARTICIPATION

There was no public participation.

CALL FOR NEW BUSINESS

- Minimum Starting Salaries

APPROVAL OF MINUTES

Motion by Mrs. Rieger to approve the minutes of the regular Board Meeting of July 28th, 2022, as presented.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

FINANCIAL REPORTS

Motion by Mrs. Rieger to approve the financial reports for the period ended July 31st, 2022, as presented.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

Motion by Mrs. Rieger to approve the payment of the following Warrants for August, 2022:

Supplemental Warrant for Payroll, dated July 31st, 2022, in the amount of \$167,028.16.

Warrant 8-22-1	\$ 145,371.91
Warrant 8-22-2 Gift Fund	\$ 831.15
Warrant 8-22-3 Payroll	\$ 69.30

Second, Mr. Clemens.

AYES: ALL. Motion carried.

Mrs. Spinelli, Treasurer, reviewed the financial statements, warrants and payroll records for the August 5th and the August 19th, 2022, payrolls.

DIRECTOR'S REPORT

- **Summer Reading Clubs:** Mr. Athanas thanked the staff for their outstanding effort with the Summer Reading Clubs. Enrollment was very high and all of the decorations and prizes really helped with encouraging patron participation.
- **Election Primary:** The Republican Primary for New York's 24th Congressional District was held at the library on August 23rd. Thanks to Kevin Crowley for coming early in the morning to open the library for voters.
- **Front Entrance:** Unfortunately, when it rains, we have noticed that water pools in the entrance of the lobby because the steps are actually pitched towards the building as opposed to away from it. This problem will have to be repaired in the future and will need to be added to the list of upcoming building projects.
- **Retirement Celebration on August 5th:** The library held a retirement party for long-time employees, Maureen Coyle - 21 years, and for Carolyn Capobianco -19 years, on August 5th, which was well-attended and appreciated by all. Mr. Athanas thanked the Staff Appreciation Committee for making this a wonderful and heartfelt celebration.
- **Departmental Changes:** With retirements happening in both the Reference and Circulation Departments, there have been some new appointments that will help fill some voids. Iris Lin has been appointed as a part-time Librarian Trainee in Reference and we were excited to learn that she speaks fluent Mandarin as well as conversational Spanish. We have also promoted Christine Maloney from a part-time position to full-time Library Clerk in Circulation. Christine is an asset at Circulation and we are excited to have her here full-time. We are also sad to see our Security Guard, Alex Munoz, leave to begin a new venture in the security industry. We wish him well. Melissa Gabrielle has begun training in Tech Services with Sarah Schnepf and we anticipate her becoming a valuable member of that department, although she will also continue to work part-time in the Children's Department. And finally, Mary Kim is doing an outstanding job at her new post in Teen Services.
- **Homeless Training Institute:** The library recently offered voluntary staff training covering working with the homeless and many staff were able to attend. Since this is an important issue for our library, considering we do serve patrons who are experiencing homelessness, the staff noted that it was extremely helpful and informative. Mr. Athanas and Mrs. Meglio would like to join a subscription service for additional training modules offered by Ryan Dowd and the Homeless Training Institute which cover topics like Crisis Situations, Prejudice, Mental Illness, Ornerly Teens and many others. This subscription would allow the library to track employee training as they take each module and would give our employees increased confidence when working with patrons.

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- **Fire Alarm Control Panel (FACP):** We are anxious to have our new FACP installed in the coming months and Casey Systems is working on scheduling a sub-contractor to complete the electrical work required to install it. If the work cannot be completed in a normal work day, we may need to have a “fire watch” overnight shift while the building is not electronically monitored by the system.
- **New umbrellas:** Mrs. Meglio purchased new umbrellas for all of the outdoor picnic tables and they have been well-received by our patrons who are using them on particularly hot and sunny days.
- **Smithtown Library Board Meeting:** The Smithtown Library held its August Board meeting at the Kings Park branch in order for the community to again discuss the “pride” displays which were featured during Pride month in all of the Smithtown Library’s four branches. Since this issue has gained momentum in the press and with governing bodies of New York concerned with discrimination, representatives from PLDA and from the LGBTQIA+ Alliance were in attendance monitoring the meeting.

ASSISTANT DIRECTOR'S REPORT

- **Sustainability:** The Sustainability Committee, with the continuing help of retiree Susan Matthews, has been working towards establishing a library presence in South Greenlawn by working with the laundromat on Broadway to provide books and materials to its patrons including posting information about Brainfuse and Homework Help. We hope to see more community members from this area of Greenlawn take advantage of these services.
- **EAP Supervisory Workshop:** Mrs. Meglio, along with Sarah Schnepf and Kellie Franceschini, attended an EAP sponsored workshop for Supervisors where they were able to learn some valuable skills for working with their employees. Most importantly, they were encouraged to recognize positive behaviors and to ask for employee feedback, which can truly make a difference in bolstering employee morale.
- **Workplace Violence Prevention Program:** Mrs. Meglio has been working with our attorney, Alyssa Zuckerman, on creating a Workplace Violence Prevention Program. Although this is a state-mandated program, the library is mainly concerned with preserving the safety of our staff. As a part of the program, staff may review incident reports so that they may be properly apprised of existing concerns. A portion of the program documents will be posted to our public website, but the full document will be available on the staff’s internal site.
- **Sustainability Committee:** Mrs. Meglio wanted to thank the Sustainability Committee, Valarie Henrichson, Mary Kim, Ikuko Kang and our staff, for their commitment to attaining our sustainability certification. When the committee was formed, we were a mere 3% sustainable. Now, Mrs. Meglio is proud to say that we are 54% sustainable and move closer to our goal each month. The committee will be meeting with its advisor, Lisa Kropp, next month to discuss their progress & further initiatives. Mrs. Meglio also noted that sustainability was a key component when preparing the library’s 3-year Strategic Plan.
- **Little Free Pantry:** The Little Free Pantry is officially complete thanks to the construction expertise of Mike Cronin, and the Harborfields High School Key Club will be holding a food drive in September in order to stock the pantry. After the food drive, the library will undertake the installation of the pantry, which will be located in the front of the library by the bicycle rack. Mrs. Meglio will also be working with the Key Club in establishing a schedule to keep it stocked, although the items that are stocked may change from food to other items like mittens and hats in the winter months.

DEPARTMENTAL REPORTS

There were no Departmental Reports this month due to Summer Reading Club activities.

PERSONNEL REPORT

Motion by Mr. Clemens to accept the resignation letters from Maureen Coyle (dated 8/5/22), Ashley Xie (dated 8/10/22), Kayla Hibbert (dated 6/24/22) and Carolyn Capobianco (dated 7/30/22).

Second, Mrs. Rieger.

AYES: ALL. Motion carried.

Motion by Mr. Clemens to accept the Personnel Report dated August 25th, 2022, as attached.

Second, Mrs. Rieger.

AYES: ALL. Motion carried.

STATISTICS

Door counts continue to rise and are once again approaching pre-pandemic levels.

CORRESPONDENCE

The Board reviewed a letter from Harborfields High School regarding the Homecoming Parade and a letter from Maureen Coyle, as attached.

OLD BUSINESS**MISSION STATEMENT**

This has been tabled until all Board members are present.

PROPOSAL FOR UPDATE OF SECURITY SYSTEM

Mr. Athanas discussed the proposal from Johnson Controls for the complete update of our current security system. Potential system maintenance, quoted at \$9,486.09 annually after the first year, is not included but may increase if it is not approved with the acceptance of the current proposal.

Motion by Mr. Clemens to accept the proposal from Johnson Controls for the update of our current security system at a cost of \$90,527.32, which includes all equipment, installation and a one-year warranty.

Second, Mrs. Rieger.

AYES: ALL. Motion carried.

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NEW BUSINESS

GREENLAWN-CENTERPORT HISTORICAL ASSOCIATION AGREEMENT

Motion by Mrs. Rieger to have the President of the Board of Trustees, Renee Boyer, sign the Annual Greenlawn-Centerport Historical Association (GCHA) Agreement for September 1st, 2022 – August 31st, 2023, as attached.

Second, Mr. Clemens.

AYES: All. Motion carried.

3-YEAR STRATEGIC PLAN

Mrs. Meglio presented the proposed 3-Year Strategic Plan for 2022-2025 and asked the Board to make recommendations for changes and/or additions based upon this outline of goals. All Board members present weighed in on topics that they feel would be pertinent to the plan. Mrs. Meglio will work on some of these recommendations, but the Board will also be revisiting this prior to its adoption. Therefore, acceptance is tabled pending further revisions.

WORKPLACE VIOLENCE PREVENTION PROGRAM

Motion by Mr. Clemens to accept the proposed Workplace Violence Prevention Program, as attached.

Second, Mrs. Rieger.

AYES: ALL. Motion carried.

MINIMUM STARTING SALARIES

The Board discussed establishing an updated Schedule of Minimum Starting Salaries but would like this to be approved each year at the Annual Reorganization Meeting in July. Therefore, approval of this item is tabled until July of 2023.

ADJOURNMENT

Motion by Mrs. Rieger, seconded by Mr. Clemens, to adjourn the meeting. There being no further business, the meeting was adjourned at 11:37 a.m.

Respectfully submitted,

Katherine Rath for
Ellen Rieger, Secretary