



Harborfields

PUBLIC LIBRARY

Board of Trustees Regular Meeting February 27, 2020

Board Members Present:

David Clemens, President
Joyce Hilgeman, Ph.D., Vice President
Ellen Rieger, Finance Officer
Jenny Shore, Secretary
Renee Boyer, Trustee
Carol Albano
Ryan Athanas
Cristina Spinelli, Treasurer

Director:

Assistant Director:

Absent:

PLEDGE OF ALLEGIANCE

The meeting was called to order at 10:04 a.m. by Dr. Hilgeman, Vice President.

PUBLIC PARTICIPATION

Mr. Phil Faraone was in attendance, as he was interested in learning more about the Board of Trustees.

CALL FOR NEW BUSINESS

- Retirements

APPROVAL OF MINUTES

Motion by Mrs. Rieger to approve the minutes of the regular meeting of January 24th, 2020, as presented.
Second, Mrs. Shore.

FINANCIAL REPORTS

Motion by Mrs. Rieger to approve the financial reports for the period ended January 31st, 2020, as presented.
Second, Mrs. Shore. AYES: ALL. Motion carried.

Motion by Mrs. Rieger to approve the payment of the following Warrants for February, 2020:

Supplemental Warrant, dated January 31st, 2020, in the amount of \$179,634.26.

Warrant 2-20-1 \$111,555.58

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

Mrs. Spinelli, Treasurer, reviewed the financial statements, warrants and payroll records for the February 7th and February 21st, 2020, payrolls. Mrs. Spinelli also reviewed the bank statements and bank reconciliations for the month ending January 31st, 2020.

Mrs. Rieger reviewed and approved the Payroll Register for the February 7th and February 21st, 2020, payrolls.

DIRECTOR'S REPORT

- The Adult Programs offered during the February winter break brought in many patrons and attendance was strong. The Organic Gardening, Open Mic & Cake Decorating programs were especially well received. However, due to many families taking vacations, we had sparse attendance for Young Adult and Children's programming during the same period. Mr. Clemens added that we had exceptional weather during the same period, which encouraged people to be outdoors, but also noted that since the circulation stats were significantly increased in January, he believes that people borrowed in anticipation of the break.
- The Harborfields Library will offer a Medicine Collection day on Tuesday, April 7th, 2020 from 2:00-4:00 p.m. in conjunction with the Suffolk County Police and Sheriff's Departments. Community members can turn in unused or expired prescription and over-the-counter medications during this time. A schedule of other zone libraries offering the same services is attached.
- There is a zone-coordinated prom dress collection going on to collect lightly used prom dresses that may be

given to young adults in need so that they may confidently attend their prom.

- The Advanced Battle of the Books competition will take place on Friday, February 28th @ 6:00 p.m. and will be hosted at Connetquot High School. Mrs. Meglio has assembled a great team thanks to her amazing dedication and ability to instill dedication and teamwork within these young adults. We wish them good luck!

Minutes - 2/27/20 (Continued)

ASSISTANT DIRECTOR'S REPORT

- Mr. Athanas did a photo presentation of his trip to Library Advocacy Day in Albany and discussed the theme of the day, which was "Libraries are education. Libraries are for everyone." Attendees had meetings with political constituents regarding restoration of library funding for the coming budget year.
- While in Albany, Mr. Athanas attended a fundraising dinner hosted by PLDA's New Yorkers for Better Libraries (NYLIBS-PAC), which is a political action committee formed by New York library advocates who believe that increased state aid for libraries and library systems is essential so that library and information services can be sustained and improved for the people of New York.
- New industrial quality, weatherproof carpeting was installed in the entrance areas in the community room wing and the upgrade has been well-received by the public. Mr. Crowley would also like to install it in the entrance area to the main lobby to cut down on moisture and dirt being tracked into the library.
- The new automated faucets have been installed in many of the public restrooms in response to vandalism to our manual faucets. The school district recently reported similar issues with vandalism to their faucets as well.
- Mr. Athanas has installed a new public scanner in the reference area but it has a few bugs, which he is working out.
- As noted in Susan Matthews' monthly report, she is working on replacing the Lynda.com learning database and has been researching comparable options.

DEPARTMENTAL REPORTS

The Board discussed the departmental reports and, in particular, noted items from Susan Matthews' report regarding the "roving librarian", as well as Sarah's information about queries on the ten items most frequently checked out in 2019.

PERSONNEL REPORT

There were two letters of resignation submitted to the Board from Laurie Martin and Madelynn Murray.

Motion by Dr. Hilgeman to accept the resignation letter from Laurie Martin dated February 23rd, 2020, and from Madelynn Murray, dated February 18th, 2020, as attached.

Second, Mrs. Rieger.

AYES: ALL. Motion carried.

Motion by Dr. Hilgeman to accept the personnel report dated February 27th, 2020, as attached.

Second, Mrs. Rieger.

AYES: ALL. Motion carried.

CORRESPONDENCE

The Board reviewed letters from Pat Walsh, the Family Service League of Huntington & Meals on Wheels of Huntington. There was also an article, which was featured in Long Island's Lifestyle section of Newsday, highlighting "Take Your Child to the Library Day" with quotes from Patricia Moisan, Head of Children's Services.

OLD BUSINESS

PROPOSED BUDGET 2020-2021

The proposed budget was discussed and reviewed by Mrs. Albano, Mr. Athanas and the Board of Trustees. Mrs. Albano and Mr. Athanas specifically discussed budget lines that have been adjusted to accommodate changes to the needs of the library and its patrons. Mr. Clemens recommended adding budget year goals moving forward, which will be presented in the coming months.

BE IT RESOLVED that the proposed annual appropriation for the total operating budget for the Public Library of Harborfields Central School District, Greenlawn, New York, for the fiscal year beginning July 1, 2020, be established at a 1.84% increase or a total of \$5,203,326.

Motion by Dr. Hilgeman to approve the 2020-2021 operating budget as presented and attached.

Second, Mrs. Rieger.

AYES: ALL. Motion carried.

2020-2021 LIBRARY CALENDAR OF CLOSINGS & HOLIDAYS

Mrs. Albano presented a list of closings, holidays other important dates for the library for the 2020-2021 budget year.

Motion by Ms. Boyer to adopt the 2020-2021 library calendar with changes as attached.

Second, Dr. Hilgeman.

AYES: All. Motion carried.

2020-2021 LIBRARY CALENDAR OF BOARD MEETINGS

Mrs. Albano presented a list of Board meeting dates for the 2020-2021 budget year.

Motion by Ms. Boyer to adopt the 2020-2021 list of Board meeting dates with changes as attached.

Second, Dr. Hilgeman.

AYES: All. Motion carried.

Minutes - 2/27/20 (Continued)

2019 NYS ANNUAL REPORT

Mrs. Albano discussed the NYS Annual Report, which is due by March 1st, 2020.

Motion by Mrs. Shore to approve and submit the NYS Annual Report for Public and Association Libraries for 2019.

Second, Dr. Hilgeman.

AYES: All. Motion carried.

2020-2021 BUDGET BROCHURE

The 2020-2021 Budget Brochure which will be made be available to the public on Friday, February 28th, 2020, and will be available at all public desks and in the Business Office.

NEW BUSINESS

RETIREMENTS

In light of the library offering a retirement incentive to qualified employees, we have two employees who will be leaving the library this year; Stephanie Knepper, Reference Librarian, and Diane Lesniewski, Circulation Clerk. We will be celebrating with a breakfast or luncheon, date to be announced, and invite the Board to attend. We wish them the best during this exciting time.

Motion by Mrs. Rieger to accept the retirement letters from Stephanie Knepper, dated February 25th, 2020 and from Diane Lesniewski, dated February 19th, 2020.

Second, Dr. Hilgeman.

AYES: All. Motion carried.

STAFF DEVELOPMENT WORKSHOPS

There will be (2) workshops offered to staff within the coming months.

1. Mindfulness – Part II will be offered on March 3rd and there will be two sessions – 9:30 a.m. and 2:30 p.m.
2. Learning and Understanding Empathy, offered by Jessica Price, Brentwood School Psychologist, from 9:30 to 10:45 and Fostering Professionalism in the Workplace, offered by EAP from 11:00 a.m. to 12:30 p.m., followed by lunch, on July 17th.

Motion by Dr. Hilgeman to close the library on July 17th, 2020 from 9:00 a.m. to 2:00 p.m., so that our staff may attend the workshops as mentioned above.

Second, Mrs. Rieger.

AYES: All. Motion carried.

ANTI-NEPOTISM POLICY

This topic was tabled until Robert Cohen, the library's attorney, can make necessary changes to the policy language.

PUBLIC PARTICIPATION

Mr. Faraone remained in attendance until adjournment.

ADJOURNMENT

Motion by Dr. Hilgeman, seconded by Ms. Boyer, to adjourn the meeting. There being no further business, the meeting was adjourned at 11:37 a.m.

Respectfully submitted,

Katherine Rath for
Jenny Shore, Secretary