



**Board of Trustees
Regular Meeting
Tuesday, October 27, 2020@ 9:30 a.m.**

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

Director: Ryan Athanas

Absent: Cristina Spinelli, Treasurer

PLEDGE OF ALLEGIANCE

BOARD MEETING

The regular meeting was called to order at 9:36 a.m. by Dr. Joyce Hilgeman, President.

The regular order of business was suspended for Al Coster, Auditor from *Baldessari and Coster*, to review and answer questions regarding the Harborfields Public Library Annual Financial Report for July 1, 2019 through June 30, 2020.

AUDIT REPORT

Mr. Coster stated that the Library is in excellent financial shape and that all the basic financial procedures were in accordance with the accounting principles generally used.

Motion by Mrs. Shore to approve the Harborfields Public Library Audit Report for the period of July 1, 2019 to June 30, 2020, as prepared by our auditors, Baldessari & Coster.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

PUBLIC PARTICIPATION

There were no members of the community in attendance.

APPROVAL OF MINUTES

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

Second, Ms. Boyer.

AYES: ALL. Motion carried.

CALL FOR NEW BUSINESS

- 2020-2021 Budget
- Tutoring Policy

FINANCIAL REPORTS

Motion by Mrs. Rieger to approve the financial reports for the period ended September 30th, 2020, as presented.

Second, Ms. Boyer.

AYES: ALL. Motion carried.

Motion by Mrs. Rieger to approve the payment of the following Warrants for October 27th, 2020:

Supplemental Warrant for Payroll, dated September 30th, 2020, in the amount of \$239,637.19.

Warrant 10-20-1 CAPITAL	\$ 2,550.00
Warrant 10-20-2	\$ 131,649.43
Warrant 10-20-3 GIFT	\$ 1,640.16
Warrant 10-20-4	\$ 2,564.40

Second, Ms. Boyer.

AYES: ALL. Motion carried.

Mrs. Spinelli, Treasurer, reviewed the financial statements, warrants and payroll records for the October 2nd, October 16th and October 30th, 2020, payrolls.

Ms. Boyer reviewed and approved the Payroll Register for the October 2nd, October 16th and October 30th, 2020, payrolls.

DIRECTOR'S REPORT

- Mr. Athanas presented the proposed SCLS PALS Budget for 2021, which has decreased .1% from 2020. This budget covers the cost of the entire suite of Integrated Library System (ILS) software, including Sierra and the OPAC system, and the salaries for PALS employees at SCLS. Mr. Athanas must send in the vote for Harborfields Library in November.
- Mr. Athanas presented the Board with the Annual Budget for SCLS and discussed that the increase for Harborfields will be .53% for 2021. He noted that this increase will include an upgrade to our current bandwidth and will improve internet connectivity for our patrons and for the ILS System. We should also expect a significant increase to our cost for OverDrive, since our usage has skyrocketed. The overall SCLS budget must be voted upon at the November Board meeting.
- Mr. Athanas discussed the Construction Aid grants from both 2020 and 2021 and provided the Board with a list of grants awarded to other libraries in Suffolk County and their corresponding projects. Mr. Athanas also expressed his thanks to Janet Scherer, Director of the South Huntington Library, and Laurie Rosenthal, Director of the Commack Library, for serving on the Construction Grant Board.
- Special thanks to Mike Cronin for completing painting in the Children's Room and its Meeting Room, Gallery, Director's Office, back of Non-Fiction and the entire Large Meeting Room.
- Mr. Athanas highlighted the outstanding work of the Adult, Children and Teen Departments for offering new and exciting programs and services that have been put in place due to the need for social distancing. Susan Matthews has implemented a "Walk-A-Mile Book Talk", which allows patrons to walk around the outside of the library while Mrs. Matthews conducts the discussion. Brian Adams is still working on the "Preserve Your Memories" initiative, which allows patrons to bring in their VHS tapes, cassette tapes, slides and 8mm films and have them converted to a USB drive. Karen McHugh is working with Teens on a genealogy class, is holding a book group with Library Assistant, Liz Yorio, and is also offering a virtual craft program with Liz as well. Valarie Henrichson is still coordinating welcome kits for new residents of the area and Connor McCormack is working with the GCHA on historical markers for the town. The Teen Department has implemented a grab-and-go program called "Purrfect Picks", which is a personalized book subscription box. They are also still offering "Teens Connect" which provides community service options where teens can complete crafts for Meals on Wheels and make blankets for shelters. And finally, the Children's Department has been expanding the grab-and-go options and will now offer coding kits as well as craft kits where children can watch a librarian assemble the craft on a pre-recorded video at home. They are also working on doing a "Book Walk" where they will coordinate the use of QR Codes at points during the walk and web-based content corresponding to these codes within books.
- The Greenlawn-Centerport Historical Association has been working on establishing historical markers for important women in history who have significantly contributed to this community. One of the women, Fay Kellogg, is called the foremost female architect in the US and she summered on a farm that she owned in Greenlawn. She also designed and supervised the building of Greenlawn's former post office in 1911.
- Mr. Athanas shared some new CDC guidelines regarding COVID exposure. They are now saying that any contact with a person with COVID for 15 total minutes over a 24-hour period would require the exposed person to be tested. They also added that surface-borne transmissions are low-risk. These guidelines will continue to be monitored and reviewed regularly and changes to our current policies will be made as needed.
- Mr. Athanas noted that the replacement of the boiler is still progressing. The system is now charged, the ductwork venting, exhaust pipe, condensation drainage and the sump pump are all installed.
- Maureen Coyle has just reached her 20th Anniversary with HPL and both Melissa Gabrielle and Judy Boshnack have reached their 10 year milestones. Congratulations to all!
- Ryan shared a lovely and thoughtful letter from former Director, Trudy Brown, congratulating him on being appointed as Library Director.

DEPARTMENTAL REPORTS

The Board discussed the departmental reports.

PERSONNEL REPORT

Motion by Mr. Clemens to accept the personnel report, dated October 27th, 2020, as attached.

Second, Mrs. Rieger.

AYES: ALL. Motion carried.

CORRESPONDENCE

The Board reviewed correspondence from the Town of Huntington Environmental Waste Management Department, from patron Elizabeth Marinelli, and an article from tbrnewsmedia.com regarding the recent display of photographs by George Gough featured in the library's Art Gallery. Mr. Athanas also noted that the library received a generous donation

from the family of Jean R. McCauley and from the law firm of McCauley & Lyman, LLC. in Jean's memory, as she was an dedicated patron of Harborfields Library during her lifetime.

OLD BUSINESS

CUPOLA

Mr. Athanas presented a proposal from E.B. Painting, Inc. (Painting by Eric) which includes the rental of a boom truck and the repair and painting of the library’s cupola. Since other estimates to rebuild the cupola were prohibitive, Mr. Crowley and Mr. Athanas believe that this will significantly improve its current state and the paint and repair will sustain it for many years to come.

Motion by Mrs. Rieger to approve the estimate from E.B. Painting, Inc. for \$8,700 for the repair and painting of the library’s cupola to take place in the Spring of 2021.

Second, Mrs. Shore.

AYES: ALL. Motion carried.

NEW BUSINESS

ABSENTEE BALLOTS DESIGNEE

Motion by Mrs. Shore to appoint Mr. Ryan Athanas, Director of the Harborfields Public Library, or his designee, for the purpose of accepting absentee ballots for the Harborfields Public Library Budget Vote & Trustee Election to be held on Tuesday, April 6, 2021, from 3:00 p.m. to 9:00 p.m.

Second, Ms. Boyer.

AYES: ALL. Motion carried.

ACTING DISTRICT CLERK

Motion by Mrs. Shore to appoint Mrs. Katherine Rath to serve as Acting District Clerk at the Library Budget Vote & Trustee Election to be held on Tuesday, April 6, 2021, from 3:00 p.m. to 9:00 p.m. and to send a letter to the School District asking that Mrs. Rath be appointed to serve in this capacity by the Harborfields School Board at their next regular meeting.

Second, Ms. Boyer.

AYES: ALL. Motion carried.

FLOORING IN THE LARGE MEETING ROOM

Mr. Athanas discussed the wood flooring in the Large Meeting Room, which has not been sanded or repaired for 10-15 years and many areas of the floor that are warped could be considered tripping hazards. Milburn Flooring has provided an estimate for \$3,969.58, on NYS Contract.

Motion by Ms. Boyer to approve the estimate from Milburn Flooring for \$3,969.58 for the screening of the existing finish, repair of 100 Sq. Ft. of maple flooring, staining of new boards, sanding of new boards and installation of a reducer for the Exit Door in the Large Meeting Room of the Library.

Second, Mrs. Shore.

AYES: ALL. Motion carried.

TUTORING POLICY

The Board reviewed the library’s current Tutoring Policy and did not make any changes.

PUBLIC PARTICIPATION

There were no members of the community in attendance.

ADJOURNMENT

Motion by Mrs. Shore, seconded by Ms. Boyer, to adjourn the meeting. There being no further business, the meeting was adjourned at 11:52 a.m.

Respectfully submitted,

Katherine Rath for
Jenny Shore, Secretary