

HARBORFIELDS PUBLIC LIBRARY

31 Broadway, Greenlawn, NY 11740



Board of Trustees Regular Meeting January 26, 2017

Board Members Present:

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

Director:

Assistant Director:

Absent:

PLEDGE OF ALLEGIANCE

The meeting was called to order at 10:10 a.m. by Mrs. Rieger, President.

PUBLIC PARTICIPATION

There was no public participation.

CALL FOR NEW BUSINESS

Safety Committee
February Board Meeting Date
Executive Session

APPROVAL OF MINUTES

Motion by Mrs. Shore to approve the minutes of the Regular Meeting of December 22, 2016, as presented.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

FINANCIAL REPORTS

Motion by Mrs. Shore to approve the financial reports for the period ended December 31, 2016, as presented.

Second, Mr. Baker.

AYES: ALL. Motion carried.

Motion by Mrs. Shore to approve the payment of the following Warrants for January, 2017:

Supplemental Warrant, dated December, 2016, in the amount of \$262,591.09.

Warrant 1-17-1	\$133,366.34
Warrant 1-17-2 Gift A/C	\$ 1,145.00
Warrant 1-17-3 Capital	\$ 1,420.00
Warrant 1-17-4 Capital	\$ 38,451.22

Second, Mr. Baker.

AYES: ALL. Motion carried.

Mrs. Spinelli, Treasurer, reviewed the financial statements, warrants and payroll records for the December 30th, 2016, and the January 13th, 2017, payrolls. Mrs. Spinelli also reviewed the bank statements and bank reconciliations for the month ending December 31, 2016.

Mrs. Rieger reviewed and approved the Payroll Register for the December 30th, 2016, and the January 13th, 2017, payrolls.

DIRECTOR'S REPORT

- Mrs. Albano answered questions from Board members regarding the current budget line for books and meeting the book needs of the public including availability of new and desirable titles.
- The workshop at SCLS on January 18th entitled, "Basic Library Law for Trustees: Legal Issues and Libraries," was well-attended. Mr. Clemens, Mrs. Albano and Mr. Athanas were all in attendance.
- Mrs. Albano recommended that staff members present their monthly reports in person beginning again in March, 2017.

DIRECTOR'S REPORT (Continued)

- Mrs. Albano will be taking the Board on a tour of the building in February, 2017.
- Governor Cuomo is proposing to cut Library Aid by 4%, which represents a \$479,000 loss to Suffolk County alone, with an additional \$5 million dollars also being cut from the funding for construction grants.
- Library Advocacy Day in Albany is Wednesday, March 1st. HPL Trustee, Mr. Clemens, will be attending.
- The YA Room is still a big hit with patrons and teen behavior has been good.
- The search for new chairs for the meeting rooms is underway. The front-runner is currently a mesh chair from Mity-Lite and is on NYS Contract.
- Thermal Solutions is submitting a proposal for repair work to the boiler. It will be presented at the February meeting.

ASSISTANT DIRECTOR'S REPORT

- HPL will soon be accepting credit card payments at the Reference Desk for programs. The staff has been receiving training on the Square Register system. We will have a soft roll-out in February with the official announcement being made in the March newsletter.
- Mr. Athanas discussed the two grants that we have been awarded. The reporting process requires pictures of the finished product and a Certificate of Occupancy before the remainder of funds will be paid for the YA Room as well as the remaining funds for the new HVAC system.
- Jennifer Handler is in charge of the marketing of our Facebook page and has been successful in getting 909 "likes" to date. She has recently posted a stop-motion video of staff members building a fireplace out of books.
- Sarah Schnepf has created new patron due-date receipts which include our logo and contact information. It can also be used for promotional messages about the library services and programs.
- Mr. Athanas noted that there are currently 98 patrons that have signed up requesting e-mail notifications regarding new materials.

DEPARTMENTAL REPORTS

The Board discussed the departmental reports.

PERSONNEL REPORT

Motion by Mrs. Shore to accept the resignation letter from Christa Reilly, dated 1/13/17, as attached.
Second, Dr. Hilgeman. AYES: ALL. Motion carried.

Motion by Mrs. Shore to accept the resignation letter from Kelly Stone, dated 1/13/17, as attached.
Second, Dr. Hilgeman. AYES: ALL. Motion carried.

Motion by Mrs. Shore to accept the personnel report, dated January 26, 2017, as attached.
Second, Dr. Hilgeman. AYES: ALL. Motion carried.

CORRESPONDENCE

There was no correspondence.

NEW BUSINESS

PROPOSED BUDGET 2017-2018

The preliminary budget was discussed and reviewed by Mrs. Albano, Mr. Athanas and the Board. Mrs. Albano specifically discussed the recent changes to the Federal and State minimum wage requirements, which effects the hourly compensation of library pages over the next 5 years.

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, 2017, be established at a 1.70% increase or a total of \$4,922,733.00.

Motion by Mr. Baker to approve the 2017-2018 operating budget with changes as discussed.
Second, Mr. Clemens. AYES: ALL. Motion carried.

2017-2018 Library Calendar

Motion by Dr. Hilgeman to adopt the 2017-2018 Library calendar as attached.
Second, Mr. Clemens. AYES: All. Motion carried.

3-D Printing Policy / Policy Review

The Board discussed the need to review policies on a monthly basis to ensure that they are still meeting the needs of the library as well as the needs of the community. The new 3-D Printing Policy was presented for consideration and reviewed by the Board.

Motion by Dr. Hilgeman to adopt the 3-D Printing Policy as attached.

Second, Mr. Baker.

AYES: ALL. Motion carried.

Transfer of Funds

The Board discussed the Capital Reserves for the 2016-2017 fiscal year and the upcoming requirements for roof maintenance.

Motion by Dr. Hilgeman to move \$25,000 from the undesignated Capital Reserves to the Roof Reserve account.

Second, Mr. Clemens.

AYES: All. Motion carried.

Safety Committee

Harborfields was recently audited by Leo Debobes Safety Consultants, as mandated by the NYICRB. Following the audit, Mr. Debobes provided us with a list of recommended changes in order to comply with stricter safety regulations. Some of the items were as follows;

1. Conducting a monthly physical inspection of all fire extinguishers.
2. Making sure there is proper clearance for all sprinkler heads.
3. New Accident Form for staff accidents which cites a remedy to fix and prevent reoccurrence.
4. Addition of regular staff to the Safety Committee, not just Department Heads.

February Board Meeting Date

The February 2017 Board meeting has been moved from Thursday, February 23rd @ 10:00 a.m. to Monday, February 27th @ 10:00 a.m.

EXECUTIVE SESSION

Motion by Dr. Hilgeman to move into Executive Session at 12:15 p.m. to discuss particular personnel issues.

Second, Mr. Baker.

AYES: ALL. Motion carried.

Motion by Dr. Hilgeman to return to the Regular Order of Business at 12:21 p.m.

Second, Mr. Baker.

AYES: ALL. Motion carried.

Motion by Mr. Clemens to increase the annual salary of Mr. Athanas beginning January 28th, 2017.

Second, Mr. Baker.

AYES: ALL. Motion carried.

PUBLIC PARTICIPATION

There was no public participation.

ADJOURNMENT

Motion by Dr. Hilgeman to adjourn the meeting.

There being no further business, the meeting was adjourned at 12:22 p.m.

Respectfully submitted,

Katherine Rath for
Mr. William Baker, Secretary