

HARBORFIELDS PUBLIC LIBRARY

31 Broadway, Greenlawn, NY 11740



Board of Trustees Regular Meeting January 24, 2019

Board Members Present:

David Clemens, President
Jenny Shore, Vice President
Joyce Hilgeman, Ph.D., Secretary
Joseph Friedlander, Trustee

Director:

Carol Albano

Assistant Director:

Ryan Athanas

Absent:

Ellen Rieger, Finance Officer
Cristina Spinelli, Treasurer

PLEDGE OF ALLEGIANCE

The meeting was called to order at 10:06 a.m. by David Clemens, President.

PUBLIC PARTICIPATION

There was no public participation.

CALL FOR NEW BUSINESS

- HACEF Gala honoring Ellen Rieger
- Memorial Service for Thomas Koorey – February 16th, 2019

APPROVAL OF MINUTES

Motion by Mrs. Shore to approve the minutes of the Regular Meeting of December 21, 2018, as presented.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

FINANCIAL REPORTS

Motion by Mrs. Shore to approve the financial reports for the period ended December 31, 2018, as presented.

Second, Mr. Friedlander.

AYES: ALL. Motion carried.

Motion by Mrs. Shore to approve the payment of the following Warrants for January, 2019:

Supplemental Warrant, dated December, 2018, in the amount of \$179,577.96.

Warrant 1-19-1	\$138,945.72
Warrant 1-19-2 Gift A/C	\$ 3,110.00

Second, Mr. Friedlander.

AYES: ALL. Motion carried.

Mrs. Spinelli, Treasurer, reviewed the financial statements, warrants and payroll records for the January 11th and the January 25th, 2019, payrolls. Mrs. Spinelli also reviewed the bank statements and bank reconciliations for the month ending December 31st, 2018.

Mr. Clemens reviewed and approved the Payroll Register for the January 11th and January 25th, 2019, payrolls.

DIRECTOR'S REPORT

- Mid-term week was busy at HPL. Teen'Scape was packed with young adults who were eager to study and Program Room A was opened for the overflow.
- There are (2) openings for positions on the Board of Trustees this year and petitions to run can be picked up on February 1st at the Reference Desk. Mrs. Albano noted that the candidate receiving the majority of the votes on election night will serve the (5) year term from July 1, 2019 to June 30, 2024 and the runner-up will serve the remainder of Mr. Friedlander's term, for Mr. Baker, from April 2, 2019 to June 30, 2020.
- We are currently replacing all of the LED lights throughout the library. Some of the bulbs for our older fixtures are obsolete, so we will be replacing those fixtures, mainly in the Little Book Shop and in the GCHA. We will also be applying for rebates for these bulbs through PSEG.
- The task chairs at the computers and desks are now fifteen years old and the soft seating in the Adult Reference Area is also looking worn. We are in the process of looking for replacements.

Minutes – 1/24/19 (continued)

DIRECTOR'S REPORT (Continued)

- Mr. Clemens, President, discussed the Friends of the Library organization and their continuing generosity with funding the holiday staff luncheon and celebration of staff milestones. He thanked them for their support. He also requested that all future expenditures for staff functions, gifts, etc. be requested through the Friends organization when possible.

ASSISTANT DIRECTOR'S REPORT

- Mr. Athanas discussed the Overdrive (Live-Brary Downloads) digital collection, which is shared among all Suffolk libraries. In the eAudiobook category, there are 36,938 titles with 65,690 total copies of those titles. In eBooks, there are 131,803 titles with 338,275 total copies of those titles.
- Mr. Athanas discussed the **major projects** that are upcoming and/or that have been completed in this fiscal year. They are:
 1. LED Conversion – The project will continue in the large meeting room. This project is part of the NYS Construction Grant for 2018.
 2. HVAC – Replacement will wait until the spring when heat and AC is not needed. This project is part of the NYS Construction Grant for 2018.
 3. Carpeting / Power Trac – Carpeting is on order and Waldner's will install Power Trac once carpeting is scheduled to be installed. This project is part of the NYS Construction Grant for 2018.
 4. Broadway entrance cupola – renovation to the historic cupola is expected to begin in the spring.
 5. Furniture – Adult Room soft seating needs to be replaced.
 6. LAN Room Switches and UPS – The backbone of the network is on order and scheduled to be installed.
 7. Windows 10 – All Library PCs have been updated to Windows 10. Windows 7, the previous operating system, will cease receiving patch support from Microsoft next year and is much more vulnerable to viruses.
 8. SafeSchools – All training sessions have been scheduled on the software for the entire staff. Mr. Athanas will monitor the completion reports.
 9. State Report – The site is unlocked and completely redone. We are starting the process.
 10. Databases – Sarah Schnepf and Mrs. Athanas are beginning to track more detailed usage. Group purchased databases are easier to track but the databases that we purchase direct will need to have usage monitored more closely.
 11. Phone System – After 15 years we are scheduled to replace the Library phone system. The new technology will be more robust and allow the Library to control much more of the features in house rather than calling for service.
 12. Mr. Athanas also discussed some new projects that the library would like to see completed in the new fiscal year.

DEPARTMENTAL REPORTS

The Board discussed the departmental reports. In particular, the Board noted that additional program sessions should be added if at all possible when the demand for certain programs is great.

PERSONNEL REPORT

There was no personnel report this month.

CORRESPONDENCE

The Board reviewed the correspondence from the family of Mary Burke Davis, the Harborfields Central School District, Meals on Wheels of Huntington & the Retired Senior Volunteer Program (RSVP).

NEW BUSINESS

HACEF MARDI GRAS GALA

HACEF is a non-profit Harborfields District organization formed to enhance the opportunities for the children in the community in creative & innovative ways by making significant contributions to technology, art, science, special education, and other amazing initiatives at Harborfields in the form of grants. This year, HACEF is honoring HPL Board member, Ellen Rieger, with the "It Takes a Village" award in recognition of her outstanding and/or long-standing commitment, contributions and dedication to the Harborfields Community. The gala will be held at *The Larkfield* on Friday, March 1st, 2019, 7:30 p.m. to Midnight. Tickets are available and can be purchased at www.gala.hacef.org.

MEMORIAL SERVICE

Family of former Board member, Thomas Koorey, will be hosting a memorial service in his honor on Saturday, February 16th, 2019 from 12:00 to 3:00 p.m. at the Unity Church of Healing Light, 203 East Pulaski Road, Huntington Station. There will be a light lunch served following the service. All are invited to attend.

Minutes – 1/24/19 (continued)

PROPOSED BUDGET 2019-2020

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 to budget presentations moving forward.

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, 2019, be established at a 1.80% increase or a total of \$5,109,502.00.

Motion by Dr. Hilgeman to approve the 2019-2020 operating budget with changes as discussed.

Second, Mr. Friedlander.

AYES: ALL. Motion carried.

2019-2019 LIBRARY CALENDAR OF CLOSINGS & HOLIDAYS

Mrs. Albano presented a list of closings, holidays other important dates for the library for the 2019-2020 budget year.

Motion by Mrs. Shore to adopt the 2019-2020 library calendar with changes as attached.

Second, Dr. Hilgeman.

AYES: All. Motion carried.

2019-2019 LIBRARY CALENDAR OF BOARD MEETINGS

Mrs. Albano presented a list of Board meeting dates for the 2019-2020 budget year.

Motion by Mrs. Shore to adopt the 2019-2020 list of Board meeting dates with changes as attached.

Second, Dr. Hilgeman.

AYES: All. Motion carried.

DEACCESSION REPORT

The Board reviewed the deaccession report dated January 8, 2019.

Motion by Mrs. Shore to accept the deaccession report as attached.

Second, Dr. Hilgeman.

AYES: All. Motion carried.

PUBLIC PARTICIPATION

There was no public participation.

ADJOURNMENT

Motion by Dr. Hilgeman, seconded by Mrs. Shore, to adjourn the meeting.

There being no further business, the meeting was adjourned at 11:42 a.m.

Respectfully submitted,

Katherine Rath for
Dr. Joyce Hilgeman, Secretary