



Harborfields

PUBLIC LIBRARY

Board of Trustees Regular Meeting January 24, 2020

Board Members Present:

David Clemens, President
Joyce Hilgeman, Ph.D., Vice President
Ellen Rieger, Finance Officer
Jenny Shore, Secretary

Director:

Carol Albano

Assistant Director:

Ryan Athanas

Absent:

Renee Boyer, Trustee
Cristina Spinelli, Treasurer

PLEDGE OF ALLEGIANCE

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

PUBLIC PARTICIPATION

There was no public participation. Mr. Robert Cohen, Attorney from Lamb & Barnosky, LLP, was in attendance at the request of the Board.

CALL FOR NEW BUSINESS

There was no new business added to the agenda.

APPROVAL OF MINUTES

Motion by Mrs. Rieger to approve the minutes of the Regular Meeting of December 23, 2019, 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, 2019, as presented.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

Motion by Mrs. Shore to approve the payment of the following Warrants for January, 2020:

Supplemental Warrant, dated December, 2019, in the amount of \$186,102.02.

Warrant 1-20-1	\$132,522.44
Warrant 1-20-2 Gift A/C	\$ 3,732.66
Warrant 1-20-3 Payroll	\$ 197.10

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

Mrs. Spinelli, Treasurer, reviewed the financial statements, warrants and payroll records for the January 10th and the January 24th, 2020, payrolls. Mrs. Spinelli also reviewed the bank statements and bank reconciliations for the month ending December 31st, 2019.

Mrs. Rieger reviewed and approved the Payroll Register for the January 10th and January 24th, 2020, payrolls.

DIRECTOR'S REPORT

- Due to important Budget discussions, Mrs. Albano only briefly discussed some 2020 milestones, including the passing of former employee, Cynthia Troup, Susan Hope's Stepmother, Sally, and Ryan Athanas' Mother, Barbara. Each of them are loved and will be sorely missed.

ASSISTANT DIRECTOR'S REPORT

- Budget discussions in Albany include cutting \$5 million in overall library funding and \$6 million in cuts to Construction Grants for libraries. Mr. Athanas, and other NYS library proponents, will attend the Annual *Library Advocacy Day* in Albany in February to petition to halt these cuts.
- Our upgraded Time Clock Software allows for cloud-based hosting, including an app that will allow employees to put in time-off requests from their mobile devices.

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ASSISTANT DIRECTOR’S REPORT (Continued)

- The tall faucets in two of the men’s restrooms have been vandalized within the past month, so Kevin Crowley and Mike Cronin have been replacing all restroom faucets with more user-friendly, automated, lower-profile versions. There will be more frequent security checks on our bathrooms in the future.
- As a part of the Construction Grant funding, the upgrade of the double doors, which separate the gallery from the meeting room wing, has been completed. Since they are fire-rated doors, this upgrade will allow them to remain opened at all times but will close automatically if the fire-alarm is activated.
- Also as a part of the Construction Grant funding, the water bottle filling station has been installed next to the existing water fountain in the main lobby near the restrooms.
- Mr. Athanas has purchased a scanning station for the Reference area. It is capable of not just single document scanning, but also bulk scanning through an automatic feeder. It also has the ability to translate documents into 100 different languages. Mr. Athanas will also be subscribing to software that will convert documents into mp3 files/spoken-word files. Along those same lines, Mr. Clemens discussed a scanning pen that will translate documents into alternate languages and convert documents to spoken-word. Mr. Athanas will research that technology.
- Mr. Athanas will be purchasing a converter for VHS tapes so that they may be converted to digital files. Brian Adams will be in charge of these conversion projects for patrons.
- New rugs will be installed in the Meeting Room Wing and vestibules on February 8th and 9th. That area will be closed to the public during the installation.

DEPARTMENTAL REPORTS

The Board discussed the departmental reports and specifically touched on Mrs. Albano’s report which included an article entitled “Fourteen Ways Public Libraries Are Good for the Country”. In it, there was a reference to a *Value Calculator* that quantifies in dollars what library borrowing is worth to your community that can be accessed by visiting <http://www.ala.org/advocacy/library-value-calculator>.

PERSONNEL REPORT

Motion by Mrs. Shore to accept the personnel report dated January 24, 2020, as attached.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

CORRESPONDENCE

The Board reviewed the correspondence from The Greenlawn Civic Association, The Harborfields Central School District, The American Library Association – I Love My Library Nomination of Patricia Moisan, The Shore Family Foundation & The Centerport Garden Club.

NEW BUSINESS

PROPOSED BUDGET 2020-2021

The proposed budget was presented 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, as well as allowable increases to accommodate for the current tax cap. Mr. Clemens specifically commented upon ADA accessibility improvement costs being included in the budget.

No motion was made and approval was tabled until the February 2020 Board meeting pending further discussion.

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.

No motion was made and approval was tabled until the February 2020 Board meeting pending further discussion.

2020-2021 LIBRARY CALENDAR OF BOARD MEETINGS

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

No motion was made and approval was tabled until the February 2020 Board meeting pending further discussion.

EXECUTIVE SESSION

Motion by Mrs. Shore to move into Executive Session at 11:20 a.m. to discuss the employment history of a particular employee.

Second, Mrs. Rieger.

AYES: ALL. Motion carried.

Motion by Mrs. Shore to return to the regular order of business at 12:06 p.m.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

Minutes – January 24, 2020 – Continued

PUBLIC PARTICIPATION

There was no public participation.

ADJOURNMENT

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

There being no further business, the meeting was adjourned at 12:07 p.m.

Respectfully submitted,

Katherine Rath for
Jenny Shore, Secretary