

HARBORFIELDS PUBLIC LIBRARY

31 Broadway, Greenlawn, NY 11740



Board of Trustees Regular Meeting October 26, 2017

Board Members Present:

David Clemens, Vice President
Joyce Hilgeman, Ph.D., Secretary
William Baker, Finance Officer
Jenny Shore, Trustee

Director:

Carol Albano

Absent:

Ellen Rieger, President
Ryan Athanas, Assistant Director
Cristina Spinelli, Treasurer

PLEDGE OF ALLEGIANCE

REGULAR BOARD MEETING

The regular meeting was called to order at 7:06 p.m. by Dr. Joyce Hilgeman, Secretary.

PUBLIC PARTICIPATION

There were no members of the community in attendance.

APPROVAL OF MINUTES

Motion by Mrs. Shore to approve the minutes of the regular meeting of September 29th, 2017, as presented.

Second, Mr. Baker.

AYES: ALL. Motion carried.

CALL FOR NEW BUSINESS

There was no new business placed on the agenda.

FINANCIAL REPORTS

Motion by Mrs. Shore to approve the financial reports for the period ended September 30th, 2017, as presented.

Second, Mr. Baker.

AYES: ALL. Motion carried.

Motion by Mrs. Shore to approve the payment of the following Warrants for October 26, 2017:

Supplemental Warrant, dated September 30, 2017, in the amount of \$175,933.28.

Warrant 10-17-1	\$ 124,822.08
Warrant 10-17-2 GIFT A/C	\$ 525.00
Warrant 10-17-3	\$ 19,182.14

Second, Mr. Baker.

AYES: ALL. Motion carried.

Mrs. Spinelli, Treasurer, reviewed the financial statements, warrants and payroll records for the October 6th and October 20th, 2017, payrolls.

Mrs. Rieger reviewed and approved the Payroll Register for the October 6th and October 20th, 2017, payrolls.

DIRECTOR'S REPORT

- Congratulations to Sarah Schnepf and Dave Douglass who welcomed a new baby girl named Violet. All are doing well.
- Mrs. Albano received a *Women of Distinction Award* from Assemblyman Andrew Raia at a ceremony on October 14th at the Commack Library. She said she felt very honored and humbled to be counted amongst such a distinguished group of women who were also receiving the award.

DIRECTOR'S REPORT (Continued)

- The library is hosting many fall themed events. The *Annual Fall Festival*, which was held inside due to inclement weather, was well-attended and the *Decorate Your Own Pumpkin* program was a hit with patrons.
- *Storybook Halloween* is scheduled for Saturday, October 28th and has hundreds of families registered to attend.
- The *Annual Friends' Holiday Craft Fair* will be held on Friday, November 10th and Saturday, November 11th, 2017. The library will close early on Thursday, November 9th, to allow vendors to set-up their tables.
- The Annual Greenlawn Civic Association's *Meet At The Tree* will take place on December 3rd @ 3:45 p.m. and the lighting of the menorah will take place on December 17th @ 5:00 p.m.
- Kevin Verbese recently attended the Director's meeting to discuss the SCLS budget for 2018. The increase this year will only be .36%. Membership contributions from all Suffolk County libraries are based on each individual library's budget and population. The SCLS budget vote will take place in November.
- The *Meet the Candidate Night* on October 23rd, hosted by the League of Women Voters, had more than 250 people attend to meet the candidates running for Huntington Town Supervisor, Town Council and Superintendent of Highways.
- The library hosted a table at the *Greenlawn Community Day* where community members could get coupons to receive a free book at the Little Book Shop. Coupons for free books will also be given out at *Halloween on Broadway*.
- Mr. Al Coster will attend November's Board meeting to go over the 2016-2017 Audited Financial Reports.

DEPARTMENTAL REPORTS

The board discussed the departmental reports.

PERSONNEL REPORT

Motion by Mrs. Shore to accept the resignation letter from Allison Magnus, dated October 10th, 2017, as attached.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

Motion by Mrs. Shore to accept the personnel report, dated October 26, 2017, as attached.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

Mrs. Albano discussed the reassigned job responsibilities in the Technical Services Department during Sarah Schnepf's maternity leave.

Motion by Mrs. Shore to award Patty Fellmeth a pay increase, effective immediately, so that her salary may be commensurate with her newly added job duties.

Second, Mr. Baker.

AYES: ALL. Motion carried.

CORRESPONDENCE

The Board reviewed the correspondence.

OLD BUSINESS

The topic of IRMAA Part D payments was tabled until November's meeting.

NEW BUSINESS

ABSENTEE BALLOTS DESIGNEE

Motion by Mrs. Shore to appoint Mrs. Carol Albano, Director of the Harborfields Public Library, or her designee, for the purpose of accepting absentee ballots for the Harborfields Public Library Budget Vote & Trustee Election to be held on Tuesday, April 10, 2018, from 3:00 p.m. to 9:00 p.m.

Second, Mr. Clemens.

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 10, 2018, 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, Mr. Baker.

AYES: ALL. Motion carried.

GREENLAWN CIVIC ASSOCIATION

Motion by Mrs. Shore to host the Greenlawn Civic Association's Annual Holiday "Meet At The Tree" on December 3rd, 2017, and the annual Menorah lighting on December 17th, 2017.

Second, Mr. Baker.

AYES: ALL. Motion carried.

Motion by Mrs. Shore to allow the Knights of Columbus to place a Nativity display on library property for the 2017 holiday season.

Second, Mr. Baker.

AYES: ALL. Motion carried.

DEACCESSION REPORT

Motion by Mr. Baker to approve the Deaccession Report, dated September 14th, 2017, as attached.

Second, Mrs. Shore.

AYES: ALL. Motion carried.

PUBLIC PARTICIPATION

There were no members of the community in attendance.

ADJOURNMENT

Motion by Dr. Hilgeman, seconded by Mr. Clemens, to adjourn the meeting.

There being no further business, the meeting was adjourned at 8:11 p.m.

Respectfully submitted,

Katherine Rath for
Dr. Joyce Hilgeman, Secretary