

HARBORFIELDS PUBLIC LIBRARY

31 Broadway, Greenlawn, NY 11740



BOARD of TRUSTEES Regular Meeting November 28, 2017

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

Director: Carol Albano

Assistant Director: Ryan Athanas

Absent: William Baker, Finance Officer
Cristina Spinelli, Treasurer

PLEDGE OF ALLEGIANCE

The meeting was called to order at 6:57 p.m. by Mrs. Rieger, 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, 2016 through June 30, 2017.

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 Dr. Hilgeman to approve the Harborfields Public Library Audit Report, dated July 1, 2016 to June 30, 2017, prepared by our auditors, Baldessari & Coster.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

PUBLIC PARTICIPATION

There were no community members in attendance.

APPROVAL OF MINUTES

Motion by Mr. Clemens to approve the minutes of the regular meeting of October 26, 2017, as presented.

Second, Mrs. Shore.

AYES: ALL. Motion carried.

CALL FOR NEW BUSINESS

Social Media Policy

FINANCIAL REPORTS

Motion by Dr. Hilgeman to approve the financial reports for the period ended October 31, 2017, as presented.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

Motion by Dr. Hilgeman to approve the payment of the following Warrants for November, 2017:

Supplemental Warrant, dated October 31, 2017, in the amount of \$183,374.98.

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|------------------------------|---------------|
| Warrant 11-17-1 | \$ 421,436.82 |
| Warrant 11-17-2 Gift | \$ 599.00 |
| Warrant 11-17-3 Debt Service | \$ 766.50 |
| Warrant 11-17-4 | \$ 1,062.99 |

Second, Mrs. Shore.

AYES: ALL. Motion carried.

FINANCIAL REPORTS (Continued)

Mrs. Spinelli, Treasurer, reviewed the financial statements, warrants and payroll records for the November 3rd and the November 17th, 2017, payrolls.

Mrs. Rieger reviewed and approved the Payroll Register for the November 3rd and the November 17th, 2017, payrolls.

DIRECTOR'S REPORT

- Mrs. Albano discussed the Technical Services Department and their effective handling of the reassignment of duties to cover employees who are currently on leave.
- Mrs. Albano discussed the daily tutoring that takes place at the library. She is in contact with the School District regarding these special assignments.
- Due to a recent incident in the library, Mrs. Albano has instructed staff to issue restricted library cards in place of guest passes for Young Adult patrons who do not have a library card. Young Adults often need to use the library computers for school and it is sometimes difficult for them to get their parents to visit the library to get them a library card. With the restricted card, teens will be able to use the computers.
- Mrs. Albano asked the Board to allow her to sign a Letter of Agreement with a company who will attempt to recover any overpayments of Worker's Compensation insurance based upon their audit of our records.
- Mrs. Albano relayed the recent "social media explosion" regarding quilt and blanket pieces donated to the library. The Facebook post reads..."A Gift from Grandma: Within the past year, someone donated several crochet flowers and hexagon pieces in the yarn bin at the Library along with a note saying that "Great Grandma passed away without finishing the quilts, can you use them?" One of our volunteer crafters collected the pieces that Great Grandma made and has completed two large blankets with the donated pieces, and would love to see the finished blankets go back to the family if they want them. If you donated the pieces, please contact the Library Program Office...If no one claims the blankets they will be donated to the Veterans." The post worked and the family was found and retrieved the blankets in time for Thanksgiving. Thanks to Ruth Musso for completing the blankets and for generously gifting them back to the family.

ASSISTANT DIRECTOR'S REPORT

- Mr. Athanas relayed that the SAM Grant, which he applied for on behalf of HPL, has been approved by the Dormitory Authority of the State of NY (DASNY) but will need to pass one more level of approval before we receive the funds. These funds will be earmarked for capital improvements within the building.
- The RAVE panic button system, provided free through SCLS, may be installed in the library in the coming months. Not only does it alert police and fire departments, but it offers the possibility of in-house alerts to call other staff members for aid.
- A warm welcome back to staff member Mike Cronin. We are grateful for his return as he was missed by all.
- Mr. Athanas recently purchased (4) new PC's for reference from Tech Soup. This not-for-profit company offers gently used computers and other related items at a huge discount. So far, Mr. Athanas is very pleased with the purchase and said the quality of the computers and the software is excellent and the price was exceptional.
- Mr. Athanas complimented David Schuhman, a student page, who is helping to sort old computer parts and equipment and inventorying such items. Mr. Schuhman, who is very interested in technology, is asking to take on additional duties in helping Mr. Athanas with the computers and in updating licenses and software on existing computers.

DEPARTMENTAL REPORTS

The Board discussed the department reports.

PERSONNEL REPORT

Motion by Mrs. Shore to accept the personnel report, dated November 28, 2017, as attached.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

CORRESPONDENCE

The Board reviewed the correspondence.

OLD BUSINESS

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

NEW BUSINESS

SCLS 2018 BUDGET BALLOT

Motion by Dr. Hilgeman to have the President of the Board of Trustees sign the 2018 SCLS Budget Ballot.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

RETIREMENT INCENTIVE

The Board discussed the proposed 2018 Retirement Incentive.

Motion by Mrs. Shore to offer a 2018 Retirement Incentive to employees who meet the eligibility requirements. This incentive is for 2018. The employee must sign the Employee Participation/Declination Certificate by January 15, 2018 and must retire on or before March 1, 2018.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

SOCIAL MEDIA POLICY

The Board reviewed and discussed the proposed Social Media Policy for the library.

Motion by Mr. Clemens to approve the Harborfields Public Library Social Media Policy as attached.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

PUBLIC PARTICIPATION

There was no public participation.

ADJOURNMENT

Motion by Mrs. Shore, seconded by Mr. Clemens, to adjourn the meeting.

There being no further business, the meeting was adjourned at 8:59 p.m.

Respectfully submitted,

Katherine Rath for
Dr. Joyce Hilgeman, Secretary