

HARBORFIELDS PUBLIC LIBRARY
31 Broadway, Greenlawn, NY 11740



BOARD of TRUSTEES
Regular Meeting
December 21, 2018

Board Members Present: David Clemens, President
Ellen Rieger, Financial Officer
Joyce Hilgeman, Ph.D., Secretary
Joseph Friedlander, Trustee

Director: Carol Albano

Assistant Director: Ryan Athanas

Absent: Jenny Shore, Vice President
Cristina Spinelli, Treasurer

PLEDGE OF ALLEGIANCE

The meeting was called to order at 2:07 p.m. by Mr. Clemens, President.

PUBLIC PARTICIPATION

There was no public participation.

APPROVAL OF MINUTES

Motion by Mr. Friedlander to approve the minutes of the regular meeting of November 29, 2018, as presented.

Second, Mrs. Rieger.

AYES: ALL. Motion carried.

CALL FOR NEW BUSINESS

IT Equipment Purchase (Assistant Director's Report)

FINANCIAL REPORTS

Motion by Mrs. Rieger to approve the financial reports for the period ended November 30, 2018, as presented.

Second, Mr. Friedlander.

AYES: ALL. Motion carried.

Motion by Mrs. Rieger to approve the payment of the following Warrants for December, 2018:

Supplemental Warrant, dated November 30, 2018, in the amount of \$175,782.84.

| | |
|--------------------------------|--------------|
| Warrant 12-18-1 | \$116,948.51 |
| Warrant 12-18-2 (Gift Account) | \$ 600.00 |

Second, Mr. Friedlander.

AYES: ALL. Motion carried.

Mrs. Spinelli, Treasurer, reviewed the financial statements, warrants and payroll records for the December 14th and December 21st, 2018, payrolls.

Mrs. Rieger reviewed and approved the Payroll Register for the December 14th & December 21st, 2018, payrolls.

DIRECTOR'S REPORT

- The Annual Tree Lighting was a success with more than 350 community members participating, including the Boy Scouts and the Greenlawn Fire Department.
- The Menorah Lighting was also well-received with more than 150 people attending and enjoying refreshments, music & crafts as a part of the Hanukkah Celebration. Our local politicians, Chad Lupinacci, Andrew Raia & Steve Stern, were present for both celebrations.
- We recently celebrated the anniversaries of some of our employees and enjoyed a luncheon which was generously hosted by the Friends. Brian Adams, Tom Cohn, Linda Meglio and Adrianna Mueller reached their 10 year milestones. Susan Matthews reached 20 years, and Donna Wickers reached 30 years at HPL. We were also able to finally celebrate the retirement of Mrs. Joyce Cernilli at the same event. Everyone enjoyed the day and was grateful to the Friends for their dedication to the staff.

DIRECTOR’S REPORT (Continued)

- Local artist, Dylan Thompson, was recently a guest of the library, having requested a tour of the facility. He was interested in not only seeing the building, but in learning about each employee’s job duties. He enjoyed the tour and speaking with the staff, and the staff enjoyed his questions and enthusiasm.
- Long-time resident, Mina Zink, recently requested help with being able to show old slides to her family and help with restoring an old photograph of her children as a gift. Mr. Clemens kindly delivered the library’s slide projector to her home and Mr. Athanas did a tremendous job with restoring the picture in Photoshop. Mrs. Zink was beyond grateful to everyone involved.

ASSISTANT DIRECTOR’S REPORT

- Mr. Athanas thanked Kevin Crowley and Mike Cronin for their hard work in converting all of the lights in the adult reference room to LED. Having these lights will allow us an opportunity to apply for a rebate for the cost of the bulbs through PSEG.
- Mr. Athanas received a quote from Total Technology for the replacement of old network technology. The bank of switches in the LAN Room which distribute bandwidth to each individual PC were originally installed in 2006 and do not take full advantage of technological updates. Also, the battery backup (UPS) in the LAN Room was installed in 2009. The typical shelf-life of a battery backup is 5-7 years. The backup is for all of the library servers, security DVRs, routers, switches and phone system. The quote included 3 years of service as well.

PERSONNEL REPORT

There was no personnel report this month.

CORRESPONDENCE

There was no correspondence this month.

DEPARTMENTAL REPORTS

There were no reports this month.

OLD BUSINESS

CARPETING & POWER THREADING IN THE ADULT REFERENCE ROOM – Motion from 8/23/18

Mrs. Albano received an updated quote for the replacement of the carpeting in the Adult Reference Room. The original motion was for \$75,000, but the quote is more than anticipated.

Motion by Dr. Hilgeman to amend the motion made on August 23rd, 2018 to increase the amount approved from \$75,000 to \$80,000. The quote from Baer’s Rug & Linoleum Co., Inc. states that the scope of the work is based on NYS OGS Contract & Standard Wage Rate.

Second, Mr. Friedlander.

AYES: ALL. Motion carried.

PUBLIC PARTICIPATION

There was no public participation.

ADJOURNMENT

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

There being no further business, the meeting was adjourned at 3:20 p.m.

Respectfully submitted,

Katherine Rath for
Dr. Joyce Hilgeman, Secretary