

# HARBORFIELDS PUBLIC LIBRARY

31 Broadway, Greenlawn, NY 11740



## Board of Trustees Regular Meeting February 28, 2019

### Board Members Present:

David Clemens, President  
Jenny Shore, Vice President  
Joyce Hilgeman, Ph.D., Secretary  
Ellen Rieger, Finance Officer  
Carol Albano  
Ryan Athanas  
Joseph Friedlander, Trustee  
Cristina Spinelli, Treasurer

### Director:

### Assistant Director:

### Absent:

### PLEDGE OF ALLEGIANCE

The meeting was called to order at 10:04 a.m. by Mr. Clemens, Vice President.

### PUBLIC PARTICIPATION

There were no community members in attendance.

### CALL FOR NEW BUSINESS

There was no new business added to the agenda.

### APPROVAL OF MINUTES

Motion by Mrs. Shore to approve the minutes of the Regular Meeting of January 24th, 2019, as presented.  
Second, Mrs. Rieger.

### FINANCIAL REPORTS

Motion by Mrs. Rieger to approve the financial reports for the period ended January 31, 2019, as presented.  
Second, Dr. Hilgeman. AYES: ALL. Motion carried.

Motion by Mrs. Rieger to approve the payment of the following Warrants for February, 2019:  
Supplemental Warrant, dated January 31, 2019, in the amount of \$179,952.10.

Warrant 2-19-1		\$210,155.34
Warrant 2-19-2	Gift A/C	\$ 1,150.00

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

Mrs. Spinelli, Treasurer, reviewed the financial statements, warrants and payroll records for the January 25<sup>th</sup>, February 8<sup>th</sup> and February 22<sup>nd</sup>, 2019, payrolls. Mrs. Spinelli also reviewed the bank statements and bank reconciliations for the Month ending January 31, 2019.

Mrs. Rieger reviewed and approved the Payroll Register for the January 25<sup>th</sup>, February 8<sup>th</sup> and February 22<sup>nd</sup>, 2019, payrolls.

### DIRECTOR'S REPORT

- Mrs. Albano discussed The Long Islander Newspaper and the fact that we had placed a legal ad "Notice of Special District Meeting" regarding the Budget Vote and Trustee Election on April 2<sup>nd</sup>, just as we are legally required to do every year. Unfortunately, due to printing issues, The Long Islander had not been printed or distributed for (3) weeks and we had to contact The Times of Huntington & Northport to print our legal ad instead.
- There have been (45) "Binge Boxes" prepared for patron borrowing. Mrs. Albano and the Board thanked Sarah and her team for putting together such great choices of DVD's with spectacular packaging. They also thanked Jennifer Handler for her work on the "Library of Things", including choices of items and overall presentation.

### ASSISTANT DIRECTOR'S REPORT

- Mr. Athanas attended the Annual Library Advocacy Day in Albany and was able to meet with new State Senator Jim Gaughran, Assemblyman Andrew Raia, Minority Leader John Flanagan and Assemblyman Steve Stern. The purpose of attending was to encourage the restoration of \$200 million in state aid for libraries including money for construction grants and for an updated census.

**ASSISTANT DIRECTOR'S REPORT** (Continued)

- The new phone system is installed and it offers many more features including call forwarding to cell phones and web-interface for Mr. Athanas to control the system.
- The items proposed for the NYS Construction Grant are underway including the ordering of the Power-Trac system for under the carpet and the ordering of the new Trane HVAC unit. We are also working toward finalizing the contract with an electrician to handle the update of the lighting in the large meeting room to LED with the help of the Green Guru.
- The new switches and UPS for our network should be installed in the LAN room on March 8<sup>th</sup>.
- The NYS Annual Report for 2018 is complete and although the circulation of physical items was down, the overall library usage held steady including internet and WiFi usage, attendance at programs and the borrowing of e-materials.
- Two new overhead people counters were installed at the Broadway and Wyckoff Street entrances which are far more accurate and no longer need batteries.
- We have a new gallery display panel thanks to the use of a raspberry pi, a credit-card sized computer that plugs into a computer or monitor.
- Mr. Athanas has been researching companies to work on a new website for the library, as HPL is in need of a digital presence overhaul. The company, *Library Market*, seems to have a good reputation and have created websites for SCLS and Longwood. They would also help with rebranding the library and creating a new logo. Mr. Athanas will be meeting with them to discuss options.
- We have converted the drinking fountain in the meeting room wing into a bottle filling station. Within the first (2) weeks of installation, we have saved 186 plastic bottles from being used and thrown away.
- Mr. Athanas thanked Donna Wickers for her leadership during the problems with the Sierra system.

**DEPARTMENTAL REPORTS**

The Board discussed the departmental reports.

**PERSONNEL REPORT**

Motion by Mrs. Shore to accept the personnel report dated February 28th, 2019, as attached.

Second, Mrs. Rieger.

AYES: ALL. Motion carried.

**CORRESPONDENCE**

There was correspondence from Mrs. Meglio and from Meals on Wheels of Huntington.

**NEW BUSINESS**

**NYS Annual Report**

Mr. Athanas discussed the NYS Annual Report.

Mrs. Spinelli, Treasurer for the Library, has reviewed the financial portion of the NYS Annual Report and has verified the figures from the 7/1/17-6/30/18 Audit Report.

Motion by Dr. Hilgeman to approve and submit the NYS Annual Report for Public and Association Libraries for 2018.

Second, Mrs. Rieger.

AYES: All. Motion carried.

**2019-2020 Budget Brochure**

The Board reviewed the 2019-2020 Budget Brochure which will be made be available to the public on Friday, February 22nd, 2019.

Motion by Mrs. Rieger to approve the 2019-2020 Budget Brochure as presented.

Second, Mrs. Shore.

AYES: All. Motion carried.

**ALA Annual Conference**

Motion by Mrs. Shore to allow Mrs. Hope, Mrs. Meglio and Mr. Clemens, Trustee, to attend the ALA Conference from June 20<sup>th</sup> to June 25<sup>th</sup>, 2019 with the library covering the cost of transportation, hotels, meals & registration for Mrs. Hope and Mrs. Meglio and 50% of the expenses for Mr. Clemens with the remainder to be paid by SCLS.

Second, Mrs. Rieger.

AYES: All. Motion carried.

Minutes - 2/28/19 (Continued)

**NEW BUSINESS** (Continued)

**STAFF DEVELOPMENT DAY**

Mrs. Albano has organized a staff development workshop for Friday, May 3<sup>rd</sup>, 2019, which will include presentations by (2) motivational speakers. The first will discuss “(8) Characteristics of Happy People” and the second will discuss “Workplace Health”.

Motion by Mrs. Shore to close the library from 10:00 a.m. to 1:00 p.m. so that staff may attend the workshop as a part of their professional development.

Second, Dr. Hilgeman.

AYES: All. Motion carried.

**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 11:32 a.m.

Respectfully submitted,

Katherine Rath for  
Dr. Joyce Hilgeman, Secretary