

# HARBORFIELDS PUBLIC LIBRARY

31 Broadway, Greenlawn, NY 11740



## Board of Trustees Regular Meeting March 23, 2017

**Board Members Present:** Ellen Rieger, President  
Joyce Hilgeman, Ph.D., Finance Officer  
William Baker, Secretary  
Dave Clemens, Trustee

**Director:** Carol Albano

**Assistant Director:** Ryan Athanas

**Absent:** Jenny Shore, Trustee  
Cristina Spinelli, Treasurer

### PLEDGE OF ALLEGIANCE

The meeting was called to order at 7:32 p.m., following the Budget Information Meeting, by Mrs. Rieger, President.

### PUBLIC PARTICIPATION

There were no community members in attendance.

### CALL FOR NEW BUSINESS

Incorrect date appearing on the list of Board Meeting dates for 2017-2018.

### APPROVAL OF MINUTES

Motion by Mr. Baker to approve the minutes of the Regular Meeting of February 27, 2017, as presented.  
Second, Mr. Clemens. AYES: ALL. Motion carried.

### FINANCIAL REPORTS

Motion by Dr. Hilgeman to approve the financial reports for the period ended February 28, 2017, as presented.

Second, Mr. Baker. AYES: ALL. Motion carried.

Motion by Dr. Hilgeman to approve the payment of the following Warrants for March 23, 2017:  
Supplemental Warrant, dated February 28, 2017, in the amount of \$ 176,287.15.

Warrant 3-17-1	\$155,956.88
Warrant 3-17-2 GIFT A/C	\$ 2,075.00
Warrant 3-17-3	\$ 835.00

Second, Mr. Baker. AYES: ALL. Motion carried.

Mrs. Spinelli, Treasurer, reviewed the financial statements, March warrants and payroll records for the March 10<sup>th</sup> and March 24<sup>th</sup>, 2017, payrolls. Mrs. Spinelli also reviewed the bank statements and bank reconciliations for the month ending February 28th, 2017.

Mrs. Rieger reviewed and approved the Payroll Register through March 24<sup>th</sup>, 2017.

### DIRECTOR'S REPORT

- Mrs. Albano discussed conduct issues with a few of our teen patrons in the Young Adult Room. A specific incident occurring on March 21<sup>st</sup> required e-mail documentation and parental notification to be sent.
- Mrs. Albano presented the attached article, which appeared in Newsday, regarding the Town of Huntington agreeing to take over maintenance of the park behind the library, Greenlawn (Pickle) Park, from the Harborfields School District.

**DIRECTOR'S REPORT - Continued**

- Mrs. Albano discussed the staff "Chili Cook-off" which was enjoyed by all.

**ASSISTANT DIRECTOR'S REPORT**

- The themed Launchpads, which are Android based tablets, are popular with children and parents and three-quarters of them are typically on loan at all times.
- The Square system is being used with great success in Reference and patrons are happy to have an alternative for registering with their credit cards for programs at the Reference desk.
- The newly adopted 3D Printing Policy has been posted to the library's website.
- The SCLS sponsored "Browsealoud" software, which helps to make webpages more accessible, is currently being tested on our website.
- The company that designed "Livebrary" may soon be offering website design services.
- Mr. Athanas is working on closing out the NYS Construction Grant paperwork in order to receive the remaining funding.
- The large meeting room A/V equipment had a major breakdown. Additionally, the meeting room needs a new podium and also needs to have some of the equipment moved. Mr. Athanas has requested a quote from Design Audio Visual to be broken down into separate jobs for budgetary considerations.
- We have been printing HPL coins on the 3D printer for each Adult Reading Club member. These coins entitle the patron to redeem their coin for 1 book in the Friends' Little Book Shop.

**DEPARTMENTAL REPORTS**

The Board discussed the departmental reports. Mr. Baker requested that we provide the statistical comparison report on a semi-annual basis.

**PERSONNEL REPORT**

There was no personnel report this month.

**CORRESPONDENCE**

There was no correspondence.

**OLD BUSINESS**

Mr. Clemens discussed his attendance at Library Advocacy Day in Albany. The day was a success and garnered good results for libraries across New York State.

**NEW BUSINESS**

**APPOINTMENT OF BUDGET WORKERS**

Motion by Dr. Hilgeman to appoint the workers for the Budget Vote and Trustee Election on April 4th, 2017, as attached.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

**PURCHASE OF NEW CHAIRS FOR COMMUNITY ROOMS**

Mrs. Albano discussed the deteriorating condition of the padded chairs used in the community rooms. Mrs. Albano presented (2) alternative chairs, made of durable plastic mesh material, for the board's review. HPL would like to replace (200) chairs and the friends have generously donated \$5,000 towards the purchase.

Motion by Mr. Baker to spend a maximum of \$6,500 on the purchase of chairs for the community rooms.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried

**CORRECTION TO BOARD MEETING DATE**

Mrs. Albano notified the board via e-mail on March 6<sup>th</sup> that the correct date for the June, 2018 Board meeting is Thursday, June 28, 2018, instead of June 22, 2018 as previously provided on the calendar.

**SECURITY HARDWARE QUOTE**

Mr. Athanas recently requested a quote for the installation and purchase of security hardware for the library based upon recommendations from the Suffolk County Police Department during the Active Shooter workshop. Due to the complexity of installing panic buttons throughout the library, the quote came in at \$1,950.00 plus \$100 per panic button location. Mr. Athanas has also asked for advice from SCPD regarding an audible alarm sound for the system.

**IPAD BORROWING POLICY**

Since we no longer offer iPads to be borrowed, Mr. Athanas requested that we repeal the defunct policy.

Motion by Mr. Clemens to repeal, and not replace, the library's existing iPad policy.

Second, Mr. Baker.

AYES: ALL. Motion carried

**PUBLIC PARTICIPATION**

There was no public participation.

**ADJOURNMENT**

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

There being no further business, the meeting was adjourned at 8:46 p.m.

Respectfully submitted,

Katherine Rath for  
William Baker, Secretary