

**HARBORFIELDS PUBLIC LIBRARY**  
31 Broadway, Greenlawn, NY 11740



**Board of Trustees**  
**Regular Meeting**  
**May 25, 2017**

**Board Members Present:** Jenny Shore, Vice President  
Joyce Hilgeman, Ph.D., Finance Officer  
William Baker, Secretary  
David Clemens, Trustee

**Director:** Carol Albano

**Assistant Director:** Ryan Athanas

**Absent:** Ellen Rieger, President  
Cristina Spinelli, Treasurer

**PLEDGE OF ALLEGIANCE**

The meeting was called to order at 7:04 p.m. by Mrs. Shore, Vice President.

**PUBLIC PARTICIPATION**

There was no public participation.

**CALL FOR NEW BUSINESS**

There was no new business placed on the agenda.

**APPROVAL OF MINUTES**

Motion by Dr. Hilgeman to approve the minutes of the Regular Meeting of April 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 May 25th, 2017, as presented.

Second, Mr. Baker.

AYES: ALL. Motion carried.

Motion by Dr. Hilgeman to approve the payment of the following Warrants for the period ended May 25th, 2017;

Supplemental Warrant, dated April 30, 2017, in the amount of \$173,596.14.

Warrant 5-17-1	\$ 123,991.20
Warrant 5-17-2 GIFT A/C	\$ 1,392.66
Warrant 5-17-3 DEBT SERVICE	\$ 804.00
Warrant 5-17-4	\$ 585.00

Second, Mr. Baker.

AYES: ALL. Motion carried.

Mrs. Spinelli, Treasurer, reviewed the financial statements, warrants and payroll records through May 25th, 2017.

Mrs. Rieger was not present, so the Payroll Register for May 5<sup>th</sup> and May 19th, 2017 payrolls will be reviewed and approved at the June 22<sup>nd</sup> meeting.

**DIRECTOR'S REPORT**

- Mrs. Albano congratulated Mrs. Patricia Moisan on receiving the 2017 Community Advocacy Award from the Special Education PTA of Harborfields Central School District. She also congratulated the entire staff of the children's room, along with Mrs. Moisan, for their dedication and commitment to improving services and offering programming for children with special needs in the community.
- Utica National Insurance completed their annual risk management assessment of the library.
- The Town of Huntington is working with HFCSO to make the playground behind the library accessible for children with special needs.
- The Friends of the HPL sold the replaced library chairs for a total of \$1,820.00.

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

- The *Beach Reads* carts will be dropped off at Centerport beach and Fleets Cove beach in the first week of June.
- The Annual Friends of the Library Flea Market was cancelled due to rain.
- The Friends and Greenlawn Civic Association have started their preparations for The Longest Table. The date is set for September 16<sup>th</sup> with September 23<sup>rd</sup> as the rain date. FNBLI has made a donation and TD Bank has communicated their intent to donate as well.
- June 11<sup>th</sup> will be the first day of the Greenlawn Farmer's Market. The Greenlawn Civic Association will be sponsoring a table and has offered to distribute library information.
- The Purple Lego Eaters Group from Harborfields won a Second Place Research Award at the Razorback Lego International in Arkansas.

### **ASSISTANT DIRECTOR'S REPORT**

- Patrons were experiencing a "blue screen" on the adult reference computers followed by a reboot. An outdated piece of security software seemed to be causing the problem. Mr. Athanas purchased licenses for newer software which seems to have fixed the issue. Signs have been posted to remind patrons to regularly save their work.
- Mr. Athanas will be ordering some new PC's for the Reference Desks in YA and Adult.
- The library has been experiencing some internet bottlenecking in the late afternoon. We were using the DNS (Domain Name Server) at SCLS, which seemed to be a cause. Mr. Athanas changed to the free Google DNS for all non-library related internet traffic, which has relieved the bottlenecking. Library-related traffic will continue to be routed through SCLS's DNS.
- An advisor from PALS came to the library to discuss the current management of the system and complimented both Sarah Schnepf and Donna Wickers on their extensive knowledge and handling of the system.
- OverDrive, a long-time manager of eBook collections for libraries, recently released their new app Libby. The app prompts you to add your local library at launch and automatically detects your area. From there you select your library, enter your card information, and you can start checking out e-books and e-audio books immediately.
- Mr. Athanas discussed Mrs. Wickers' report regarding unauthorized activity on patron accounts. PALS is working on new regulations for patrons creating passwords for their accounts.

### **DEPARTMENTAL REPORTS**

The Board discussed the departmental reports. In particular, they discussed Susan Hope's acknowledgement of Carole Cronin's invaluable help with managing programs when needed. The Board would like to thank Mrs. Cronin for her dedication to the patrons and mission of the library.

### **PERSONNEL REPORT**

Motion by Dr. Hilgeman to accept the Personnel Report dated May 25th, 2017 as revised.

Second, Mr. Baker.

AYES: ALL. Motion carried.

### **CORRESPONDENCE**

The Board reviewed the correspondence.

### **OLD BUSINESS**

There was no old business to discuss.

### **NEW BUSINESS**

#### **2017-2018 BOARD OFFICERS**

This topic was tabled until current President, Ellen Rieger, could be present to discuss the slate of officers for 2017-2018.

#### **BALDESSARI & COSTER AGREEMENT**

Motion by Mr. Baker to authorize Mrs. Albano, Library Director, to sign the Proposal of Services Agreement from our auditors, Baldessari & Coster, dated May 1st, 2017 (as attached).

Second, Mr. Clemens.

AYES: ALL. Motion carried.

**CLEANING SERVICE**

Mrs. Albano discussed the interviews that were conducted with two cleaning service companies. She is waiting on quotes.

**PUBLIC PARTICIPATION**

There was no public participation.

**ADJOURNMENT**

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

There being no further business, the meeting was adjourned at 8:06 p.m.

Respectfully submitted,

Katherine Rath for  
William Baker, Secretary