

# HARBORFIELDS PUBLIC LIBRARY

31 Broadway, Greenlawn, NY 11740



## Board of Trustees Regular Meeting June 21, 2018

**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:** Cristina Spinelli, Treasurer

### PLEDGE OF ALLEGIANCE

The meeting was called to order at 7:02 p.m. by Mrs. Rieger, President. The Board of Trustees observed a moment of silence in memory of their fellow trustee, William K. Baker, who passed away suddenly on May 30<sup>th</sup>, 2018. The Board shared memories of Bill and discussed his love of family, his outstanding contributions to the numerous organizations he supported and to the Harborfields Library. He will be missed by all.

### PUBLIC PARTICIPATION

There was no public participation.

### CALL FOR NEW BUSINESS

Library Signage

### APPROVAL OF MINUTES

Motion by Mrs. Shore to approve the minutes of the Regular Meeting of May 24, 2018, as presented.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

### FINANCIAL REPORTS

Motion by Mrs. Shore to approve the financial reports for the period ended May 31, 2018, as presented.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

Motion by Mrs. Shore to approve the payment of the following warrants:

Supplemental Warrant, dated May 31, 2018 in the amount of \$ 176,774.49.

Warrant 6-18-1	\$ 117,877.28*
Warrant 6-18-2 GIFT ACCOUNT	\$ 1,277.50
Warrant 6-18-3 DEBT SERVICE A/C	\$ 2,016.50
Warrant 6-18-4 TAN'S	\$ 3,023,607.00
Warrant 6-18-5	\$ 22,669.55

Second, Mrs. Clemens.

AYES: ALL. Motion carried.

\*The Board of Trustees personally reimbursed the library for the flowers purchased in memory of Bill Baker from Martelli's Florist.

Mrs. Spinelli, Treasurer, reviewed the financial statements, warrants through June 21st, 2018, and the payroll records for the June 15<sup>th</sup>, 2018, payroll.

Mrs. Rieger reviewed and approved the Payroll Register for the June 15<sup>th</sup>, 2018, payrolls.

### **DIRECTOR'S REPORT**

- Mrs. Albano discussed the process of appointing a new Board member for the remainder of Mr. Baker's term based upon direction from the library's attorney, Mr. Bob Cohen.
- Mrs. Albano recently attended the SCLS Director's meeting where they discussed NYSED's directive that all staff must have Sexual Harassment Training. Additionally, there may be a requirement for Trustees to receive annual training regarding their position as a library Board member.
- Mrs. Albano attended the LILRC Annual meeting at the Farmingdale Library. For this meeting, LILRC's new Executive Director, Mr. Timothy J. Spindler was introduced and the keynote speaker was a team from Newsday called "Next Long Island". This group will specialize in helping to cover stories about building and improving civic life on Long Island.
- Mrs. Albano attended the 2018 Annual Meeting of the Huntington Arts Council where Harborfields was honored for being a 25+ Year Member Organization.
- The Young Adult Department has organized a trip for teen patrons to attend a showing of "Newsies" at the John W. Engeman Theater. The Friends of HPL has kindly donated money toward offsetting the cost of the tickets for our attendees.

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

- The newly paved patio area, adjacent to the Broadway parking circle, was completed in the first week of July with minimal issues. In order to make it useful for patrons and staff, the Friends of HPL have kindly offered to purchase (2) new picnic tables. The tables are due to arrive towards the middle of July.
- After a recent inspection, it was determined that the local building code requires that we add stickers to breakaway doors and remove any rugs that may block their functionality.
- The installation of the new air conditioning units, AC4 & AC5, has been completed by Thermal Solutions. The Reference Room was only without a/c for 1.5 day.
- Mr. Athanas and Mr. Crowley were met with a local resident who owns a business called "The Green Guru". His company can perform energy efficiency studies and assist with the conversion to LED light fixtures. He can also provide information for the use of Solar Power and backup power.
- Mr. Athanas has been busy upgrading computers and getting the staff on Windows 10 in the Technical Services Department, the Children's Room and the Administrative Offices.
- SCLS has recently installed a new firewall for member libraries. The new firewall has been installed and Mr. Athanas will receive training at SCLS for the new system.
- Sarah Schnepf has been instrumental in coordinating and cataloguing the items for the lending "Library of Things". Mr. Athanas also complimented Circulation for managing these popular items.
- Both the Young Adult and Children's departments have been performing their usual amazing outreach to local schools to promote our Summer Reading Clubs.

### **DEPARTMENT REPORTS**

The Board discussed the departmental reports. They also noted that they enjoy the additions from the staff of the Children's Department.

### **PERSONNEL REPORT**

There was no Personnel Report this month.

### **CORRESPONDENCE**

The Board reviewed and discussed the correspondence from Leadership Huntington & Dr. William Spencer for The Suffolk County Legislature. Mrs. Albano also noted that we have received many lovely letters and donations in memory of long-time HPL employee, Mrs. Maureen Buskard, who passed away on May 7<sup>th</sup>, 2018.

### **OLD BUSINESS**

There was no old business to discuss.

**NEW BUSINESS**

**ANNUAL REORGANIZATION MEETING**

The reorganization meeting for 2018-2019 will be held on Thursday, July 12<sup>th</sup> at 10 a.m.

**LIBRARY SIGNAGE**

Dr. Hilgeman discussed the possibility of the library adding a “Children at Play” sign near the Ann Street parking lot exit closest to Pickle Park.

**EMPLOYEE MANUAL**

The newly updated employee manual was distributed to the Board for review and suggestions. We will submit changes to Bob Cohen for final approval and will distribute another update. Mrs. Albano would like to ask for final Board approval and motion at the next monthly meeting on July 26<sup>th</sup>, 2018.

**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 8:43 p.m.

Respectfully submitted,

Katherine Rath for  
Dr. Joyce Hilgeman, Secretary