

# HARBORFIELDS PUBLIC LIBRARY

31 Broadway, Greenlawn, NY 11740



## Board of Trustees Regular Meeting August 23, 2018

**Board Members Present:** Dave Clemens, President  
Jenny Shore, Vice-President  
Ellen Rieger, Finance Officer  
Joyce Hilgeman, Ph.D., Secretary  
Joseph Friedlander, Trustee

**Director:** Carol Albano

**Assistant Director:** Ryan Athanas, Assistant Director

**Absent:** Cristina Spinelli, Treasurer

### PLEDGE OF ALLEGIANCE

The meeting was called to order at 10:03 a.m. by Mr. Clemens, President.

### PUBLIC PARTICIPATION

There were no members of the community in attendance.

### CALL FOR NEW BUSINESS

- NYLA
- Greenlawn Centerport Historical Association Annual Agreement
- Health Insurance
- Content Filter
- Active Shooter Training
- DVD Fines

### APPROVAL OF MINUTES

Motion by Mrs. Rieger to approve the minutes of the Regular Meeting of July 26, 2018, as presented.

Second, Mrs. Shore.

AYES: ALL. Motion carried.

### FINANCIAL REPORTS

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

Second, Mr. Friedlander.

AYES: ALL. Motion carried.

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

Supplemental Warrant, dated July 31, 2018 in the amount of \$193,056.61.

Warrant 8-18-1 \$ 152,544.09

Warrant 8-18-2 GIFT A/C \$ 9,785.00

Second, Mr. Friedlander.

AYES: ALL. Motion carried.

Mrs. Spinelli, Treasurer, reviewed the financial statements, warrants through August 23rd, 2018, and the payroll records for the August 10th and August 24<sup>th</sup>, 2018 payrolls.

Mrs. Rieger, Finance Officer, reviewed and approved the Payroll Register for the August 10<sup>th</sup> and August 24th, 2018, payrolls.

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

- The Summer Reading Clubs were a great success and enjoyed by both staff and patrons.
- The Young Adult “Battle of the Books” for middle-schoolers was held at Stony Brook University this summer with 42 participating libraries. Our teens practiced all summer and did well, winning the award for “Best Sportsmanship”.
- The battle for the Senior High School students will be held the Saturday after Thanksgiving.
- There will be a Trustee workshop held at SCLS on Tuesday, November 13<sup>th</sup> from 6:30 – 9:00 p.m. The title of the workshop is “What Does It Mean to Support Children’s Literacy Today?”(See attached).
- Mary Agosta, one of the original trustees of the library, member of The Friends of the HPL, and active volunteer at the Friends’ Little Book Shop, passed away on August 1<sup>st</sup>, 2018. She was well-loved and will be missed.
- The library is receiving a donated sculpture from local artist, Larry Schloss, which is an “abstract of stone and wood”. The sculpture will be featured on a pedestal in the gallery.

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

- The entire library staff, with the exception of some Circulation machines, has had their computers upgraded to the Windows 10 operating system due to support of Windows 7 ending in January of 2020.
- The Library has purchased four new higher capacity WiFi access points due to the volume of people using devices in the library.
- Library consultant, Green Guru, presented a plan for the LED update to the Large Meeting Room.
- Waldner’s will be replacing the lounge in the Teen’Scape area at their cost due to the fabric wearing out in less than a year. Additionally, they will be gifting us with a coffee table to fit in the YA soft seating area.
- Waldner’s will be providing us with a quote for adding power to the existing tables in reference. The product, called “threading”, is provided by SteelCase and it allows for ADA compliant under-carpet tile installation of power. This will allow power to reach many of the tables in Reference.
- Mr. Athanas spoke with the vendor for our people-counting software and moved the functionality to cloud-based software. We were able to retire a server in the LAN, saving \$1200 annual maintenance.
- We are in the final stages of the 2015 SAM Grant, with the hopes of receiving \$50,000 towards offsetting expenses for building improvements.

#### **DEPARTMENTAL REPORTS**

There were no departmental reports this month.

#### **PERSONNEL REPORT**

Motion by Mrs. Rieger to accept the resignation letters from Emma Johnston, Astrid Gaona, Jaclyn Katzenberger and Faith Godfrey, as attached.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

Motion by Mrs. Rieger to accept the personnel report, dated August 23, 2018, as attached.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

#### **CORRESPONDENCE**

The Board reviewed the correspondence, which was a thank you letter from Samuel Lellis.

#### **OLD BUSINESS**

##### **CARPETING & POWER THREADING IN THE ADULT REFERENCE ROOM**

The carpeting in the Adult Reference Room is in need of replacement. Mrs. Albano has received a quote from Milburn Flooring on NYS OGS State Contract for replacement and many samples of carpet squares.

Motion by Mrs. Shore to approve the ordering of new carpeting for the Adult Reference Room with the cost not to exceed \$75,000.

Second, Mrs. Rieger.

AYES: ALL. Motion carried.

Minutes – 8/23/18 (Continued)

**OLD BUSINESS(Continued)**

**CARPETING & POWER THREADING IN THE ADULT REFERENCE ROOM (Continued)**

As a part of the replacement of the carpeting in the Adult Reference Room, the Library would like to add under-carpet power threading to allow for power to existing furniture.

Motion by Mrs. Shore to approve the ordering and installation of power threading for the Adult Reference Room with the cost not to exceed \$12,500.

Second, Mr. Friedlander.

AYES: ALL. Motion carried.

**NEW BUSINESS**

**NEW YORK LIBRARY ASSOCIATION CONFERENCE**

Motion by Mrs. Shore to approve Carol Albano, Director, and Dave Clemens, President of the Board, to attend the NYLA conference. The library will cover the cost of all expenses for Mrs. Albano. The library will cover hotel and registration fees for Mr. Clemens, but will bill SCLS for 50% of his charges, as Mr. Clemens is a Trustee for our zone at SCLS. Mr. Clemens will cover his own transportation and meals.

Second, Mrs. Rieger.

AYES: ALL. Motion carried.

**GREENLAWN-CENTERPORT HISTORICAL ASSOCIATION AGREEMENT**

Motion by Mrs. Shore to have the President of the Board of Trustees sign the yearly Greenlawn Centerport Historical Association Agreement for September 1st, 2018 – August 31<sup>st</sup>, 2019, as attached.

Second, Mrs. Rieger.

AYES: ALL. Motion carried.

**HEALTH INSURANCE**

The Board discussed how retirees and survivor spouses reimburse the library for health insurance contributions.

**CONTENT FILTER**

As a part of the Children’s Internet Protection Act, we adopted an internet content filter policy in 2015. Due to a change in the filtering hardware, we would like to change our policy to update items that were not previously included in our policy, as attached.

Motion by Mrs. Rieger to update our current filtering policy, as attached.

Second, Mr. Friedlander.

AYES: 4, 1 Abstention. Motion carried.

**STAFF TRAINING**

Due to a scheduling conflict with the SCPD Department of Homeland Security, the Active Shooter training scheduled for August 7<sup>th</sup> had to be rescheduled. Mrs. Albano asked that the Board allow the library to open at 11:00 a.m., instead of 10:00 a.m., on September 28<sup>th</sup> so that staff may take advantage of this important training session from 9:00 a.m. to 11:00 a.m. Board members are welcome to attend.

Motion by Mrs. Shore to have a delayed opening on September 28<sup>th</sup>, 2018 at 11:00 a.m. so that staff may participate in Active Shooter Training.

Second, Mrs. Rieger.

AYES: ALL. Motion carried.

**DVD FINES**

The Board discussed our current DVD Fines policy. Mr. Clemens requested additional information and statistics so that the Board may make an informed decision on whether to change the current policy and the topic is therefore tabled until the September meeting.

**PUBLIC PARTICIPATION**

There was no public participation.

Minutes – 8/23/18 (Continued)

**ADJOURNMENT**

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

There being no further business, the meeting was adjourned at 11:13 a.m.

Respectfully submitted,

Katherine Rath for  
Dr. Joyce Hilgeman, Secretary