

HARBORFIELDS PUBLIC LIBRARY
31 Broadway, Greenlawn, NY 11740



Board of Trustees
Regular Meeting
September 29th, 2017

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

Director: Carol Albano

Assistant Director: Ryan Athanas

Absent: Cristina Spinelli, Treasurer

PLEDGE OF ALLEGIANCE

The meeting was called to order at 10:07 a.m. by Mrs. Rieger, President.

PUBLIC PARTICIPATION

There were no members of the community in attendance.

CALL FOR NEW BUSINESS

There was no new business placed on the agenda.

APPROVAL OF MINUTES

Motion by Mr. Clemens to approve the minutes of the Regular Meeting of August 24th, 2017, as presented.

Second, Mr. Baker.

AYES: ALL. Motion carried.

FINANCIAL REPORTS

Motion by Mrs. Shore to approve the financial reports as presented for the period ended August 31st, 2017.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

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

Supplemental Warrant, dated August 31st, 2017 in the amount of \$182,874.41.

Warrant 9-17-1	\$118,881.06
Warrant 9-17-2 GIFT A/C	\$ 3,232.50
Warrant 9-17-3	\$ 14,127.40

Second, Mr. Clemens.

AYES: ALL. Motion carried.

Mrs. Spinelli, Treasurer, reviewed the financial statements, warrants through September 29th, 2017, and the payroll records for the September 8th and September 22nd, 2017 payrolls.

Mrs. Rieger reviewed and approved the Payroll Register for the September 8th and September 22nd, 2017 payrolls.

DIRECTOR'S REPORT

- The Longest Table event was incredibly successful and Mrs. Albano thanked Susan Hope, Kim McCarthy, Kevin Crowley, the entire staff, the Greenlawn Civic Association and the Friends of the Harborfields Library for making the event so memorable for all who attended. Special thanks to First National Bank of Long Island and TD Bank for their generous donations for the event.
- Thank you to the Friends of the Harborfields Library for their continued support of the programming at the library. Their recent donation will pay for many of the adult concert programs, family events and family concerts for the year at the library.
- Mrs. Albano & Mr. Athanas briefly discussed gasless power equipment for the library per last month's inquiry from *Huntington CALM*. Mr. Athanas and Mr. Crowley are researching the issue.

ASSISTANT DIRECTOR'S REPORT

- The panic button system is currently half-installed and Mr. Athanas is in contact with the vendor to try to speed-up the process. SCLS has also paid for the RAVE Mobile Solution Panic Button application. The Rave Panic Button clearly communicates, via an app, an emergency to 9-1-1, on-site personnel, and first responders.
- The Friends & Greenlawn Civic Association cooperatively purchased an eight speaker sound system for their various functions. The library is storing the speakers.
- The Senior Art Reception was enjoyed by over 200 attendees and the kids from local schools provide music for the event.
- The Grant committee, through SCLS, approved our request for funds to use towards the replacement of the 2nd HVAC. We received \$20,000 towards the project.
- Mr. Athanas received word that our SAM grant request for \$50,000 is advancing through the approval process.
- Mrs. Albano, Mr. Athanas and Mrs. Kantianis are working on the new employee manual, which is currently in version 4 of a draft.
- Margaret King, who has been our long-standing career counselor, has resigned. Ms. Cognato is vetting replacements. Mr. Athanas thanked Mrs. King for her service to our community.
- Zawolik Restorations is currently caulking rubber parts of the roof to prevent leaks and the cupola, which is missing the weathervane, will also be repaired soon.
- At the recent Director's meeting, it was discussed that the NYS Minimum Standards for Libraries is being reviewed. Trustees & library employees may have to do 120 hours of training within 5 years of beginning their job or position.
- Unfortunately, the library has been infected by a ransomware virus and it continues to reside in a limited number of computers. Mr. Athanas has been working on the fix.

DEPARTMENT REPORTS

The Board reviewed and discussed the Department Reports.

Minutes – 9/29/17 (Continued)

PERSONNEL REPORT

Motion by Dr. Hilgeman to accept the resignation letter (e-mail) from Cole Wadler, dated September 1st, 2017, as attached.

Second, Mrs. Shore.

AYES: ALL. Motion carried.

Motion by Dr. Hilgeman to grant Sarah Schnepf (19) weeks off for maternity leave per her letter of request, dated September 25th, 2017, as attached.

Second, Mrs. Shore.

AYES: ALL. Motion carried.

Motion by Dr. Hilgeman to accept the personnel report, dated September 29th, 2017, as attached.

Second, Mrs. Shore.

AYES: ALL. Motion carried.

CORRESPONDENCE

The Board reviewed and discussed the correspondence. Included was a letter from The Assembly of the State of New York congratulating Mrs. Albano for being chosen by Assemblyman Andrew Raia as a **2017 Women of Distinction Award Honoree**. She has been nominated for her positive impact on the community and for advancing the interests of women in our society. Mrs. Albano will receive this award at a ceremony on Saturday, October 14th at 10:00 a.m. at the Commack Library.

OLD BUSINESS

IRMAA

Motion by Mrs. Shore to pay current eligible retirees IRMAA Medicare Part D payments on October 26th for July through September, 2017. Further discussion regarding future IRMAA Medicare Part D payments was tabled until October.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

PUBLIC PARTICIPATION

There was no public participation.

ADJOURNMENT

Motion by Mrs. Shore, seconded by Mr. Baker, to adjourn the meeting.

There being no further business, the meeting was adjourned at 11:41 a.m.

Respectfully submitted,

Katherine Rath for
Dr. Joyce Hilgeman, Secretary