

# HARBORFIELDS PUBLIC LIBRARY

31 Broadway, Greenlawn, NY 11740



## Board of Trustees Regular Meeting September 26th, 2018

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

**Director:** Carol Albano

**Assistant Director:** Ryan Athanas

**Absent:** Cristina Spinelli, Treasurer

### PLEDGE OF ALLEGIANCE

The meeting was called to order at 7:01 p.m. by Mr. Clemens, President.

### PUBLIC PARTICIPATION

There were no members of the community in attendance.

### CALL FOR NEW BUSINESS

Trustee Mandated Training  
Executive Session

### APPROVAL OF MINUTES

Motion by Mrs. Rieger to approve the minutes of the Regular Meeting of August 23rd, 2018, as presented.  
Second, Dr. Hilgeman. AYES: ALL. Motion carried.

### FINANCIAL REPORTS

Motion by Dr. Hilgeman to approve the financial reports as presented for the period ended August 31st, 2018.  
Second, Mr. Friedlander. AYES: ALL. Motion carried.

Motion by Dr. Hilgeman to approve the payment of the following warrants:

Supplemental Warrant, dated August 31st, 2018 in the amount of \$179,323.86.

Warrant 9-18-1	\$162,168.26
Warrant 9-18-2 GIFT A/C	\$ 1,240.00
Warrant 9-18-3	\$ 7,455.07

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

Mrs. Spinelli, Treasurer, reviewed the financial statements, warrants through September 26th, 2018, and the payroll records for the September 7<sup>th</sup> and September 21st, 2018 payrolls.

Mrs. Rieger reviewed and approved the Payroll Register for the September 7<sup>th</sup> and September 21st, 2018 payrolls.

### DIRECTOR'S REPORT

- The Longest Table event was successful and Mrs. Albano thanked Susan Hope, Kim McCarthy, Kevin Crowley, the Greenlawn Civic Association and the Friends of the Harborfields Library for making the event so memorable for all 590 people who attended. Special thanks to First National Bank of Long Island for their generous donation for the event.

Minutes – 9/26/18 (Continued)

**DIRECTOR'S REPORT (Continued)**

- The Town of Huntington Chamber of Commerce is sponsoring the Long Island Fall Festival and the Town of Huntington Area Libraries will have a table set-up on October 7<sup>th</sup>.
- The Annual Greenlawn Community Day will take place on Sunday, October 14<sup>th</sup>. Harborfields and Elwood libraries will have a table set-up.
- The library will be participating in the Suffolk County Great Giveback Day on Saturday, October 13<sup>th</sup>.
- Detective Lent from the Suffolk County Police Department's Division of Homeland Security did a walkthrough of the library and made some safety recommendations.
- There will be a Library Trustee Workshop on Tuesday, November 13<sup>th</sup> from 6:30-9:00 p.m. at SCLS.

**ASSISTANT DIRECTOR'S REPORT**

- The deadline to apply for the NYS Construction Grant was September 17<sup>th</sup>, 2018. Our grant application was submitted and accepted on the local level. The grant covers adding power to furniture for the adult reference area, LED conversion in the large meeting room and replacement of a 4<sup>th</sup> rooftop HVAC unit.
- The 2015 SAM Grant for \$50K was finally approved and the check was received by the library.
- Mrs. Albano and the Board of Trustees thanked Mr. Athanas for his hard work on the grant applications he has submitted over the past three years.
- Assemblyman Andrew Raia, Assemblyman Steve Stern and Town of Huntington Supervisor Chad Lupinacci will visit the library on September 28<sup>th</sup> @ 12:30 p.m. so Library Administration can highlight some of the projects completed using the grants they have provided.
- Michele Lauer-Bader is running for a spot in the SCLS Board of Trustees for the Towns of Huntington and Smithtown. A caucus will be held on October 23<sup>rd</sup> at 3:00 p.m. at Huntington Public Library.

**DEPARTMENT REPORTS**

The Board reviewed and discussed the Department Reports.

**PERSONNEL REPORT**

Motion by Mrs. Shore to accept the resignation letter from Laurie Martin as attached.

Second, Mrs. Rieger

AYES: ALL. Motion carried.

Motion by Mrs. Shore to accept the personnel report, dated September 26<sup>th</sup>, 2018, as attached.

Second, Mrs. Rieger.

AYES: ALL. Motion carried.

**CORRESPONDENCE**

The Board reviewed and discussed the correspondence.

**OLD BUSINESS**

**HEALTH INSURANCE**

The Board discussed the current percentages of employee contributions towards their health insurance coverage through the library and reviewed those of other zone libraries for comparison.

**FINES**

The Board discussed the current DVD fines policy and loan periods, including what other libraries within SCLS charge for fines. The Board tabled further discussion until next year – April 2019.

**NEW BUSINESS**

**2019 CONSTRUCTION GRANT**

Motion by Mrs. Rieger to formally adopt the 2019 NYS Library Construction Grant as submitted.

Second, Mrs. Shore.

AYES: ALL. Motion carried.

**LIBRARIAN I**

Thomas Powell, YA Librarian, recently received his Master of Library and Information Science (MLIS) degree.

Motion by Mr. Friedlander to promote Thomas Powell from Librarian Trainee to Librarian I with commensurate salary increase, retroactive to August 23<sup>rd</sup>, 2018.

Second, Mrs. Rieger.

AYES: ALL. Motion carried.

Minutes – 9/26/18 (Continued)

**DEACCESSION REPORT**

Motion by Mrs. Shore to return to accept the Deaccession Report dated September 17, 2018.

Second, Mr. Friedlander.

AYES: ALL. Motion carried.

**TRUSTEE MANDATED TRAINING**

The Board discussed the new mandatory training for Trustees, which is 3 hours annually, and Mrs. Albano clarified that they must be “certified” courses in order to count towards the requirement.

**BOARD MEETING DATES**

Motion by Mrs. Shore to change the November Board meeting from Tuesday, November 27<sup>th</sup> at 7:00 p.m. to Thursday, November 29<sup>th</sup> at 10:00 a.m.

Second, Mr. Friedlander.

AYES: ALL. Motion carried.

Mrs. Shore also noted that she will be unable to attend the December 21<sup>st</sup> meeting.

**EXECUTIVE SESSION**

Motion by Mrs. Shore to move into Executive Session at 8:57 p.m. to discuss the medical, financial, credit or employment history of a particular employee.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

Motion by Mrs. Shore to return to the regular order of business at 9:06 p.m.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

**PUBLIC PARTICIPATION**

There was no public participation.

**ADJOURNMENT**

Motion by Mr. Friedlander, seconded by Mrs. Shore, to adjourn the meeting. There being no further business, the meeting was adjourned at 9:06 p.m.

Respectfully submitted,

Katherine Rath for  
Dr. Joyce Hilgeman, Secretary