



LIBRARY BOARD of TRUSTEES
Regular Meeting
December 21, 2023 – 10:00 a.m.

Board Members Present: Renee Boyer - President, David Clemens - Vice President, Jenny Shore - Finance Officer
Library Staff: Ryan Athanas - Library Director, Linda Meglio - Assistant Director, Katherine Rath - Senior Account Clerk
Absent: Ellen Rieger - Secretary, Joyce Hilgeman, Ph.D. - Trustee, Cristina Spinelli – Treasurer

PLEDGE OF ALLEGIANCE

The meeting was called to order at 10:10 a.m. by Renee Boyer, President.

PUBLIC PARTICIPATION

There was no public participation.

CALL FOR NEW BUSINESS

- Approval of Library’s Attorney
- Budget Vote Date Change & Change to Paper Ballots
- Cost to Patrons of Color Copy Prints

APPROVAL OF MINUTES

Motion by Mrs. Shore to approve the minutes of the Board meeting of November 21st, 2023, as presented.
Second, Mr. Clemens. AYES: ALL. Motion carried.

FINANCIAL REPORTS

Motion by Mrs. Shore to approve the financial reports for the period ended November 30th, 2023, as presented.
Second, Mr. Clemens. AYES: ALL. Motion carried.

Motion by Mrs. Shore to approve the payment of the following Warrants for December, 2023:
Supplemental Warrant for Payroll, dated November 30th, 2023, in the amount of \$184,235.80.

Warrant 12-23-1	\$ 125,267.75
Warrant 12-23-2 Gift Fund	\$ 1,501.96
Warrant 12-23-3 Debt Service	\$ 513.00

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

Mrs. Spinelli, Treasurer, reviewed the financial statements, warrants and payroll records for the December 8th and the December 22nd, 2023, payrolls. Mrs. Shore, Finance Officer, reviewed and approved the Payroll Registers for December 8th and the December 22nd, 2023, payrolls.

ATTORNEY/LAW FIRM REPRESENTING HARBORFIELDS PUBLIC LIBRARY

The regular order of business was suspended @ 10:13 a.m. so that Mr. Robert Cohen, the Library’s primary attorney at Lamb & Barnosky, LLP, could discuss his leaving Lamb & Barnosky, LLP, effective January 1, 2024, to join Bond, Schoeneck and King, PLLC.

Motion by Mrs. Shore...

WHEREAS, the Board of Trustees has been notified that the primary attorney representing Harborfields Public Library is leaving Lamb & Barnosky, LLP, to join Bond, Schoeneck and King, PLLC.

NOW THEREFORE, BE IT RESOLVED, upon the recommendation of the Library Director, Mr. Ryan Athanas, the Board of Trustees hereby terminates its relationship with Lamb & Barnosky, LLP, effective close of business on December 31, 2023; and

BE IT FURTHER RESOLVED, that the Board of Trustees hereby retains Bond, Schoeneck and King, PLLC, effective January 1, 2024, on the same terms and conditions contained in the current retainer agreements with Lamb & Barnosky, LLP, and authorizes the Board President, Ms. Renee Boyer, to execute the retainer agreements with Bond, Schoeneck and King, PLLC.

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

DIRECTOR'S REPORT

- **Holiday Staff Appreciation Celebration:** Thanks to the Friends, Sunshine Committee & AD Linda Meglio for organizing.
- **Quiet Rooms, Tutorial Rooms & Pods:** These community-dedicated spaces are in constant use by patrons who have been conducting interviews, group meetings, college interviews, tele-health visits, etc.
- **Studio 31:** The newly designated *Studio 31* is receiving some finishing touches, having the glass installed in the entrance door, addition of a security camera, curtains, artwork, sound panels and all the technology to create podcasts, music recordings and other digital media.
- **Friends' Bus Trip:** The first Friends' Bus Trip in many years was held on December 5th to the NY Botanical Garden's Holiday Train Show. Thank you to staff members Brian Adams and Carole Cronin for running the trip.
- **New Color Copiers @ Circulation:** Konica Minolta installed (2) new color copiers for use by the public at Circulation. Staff will be trained on how to use them.
- **New Server:** The installation of the new server is complete and the library will be completely moved to (1) server after the printing software is integrated. We will also be switching from Datto to Acronis back-up due to some storage issues, which will be resolved with this upgrade.
- **Wi-Fi Usage:** We have configured the Library's Wi-Fi to once again display a pop-up that requires the acceptance of the Library's Computer Use policy in order to join. This will allow the library to obtain a Wi-Fi usage number for the mandated NYS Annual Report.
- **Annual Meet-at-the-Tree:** Time Lapse video shows what an incredibly popular community event this is and how well-attended it continues to be year-after-year. Thanks to the GCA for their dedication to making this event great.

ASSISTANT DIRECTOR'S REPORT

- **Studio 31:** Mrs. Meglio met with Vincent Ambrosio, Harborfields High School teacher, who runs the media center at the High School. They reviewed the equipment and software that the students currently use and Mrs. Meglio shared the possible plans for Studio 31 at the library.
- **Friends' Bus Trip:** Bus trip was a success. Mrs. Meglio spoke to several people who were on the trip, who said it was well done.
- **AARP Tax Prep:** Mrs. Meglio met with Sarah Schnepf, Susan Hope and the AARP Tax Prep volunteers, Anita and Tom, to discuss how to improve the registration process for staff and patrons and out of district people as well.
- **Plastic Film Recycling:** Working with Ikuko Kang and several staff members to coordinate the drop off of plastic bags as we begin a new cycle with the NexTrex Company. We plan to keep the community engaged by reporting the amount of plastic we collect on a digital display in the lobby.
- **Vending Machine:** A new vending machine was installed in the staff lounge. A new vendor is taking over the machine in the lobby.
- **Holiday Staff Appreciation Celebration:** The Sunshine committee organized the 2023 Staff Holiday Party and welcomed new committee members, Elizabeth Lockwood, Christine Maloney and Kellie Franceschini.
- **Friends of HPL Treasurer:** The Friends have a new Treasurer, Barbara Oster, who is taking over for Corinne Roche.

DEPARTMENTAL REPORTS

The Board reviewed and discussed the Departmental Reports noting that they are a pleasure to read.

PERSONNEL REPORT

There was no Personnel Report this month.

CORRESPONDENCE

The Board reviewed letters from the Harborfields Central School District regarding appointments for our Budget Vote and Trustee Election and from The Shore Foundation, who made a generous donation to the library.

STATISTICS

The Board reviewed the statistics for November, 2023. Mr. Clemens recommended adding a year-to-year comparison for program stats.

OLD BUSINESS

There was no old business to discuss.

NEW BUSINESS

KONICA MINOLTA – COLOR COPIER PRICING

Due to the end of the agreement on our current black-and-white copiers in Circulation, the Board agreed to purchase (2) color copiers for patron use in the Circulation area.

Motion by Mr. Clemens to set the per color copy price to \$.25 per page on the new color copiers in Circulation, as well as to reduce the current color scan-to-print option in Reference from \$.50 per page to \$.25 per page to match the copier pricing, effective immediately. Black-and-white copies will remain priced at \$.05 per page.

Second, Mrs. Shore.

AYES: ALL. Motion carried.

BUDGET VOTE & TRUSTEE ELECTION - CHANGES

The HPL Annual Budget Vote & Trustee Election was originally scheduled and approved to be held on the common vote date of April 2, 2024. However, due to the library being a designated polling place for the Presidential Primary Election for New York State, which is also being held on April 2, 2024, the library would like to change the date of our Annual Budget Vote and Trustee Election to Tuesday, April 16, 2024 from 3-9 p.m. Due to the unavailability of tabulator machines from Suffolk County, the library will have to use paper ballots, which will require manual tallying by our certified election workers.

Motion by Mrs. Shore to change the date of the Harborfields Public Library Annual Budget Vote & Trustee Election to April 16th, 2024, from 3-9 p.m. and to use paper ballots for the vote.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

2024-2025 BUDGET

Mr. Athanas provided the Board with detailed information regarding the proposed library budget for 2024-2025, including our current tax cap, salaries, etc. Mr. Athanas also discussed a list of potential Capital projects for consideration. Further review and discussion will take place at the January Board meeting.

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 11:45 a.m.

Respectfully submitted,

Katherine Rath for
Ellen Rieger, Secretary