

HARBORFIELDS PUBLIC LIBRARY
31 Broadway, Greenlawn, NY 11740



BOARD of TRUSTEES
Regular Meeting
December 23, 2019

Board Members Present: David Clemens, President
Joyce Hilgeman, Ph.D., Vice President
Ellen Rieger, Financial Officer

Director: Carol Albano

Assistant Director: Ryan Athanas

Absent: Jenny Shore, Secretary
Renee Boyer, Trustee
Cristina Spinelli, Treasurer

PLEDGE OF ALLEGIANCE

The meeting was called to order at 10:05 a.m. by Mr. Clemens, President.

PUBLIC PARTICIPATION

There was no public participation.

APPROVAL OF MINUTES

Motion by Dr. Hilgeman to approve the minutes of the regular meeting of November 26, 2019, as presented.
Second, Mrs. Rieger. AYES: ALL. Motion carried.

CALL FOR NEW BUSINESS

2020 Retirement Incentive
2020-2021 Budget Vote & Trustee Election – Paper Ballots

FINANCIAL REPORTS

Motion by Mrs. Rieger to approve the financial reports for the period ended November 26, 2019, as presented.
Second, Dr. Hilgeman. AYES: ALL. Motion carried.

Motion by Mrs. Rieger to approve the payment of the following Warrants for December, 2019:
Supplemental Warrant, dated November 30, 2019, in the amount of \$280,840.75.

Warrant 12-19-1	\$112,935.88
Warrant 12-19-2 (Gift Account)	\$ 1,150.85

Second, Dr. Hilgeman. AYES: ALL. Motion carried.

Mrs. Spinelli, Treasurer, reviewed the financial statements, warrants and payroll records for the December 6th (Health Insurance Incentive for Non-Participation) & December 13th, 2019, payrolls.

Mrs. Rieger reviewed and approved the Payroll Register for the December 6th (Health Insurance Incentive for Non-Participation) & December 13th, 2019, payrolls.

DIRECTOR'S REPORT

- The Greenlawn Civic Association's Annual "Meet-At-The-Tree" celebration on December 1st was a success with more than 400 community members participating, including the Harborfields High School Jazz Band, the Boy Scouts and the Greenlawn Fire Department. Weather dictated that it be held in the Large Community Room, and everyone adapted well to the change of venue. Our local politicians, Chad Lupinacci, Andrew Raia & Jim Gaughran, were present, as well as Harborfields School Superintendent, Dr. Francesco Ianni.

DIRECTOR'S REPORT (Continued)

- The Menorah Lighting was also well-received with more than 150 people attending and enjoying refreshments and music & crafts as a part of the Hanukkah Celebration.
- We recently acknowledged the anniversaries of some of our employees and enjoyed a holiday pizza party to celebrate the season. Ellen Blanchard celebrated her 40th year, Mary Soergel her 30th, Jody Kantianis her 20th and Chris Kantianis his 10th year at the Harborfields Library. We are also planning to celebrate the retirement of Nina Freund on Friday, January 10th at 9:00 a.m. All are welcome to attend.
- Mrs. Albano attended a Director's meeting at Connetquot Library where they discussed the huge increase in e-book usage as well as the decrease in circulation of print materials. SCLS is noting that 25% of all circulation for member libraries is in the form of electronic materials, and as such, member libraries should plan to pay more in the future for added access.
- At the same meeting, Mrs. Albano was able to tour the Suffolk Cooperative Library Empowered Discovery Bus, also called "The Sled", which will offer a mobile technology and learning site for use by schools, libraries and community organizations across the county. For the first 3-4 months of 2020, the bus will primarily be used across Suffolk to gather census information.
- The estimated Tax Cap for the 2020-2021 budget year is 1.65 to 1.75%.
- Mr. Clemens presented a copy of an article that appeared in The Long Islander News dated November 21st, 2019 regarding the McMillan boycott which featured a quote from Mrs. Albano.
- A "Meet-and-Greet" with Senator Jim Gaughran, a resident of Northport, was held on December 5th, 2019 for the local Zone Directors.
- Rebecca Senin from Senator Gaughran's office will be coming to the library on February 14th to discuss the 2020 census.
- Mrs. Albano & Mr. Athanas are reviewing policies to be presented to the Board, including an Anti-Nepotism policy.
- Reference Librarian, Dave Concar, will now be working at the library on a call-in, or as-needed, basis.
- Dave Clemens, President of the Board and local historian, and fellow author, Suzanne Johnson, conducted a book talk presentation for their newly published title, "Images of America - Centerport", on December 16th to a large gathering of community members.
- Mrs. Albano noted that we have a wonderful community that has generously donated an impressive amount of not just clothing, but also sorely needed items and gifts for those less fortunate this holiday season.

ASSISTANT DIRECTOR'S REPORT

- Mr. Athanas extended his thanks, and thanks from the staff, for offering vision insurance. Although it is employee funded, it could not be offered without the support of the Board.
- Mr. Athanas highlighted that the (2) projects which fall under the 2019 Construction Grant request should be completed in January of 2020 including the fire-rated, ADA accessible doors connecting the main library to the Meeting Room wing and the water bottle filling station in the main part of the library.
- Mr. Athanas noted that we should expect an increase in the cost of the HVAC unit, which will need to be replaced this year, but that we are hoping will be covered by a grant.
- Mr. Athanas upgraded the entire WiFi network and notes that the library's bandwidth is greatly improved as a result.
- Mr. Athanas purchased and configured (4) new patron computers, which he said are noticeably favored over the older units.
- Unfortunately, our current time clock can no longer be hosted locally and requires an update in order to work properly. Mr. Athanas will be working on this update in the coming month.
- The sink in the public restroom nearest the lobby was vandalized by a patron who destroyed the neck of the faucet. Kevin Crowley is investigating purchasing a more durable faucet that may also offer an automatic water sensor.
- The carpeting in the Children's Meeting Room has now been replaced and the Large Meeting Room wing will have new carpeting installed in the beginning of February, 2020.

PERSONNEL REPORT

Motion by Mrs. Rieger to accept the personnel report dated December 23rd, 2019, as attached.
Second, Dr. Hilgeman. AYES: ALL. Motion carried.

CORRESPONDENCE

The Board reviewed correspondence from the Suffolk County Board of Elections and from Kevin Smith.

DEPARTMENTAL REPORTS

The Board reviewed the monthly departmental reports.

OLD BUSINESS

There was no old business to discuss.

NEW BUSINESS

SUFFOLK COUNTY BOARD OF ELECTIONS MANDATE

Per the attached letter from the Suffolk County Board of Elections, due to the Democratic National Primary being held on April 28th, 2020, the library will not have access to voting tabulator machines for the Budget Vote and Trustee Election on Tuesday, April 7th, 2020. Due to this change in normal procedure, the library would like to conduct the vote using manual or paper ballots which will be tallied by the election workers at the end of the vote.

Motion by Mrs. Rieger to utilize manual or paper ballots for the Annual Budget Vote and Trustee Election on April 7th, 2020.

Second, Dr. Hilgeman. AYES: ALL. Motion carried.

2020 RETIREMENT INCENTIVE

The Board reviewed the proposed 2020 Retirement Incentive as presented by Mrs. Albano. This incentive would require any eligible employees wishing to retire, who have attained 12+ years of service and who are also 55 years of age or older, to commit to retire by February 10th, 2020, and to retire on or before March 20th, 2020.

Motion by Mrs. Rieger to offer the proposed retirement incentive to all eligible employees beginning January 2nd, 2020.

Second, Dr. Hilgeman. AYES: ALL. Motion carried.

EXECUTIVE SESSION

Motion by Mrs. Rieger to move into Executive Session at 11:07 a.m. to discuss the employment history of a particular employee.

Second, Dr. Hilgeman. AYES: ALL. Motion carried.

Motion by Mrs. Rieger to return to the regular order of business at 12:00 p.m.

Second, Dr. Hilgeman. AYES: ALL. Motion carried.

PUBLIC PARTICIPATION

There was no public participation.

ADJOURNMENT

Motion by Dr. Hilgeman, seconded by Mrs. Rieger, to adjourn the meeting.

There being no further business, the meeting was adjourned at 12:00 p.m.

Respectfully submitted,

Katherine Rath for
Jenny Shore, Secretary