



Harborfields

PUBLIC LIBRARY

Board of Trustees Regular Meeting

April 24, 2020 @ 10:00 a.m. via Teleconference

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

Director: Carol Albano

Assistant Director: Ryan Athanas

Absent: Cristina Spinelli, Treasurer

PLEDGE OF ALLEGIANCE

The teleconference meeting was called to order at 10:05 a.m. by Mr. Clemens, President, and a recorded transcription was made available to the public via an interactive link on the library's website following the call.

PUBLIC PARTICIPATION

Under NYS Executive Order 202.2, due to the current state of emergency, there is no public participation on this call, but members of the community may e-mail questions or concerns to info@harborfieldslibrary.org and a response will be issued in a timely manner.

APPROVAL OF MINUTES

Motion by Dr. Hilgeman to approve the minutes of the Special Meeting of March 23, 2020, as presented.
Second, Ms. Boyer. AYES: ALL. Motion carried.

Motion by Mrs. Rieger to approve the minutes of the Regular Meeting of March 26, 2020, as presented.
Second, Dr. Hilgeman. AYES: ALL. Motion carried.

CALL FOR NEW BUSINESS

- Statistics will be added to the agenda beginning with the May 2020 meeting.

FINANCIAL REPORTS

Motion by Mrs. Shore to approve the financial reports for the period ended March 31st, 2020, as presented.
Second, Dr. Hilgeman. AYES: ALL. Motion carried.

Motion by Mrs. Shore to approve the payment of the following Warrants for April, 2020:
Supplemental Warrant, dated March, 2020, in the amount of \$212,136.18.

Warrant 4-20-1	\$ 96,194.85
Warrant 4-20-2 Gift A/C	\$ 994.81

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

Mrs. Spinelli, Treasurer, was not able to review the financial statements, warrants and payroll records for the April 3rd and April 17th, 2020, payrolls, nor was she able to review the bank statements and bank reconciliations for the month ending March 31st, 2020, due to the NYS mandate requiring the closure of non-essential businesses and social distancing. These items will be presented in their entirety to Mrs. Spinelli, and payroll records will be approved by the library's Finance Officer, Mrs. Rieger, upon the return to normal business.



Harborfields

PUBLIC LIBRARY

Minutes – April 24, 2020 – Continued – PAGE 2

DIRECTOR'S REPORT

- The two 3D printers that are owned by the Harborfields Library were sent to SCLS to join in the printer farm, which has produced approximately 5,800 headband components for face shields required by our first responders and hospital workers. 4,600 were sent to Stony Brook Hospital and the other 1,200 were distributed to long island community organizations and EMS workers.
- The Friends of the Harborfields Public Library contributed funds for replacement parts for these printers as needed
- Library staff has been participating in Zoom meetings on a regular basis. Mrs. Albano and Mr. Athanas have also been participating in conference calls with SCLS and other zone Directors.
- The Annual Summer Reading Clubs will be online only. All reading will be reported online and all clubs will have the same number of books, start date and end date. An application called READSquared, provided by NYS, will be used. We are excited about using this new technology. Small prizes will be mailed.
- All in-house meetings and programs have been cancelled through the end of July in order to minimize traffic in the library. The July outdoor concert and The Longest Table have been preemptively cancelled.
- The staff has been producing online videos in place of programs and has been doing an outstanding job.
- The Library has placed orders for masks, gloves and hand sanitizing stations.
- Mandated Weekly training links continue to be sent out to all staff.
- Book ordering has decreased due to restricted deliveries. Popular titles have been ordered and are being held at the vendor or are being delivered to SCLS.
- Mrs. Albano thanked Kevin Verbesey, SCLS Director, for his outstanding leadership during this difficult time.
- There have been no decisions or mandates handed down on how we will conduct our Trustee Election, but we will keep the Board informed as things develop. Carol is in regular contact with our attorney to discuss these items.

ASSISTANT DIRECTOR'S REPORT

- Mr. Athanas complimented the staff for staying engaged with their library duties through technology and is very pleased with their initiative and creativity in offering program content online and through conducting virtual outreach. They are motivated and involved, even taking over running and scheduling their own Zoom programs, which speaks volumes about the quality of our staff. Programs have been well received.
- Library Market has begun working on our new website and weekly meetings have been scheduled.

DEPARTMENTAL REPORTS

The Board discussed the Departmental Reports and specifically touched on the impending likelihood of replacing the boiler, which may present a huge expense for the library. Mr. Clemens, President, recommended that we begin to get some pricing estimates.

PERSONNEL REPORT & CORRESPONDENCE

There was no Personnel Report or correspondence this month.

NEW BUSINESS

TAX ANITICIPATION NOTE (TAN'S) AUTHORIZATION

Due to the current economic hardships being faced due to COVID-19, Mrs. Albano discussed the concern for significantly decreasing the amount that we normally request to borrow through the school district in anticipation of receiving tax payments from the Town of Huntington.

Motion by Mrs. Rieger to authorize Mrs. Albano or Mr. Athanas to sign a letter to the President of the Board of Education of the Harborfields School District, as attached, with copies to the Superintendent of Schools, the Assistant Superintendent for Business, and the District Clerk, requesting the sum of \$2,000,000 in TAN (Tax Anticipation Note) Funds, for the 2020-2021 operating budget, until such time as we receive our budget appropriation funds from the Town of Huntington.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.



Minutes – April 24, 2020 – Continued – PAGE 3

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 10:56 a.m.

Respectfully submitted,

Katherine Rath for
Jenny Shore, Secretary