



LIBRARY BOARD of TRUSTEES
Regular Meeting
November 25, 2024 – 10:00 a.m.

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

PLEDGE OF ALLEGIANCE

The meeting was called to order at 10:03 a.m. by Jenny Shore, President.

PUBLIC PARTICIPATION

There was no public participation.

2023-2024 AUDIT REPORT

The regular order of business was suspended so that Ms. Magdalena Michalik, CPA & Auditor from Baldessari & Coster, could present the annual audit to the Harborfields Board of Trustees. Ms. Michalik stated that the library is in excellent financial shape and that all the basic financial procedures were in accordance with the accounting principles generally used.

Motion by Mrs. Rieger to approve the Harborfields Public Library Audit Report for the period of July 1, 2023, to June 30, 2024, as prepared by our auditors, Baldessari & Coster.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

CALL FOR OLD/NEW BUSINESS

Old Business: NYS Retirement System Resolution Regarding Service Hours & Employee Recognition Policy

New Business: There was new business added to the agenda.

APPROVAL OF MINUTES

Motion by Mrs. Rieger to approve the minutes of the regular Board meeting of October 24th, 2024, as presented.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

FINANCIAL REPORTS

Motion by Mrs. Rieger to approve the financial reports for the period ended October 31st, 2024, as presented.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

Motion by Mrs. Rieger to approve the payment of the following Warrants for November, 2024:

Supplemental Warrant for Payroll, dated October 31st, 2024, in the amount of \$188,425.40.

Warrant 11-24-1	\$	455,913.72
Warrant 11-24-2 (Gift)	\$	2,121.67
Warrant 11-24-3 (Capital)	\$	7,370.00
Warrant 11-24-4	\$	1,532.74

Second, Mr. Clemens.

AYES: ALL. Motion carried.

Mrs. Spinelli, Treasurer, reviewed the financial statements, warrants and payroll records for the November 8th and the November 22nd, 2024, payrolls. Ms. Boyer, Finance Officer, will review and approve the payroll registers for the November 8th and November 22nd, 2024, payrolls at an upcoming meeting.

DIRECTOR'S REPORT

1. Meetings

- a. NYLA:** Mr. Athanas attended the 2024 Annual NYLA Conference in Syracuse in the beginning of November and noted that it was inspirational. Some topics that were covered:
 - i. Book Banning:** The Keynote Speaker was Amanda Jones, author of *That Librarian: The Fight Against Book Banning in America*. She is best known for making international headlines when she became one of the first librarians in the US to file a lawsuit for defamation against those who launched personal attacks on her after she spoke out at a public library board meeting.
 - ii. Transforming Libraries for Users Changing Needs**
 - iii. How to Work with an Architect**
 - iv. Building Future Leaders: Employee Team Building**
 - v. Sustainably Grow Strong Community Alliances:** This was the presentation given by the HPL staff members Mary Kim, Kim McCarthy and Linda Meglio, and Mr. Athanas noted the exceptional work that was done by the team. Many other libraries commented that it was absolutely excellent and Mr. Athanas thanked the team for their tremendous contribution to the conference and for making HPL proud.
- b. Huntington/Smithtown Zone Meeting:**
 - i.** The Suffolk Cooperative Library System informed us that there will be a 6% Increase for Overdrive/Libby eMaterials.
 - ii.** Looking to restart HAPLO: the Huntington Area Public Libraries Outreach. Mrs. Moisan and Ms. Englert (NPT/ENPT) are looking to restart this organization since it ceased functioning in 2020 due to the pandemic.
 - iii.** PLDA Quarterly Director's Meeting is on Friday, December 13th at HPL. Mr. Athanas expects more than 40 Directors to attend. There will be a luncheon to follow at RUVVO. All Board members are invited to attend.
- c. Town of Huntington Anti-Bias Taskforce:** At the monthly Zone Meeting, it was decided that one representative Director from the Zone will attend the monthly meetings and share information and updates at the next following Zone Meeting.

2. Building

- a. Painting:** Mike Cronin, Linda Meglio and Mr. Athanas continue to perform outdoor building inspections, which lead to upkeep projects. A semi-major slate tile issue is apparent on the Ann Street entrance area which will require repair. Due to the retirement of Rob Zawolik, the library will be vetting new roofing companies to perform the work. Estimates to follow.
- b. Children's Carpeting:** It is approaching (10) years since the children's carpeting was replaced and new furniture was installed. In an effort to preserve both for as long as possible, Stanley Steemer was contracted to clean the carpets and toddler area seating, which made a noticeable difference.
- c. Train:** Mike Cronin noticed that the paint on the train in the Children's Department was looking quite worn and disreputable. Rather than involve the company that built the train, Mike thought he would paint the train himself with Vinny Caputo's help. This was a huge undertaking that Mike squeezed in along with his normal duties because it required sanding, priming, repairing and painting the entire train and car. He intends to tackle the boat and dock next. Mr. Athanas extended his sincere appreciation and thanks to Mike and Vinny for an outstanding job.

3. Construction Projects

- a. **EV:** All equipment is installed. We are awaiting PSEG to schedule the hookup, then the contractor will paint the spaces and we will configure the software in order to charge users. PISO is examining our latest PSEG bill to help advise us.
- b. **MTG Room Wing Reno:** We had our initial meeting with our Architect, John Tanzi, to discuss some of the options and expectations. There are ventilation and roof concerns. We discussed lighting, waste receptacles, privacy for bathroom stalls & fixtures. For the kitchen, we discussed the island, cabinetry, appliances and layout, including positioning of the entrance doors. We hope to have a second meeting in December.

4. Programs:

- a. **Shredding Event:** This event was a huge success with more than (600) cars dropping off shredding. Due to a change in plans, SCLS will not be purchasing a shredding truck for use by libraries due to prohibitive insurance regulations and expenses, so we will continue to contract with shredding companies since these events are so incredibly popular with the community.
- b. **Storybook Halloween:** SBH was a huge success as always and had amazing attendance. Thank you to the staff, especially the Children's Department staff, Mrs. Moisan, and Kellie Franceschini, for their invaluable contributions to making the day extraordinary for all.
- c. **Craft Fair:** Another success story thanks to Susan Hope and Jennifer Handler. There were approximately 1000-1200 people in attendance and the vendors and patrons were thrilled with the event.

5. Important Upcoming Dates:

- a. **Meet-at-the-Tree:** Saturday, December 7th @ 5PM
- b. **Trustee Training at SHUN PL:** Wednesday, December 11th @ 6:30PM
- c. **Staff Appreciation / Holiday Party:** Friday, December 13th @ 5PM
- d. **Hanukah Celebration & Menorah Lighting:** Monday, December 30th @ 6:00PM

ASSISTANT DIRECTOR'S REPORT

- **Emergency Manual:** Several members of the Hazard Reduction Team met on Monday, November 4th, to walk the grounds along with Mike Cronin. Mike and the team then discussed the safety improvements that were made in the past year that include sidewalk repairs, tree removals, accessibility to the building, accessibility to Pickle Park, and new signage. The group also looked at potential hazards and discussed options for improving conditions. The manual has been uploaded as a Google doc and shared with members in Google Drive. The group can go over the manual and make suggested edits.
- **NYLA Conference:** The library's presentation at NYLA went very well. The presentation was about creating and sustaining strong alliances within the community. Kim McCarthy and Mary Kim focused on our teen population and specifically highlighted some of the long-term programs we have been offering over the years like Study Buddies, Teens Connect, Jr. Friends and now a specialized group of garden volunteers. It was great to see so many colleagues from Suffolk attend the presentation and offer their support. In addition to the presentation, Mrs. Meglio was able to attend several programs including one from Brooklyn Public Library on empathy in the workplace, and Patchogue Medford's program on their popular *Seed Kits*.
- **Staff Recognition Pins:** Pins have been ordered for the upcoming 10 & 20-year milestones and should be arriving any day.
- **Mindful Libraries & ALA Grant:** Mrs. Meglio & Mr. Adams attended a virtual meeting with a representative from *Mindful Libraries* to discuss a potential grant for outreach materials. Since Brian Adams currently runs outreach programs at Paumanack Village, and has a special connection with the elders in our community, it was important for him to attend. The *Mindful Libraries* Program is a collaborative initiative

involving *Nana's Books*, *Mirador Magazine* and *Resense Resources*. This program offers resources, books and newspapers specifically designed for individuals experiencing memory loss or cognitive decline. *Mindful Libraries* would work with us in applying for a grant from ALA to service this population. If we are approved for the grant, the library would be given a collection of appropriate resources that we could promote through programs for caregivers and through direct community outreach.

- **Friends:** The upcoming December meeting will be a farewell to Margaret Staib and Jane Irving after their many years of service. Eileen Gruber has stepped up to volunteer for the position of President, Kerin DeSena will stay on as Secretary, and Barbara Oster will remain as Treasurer. Eileen will join Susan Hope and Mrs. Meglio at an SCLS workshop on December 10th specifically geared towards Friends organizations.
- **Staff Holiday Party:** Planning is underway for the Staff Holiday Party on Friday, December 13th @ 5PM in the Large Meeting Room. All Board members are invited to attend.
- **Museum of Abandoned Bookmarks:** Based upon an idea from Sandy Bucher, Mrs. Meglio is encouraging staff and volunteers to collect unusual or "abandoned" bookmarks to be put on display in the coming months. Any bookmarks for consideration can be turned in to Circulation.

DEPARTMENTAL REPORTS

The Board discussed the monthly Departmental Reports and noted that they enjoyed learning of the positive staff morale events offered by the Sunshine Committee like the Candy Face-off. It was also noted that the library's current collection includes all ten of the titles listed on the "Most Banned Children's Books in the Country".

PERSONNEL REPORT

There was no Personnel Report for November 2024.

CORRESPONDENCE

Correspondence included a thank you letter to Patricia Moisan, Head of Youth Services, from Chelsea Attride, Job Coach at the Harborfields High School, for her tremendous support of the Harborfields High School Career Transition Class (CTC). This program serves high school-aged students with disabilities with the mission of guiding students in building independent living and working skills that will help them thrive in adulthood.

STATISTICS

The Board reviewed and discussed the statistics & noted that Harborfields patrons are regularly using the services of the new Social Worker due to appropriate promotion of these services inside the library and through the newsletter.

OLD BUSINESS

NYS & LOCAL RETIREMENT SYSTEM (NYSLRS) RESOLUTION

Motion by Mr. Clemens...

Be It Resolved, that the Harborfields Public Library, location code #51187, hereby establishes the following as standard work days for its employees and will report days worked to the NYSLRS based on the timekeeping system or the record of activities maintained and submitted by these members to the clerk of this body (as attached on form RS 2418 – "Standard Work Day Resolution for Employees").

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

EMPLOYEE RECOGNITION POLICY

The Board discussed the proposed Employee Recognition Policy, which provides for recognition of current library employees based on years of service.

Motion by Mrs. Rieger to approve the Employee Recognition Policy, as attached.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

NEW BUSINESS**SCLS BUDGET**

The Board discussed the SCLS Proposed FY 2025 Budget, the bio of Brianna Baker-Stines, candidate for the SCLS Board of Trustees, and the proposed Live-brary.com download costs for 2025, as attached.

Motion by Mrs. Rieger to approve the SCLS FY 2025 Budget, as attached, and to elect Brianna Baker-Stines to serve on the SCLS Board of Trustees for the Towns of Huntington and Smithtown for a term beginning January 8th, 2025 & ending December 31st, 2027, and to sign ballots accordingly.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

EXECUTIVE SESSION

Motion by Dr. Hilgeman to go into Executive Session at 11:34 a.m. to discuss a personnel matter.

Second, Mr. Clemens.

AYES: All. Motion carried.

Motion by Dr. Hilgeman to come out of Executive Session at 11:50 a.m.

Second, Mr. Clemens.

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 11:50 a.m.

Respectfully submitted,

Katherine Rath for
Dr. Joyce Hilgeman, Secretary

ADDITIONAL NOTES:

Dr. Hilgeman will be unable to attend the Board meeting on December 19th, 2024.