



**LIBRARY BOARD of TRUSTEES
Regular Meeting
September 26, 2024 – 10:00 a.m.**

Board Members Present: Jenny Shore – President, Ellen Rieger – Vice President, Renee Boyer – Finance Officer, 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: Cristina Spinelli – Treasurer

PLEDGE OF ALLEGIANCE

The meeting was called to order at 10:02 a.m. by Jenny Shore, President.

PUBLIC PARTICIPATION

John Varrone, Librarian from Commack PL, and Kim McCarthy, YA Librarian @ HPL, were in attendance to observe as a part of their continuing education/library administration classes.

CALL FOR OLD/NEW BUSINESS

There was no old or new business added to the agenda.

APPROVAL OF MINUTES

Motion by Dr. Hilgeman to approve the minutes of the regular Board meeting of August 22nd, 2024, as presented.

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

FINANCIAL REPORTS

Motion by Ms. Boyer to approve the financial reports for the period ended August 31st, 2024, as presented.

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

Motion by Ms. Boyer to approve the payment of the following Warrants for September, 2024:

Supplemental Warrant for Payroll, dated August 31st, 2024, in the amount of \$269,426.51.

Warrant 9-24-1	\$ 142,493.67.67
Warrant 9-24-2 (Gift)	\$ 2,900.00

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

Mrs. Spinelli, Treasurer, reviewed the financial statements, warrants and payroll records for the September 13th and the September 27th, 2024, payrolls. Ms. Boyer, Finance Officer, reviewed and approved the payroll registers for the July 5th, July 19th, August 2nd, August 16th, August 30th, September 13th and September 27th, 2024, payrolls.

DIRECTOR’S REPORT

- 1. Quarterly Director’s Meeting:** Mr. Athanas & Mrs. Meglio attended the Director’s Meeting at the Westhampton Public Library on September 20th. Some of the topics covered:
 - i. Legislative Priorities: Asking for an increase in Library Aid in the State Budget to match the formula approved by the State Legislature in the 1990’s. Libraries are also seeking an increase in Construction Aid.
 - ii. Core Priorities: There are a few bills before the Legislature that are core priorities for Libraries. 1. Freedom to Read Bill: Would require the NYS Education Department to mandate that all public libraries must have policies about materials selection. 2. E-Book Licensing Bill: Would require publishers to sell to all customers at the same rate – not gouge libraries and then limit patron use. 3. Literacy Package Bill: Would require NYS to make it mandatory that every school has a Media Specialist.

- iii. Advocacy: Suffolk Libraries are investigating software to have “one-click” advocacy for connecting to our local legislators.
 - iv. Trustee Training: The SCLS gateway portal has been updated for Trustees so that they may work towards completing their mandated annual training. In addition, Trustees are asked to complete the NYS Sexual Harassment and Workplace Violence Training as well.
 - v. Overdrive: Discussion included a projected 6% increase for eMaterials in the coming year.
 - vi. Trustee Elections: The Huntington/Smithtown Zone’s SCLS Board Representative’s last term is coming to an end. Mr. Athanas will host a meeting of all Zone Directors to discuss.
- 2. Town of Huntington Anti-Bias Task force:** Dr. Eve Meltzer-Krief, Harborfields School Board and Task Force member, invited Mr. Athanas and all of the Library Directors in the TOH to attend the Task Force meetings. Meetings will be held on a monthly basis via Zoom. In the near future, libraries may be partnering with the Task Force to show a town-wide film series facilitated by a member of the task force.
- 3. Staffing:**
- a. **Children’s:** We are pleased that Aisha Khanfri will be joining the Children’s Department as a part-time Librarian effective Monday, September 30th.
 - b. **Pages:** There was recently a large turnover of our Pages in the Children’s Room, which required hiring many replacements. Kellie Franceschini hires, schedules and trains the pages in the Children’s Department, while Kim McCarthy does the same for the YA and Adult Departments. This requires a lot of work and we greatly appreciate their efforts in hiring wonderful candidates!
- 4. Social Worker:** Gisella Mejia’s first day was on Tuesday, September 10th. Mr. Athanas and Mrs. Meglio provided Gisella with a dedicated space in one of our Study Rooms and spoke with her about the community and history. Business cards and flyers promoting her services will be made in English and Spanish and she will visit appropriate programs in order to discuss her services. During her first week, she gave a training workshop to staff, explaining the services that she can perform. She also reviewed the procedures of how we sign people up, services offered, etc.
- 5. IT Update:** Our IT staff continues to move all of the Library’s PCs to Windows 11. We just completed updating all of the Meeting Room PCs and are finishing up some remaining staff PCs.
- 6. EV:** We have received a permit from the Town of Huntington. The company that will be doing the work, PISO, has us on their schedule. We are hoping that the install will be completed by the end of October.
- 7. Meeting Room Wing Renovation:** We officially applied for the construction grant for the renovation of the two bathrooms and the kitchen in the Meeting Room Wing. Our architect, John Tanzi, obtained a cost estimate from Fidele, Inc. for \$250k. This is the company that replaced our Broadway Columns. This, coupled with the Architect & Engineering fees, brings the total estimate to \$277,300. The timeline for the project is as follows; a. **Bidding** - December 2024, b. **Award to Contractor** - January 2025, c. **Demo/Construction** - February-April 2025 & d. **Project Completion** - May 2025
- 8. Construction Grant:** The Construction Grant Committee recommended to NY State that Harborfields receive \$75,000 towards our Meeting Room Wing renovation project. Thanks to Janet Scherer (South Huntington PL) & Dr. Roger Podell (Cold Spring Harbor Library) for representing our zone on the grant committee.
- 9. Longest Table:** The Friends and GCA hosted another successful Longest Table event on September 14th. Susan Hope, Jenn Handler, Mike Cronin, Vinny Capone, the Friends of the Library and the Greenlawn Civic Association, put a lot of work into making the event a success.
- 10. Centennial Celebration:** On Saturday, September 7th, we held our Centennial Celebration commemorating the establishment of the building @ 31 Broadway. Thank you to our Board member, Ellen Rieger, for her moving speech, to staff members Linda Meglio, Sarah Brown, Susan Hope, Jenn Handler, Mike Cronin, Vinny Capone, Sarah Schnepf, Brian Adams, Patty Moisan and Madison Page for their invaluable contributions to making the event a success. We also thank Dr. Manning

(Superintendent - HFCSD), the HHS Marching Band and Director - Allison Scilla, Dr. Bennardo (Councilman), Theresa Mari (Councilwoman), Andrew Raia (Town Clerk), Robert Hughes (Town of Huntington Historian) & Toby Kissam (Historian, former HFCSD Teacher & Community Member) for their participation.

- 11. Anniversary:** As of September 6th, 2024, Mr. Athanas completed his 4th Year as Director of HPL and noted that it is his 27th year working at the Harborfields Library. "As I was writing the speech for the Centennial event, I was also reflecting on my time here, and all the people that I worked with that helped me along the way. When I became Director in 2020, despite the challenges of that year, I was blessed to inherit an amazing staff. All of our accomplishments are achieved as a team. Looking forward to another successful year."

ASSISTANT DIRECTOR'S REPORT

- The Centennial Celebration was a great success! It was wonderful to see many important community members in attendance including Superintendent of HFCSD - Dr. Manning, Town Board members, HF High School Marching Band & the Greenlawn Fire Department. There are so many to thank, especially Mike Cronin. It was also nice to reunite with former employees. For those who worked at the library, the library's timeline was a stroll down memory lane and it's a marvel to see what has been accomplished over the years. Working on the timeline that has been on display throughout the month was challenging since many photos were unlabeled and because it was important to pick the photos that perfectly captured the history of the building from the library's perspective. Thanks to Northport Copy for their expedience in printing.
- Funded by the *Love Your Library* fund from New York State, the *Suffolk Summer Library Tour* ran from July 1st through August 31st. Patrons picked up booklets from Suffolk County libraries and collected stamps. Raffle tickets were then given to patrons once they collected 5, 15, and 25 stamps from different participating member libraries. One of the winners was our patron, 7-year-old Juliet McGee, who won a \$50 Barnes and Noble Gift Card and received a library card at the same time.
- Since it's the start of a new school year, there's no better time to reach out to Harborfields High School in order to promote Studio 31. After a call to Vincent Ambrosio, who teaches Mass Media, Broadcast & Video Production, he responded quickly and is happy to share the information with his students and thought a field trip to see the Studio would be good for them! We would certainly be happy to welcome all students interested in using the studio.
- The library held a successful program on pruning, which was given by an instructor from Cornell Cooperative Extension. For a mid-week/afternoon program, there were well over (40) people in attendance. The instructor said it was the largest audience she ever had at a public library.
- The sign from the *ReWild* organization was installed in our front pollinator garden last week. The sign was included as part of the grant we received and it includes a QR code that links to a webpage that informs the community of the library's commitment to maintaining sustainable landscaping practices which support biodiversity and promote climate resiliency. As a recipient of the grant, we are expected to host two public educational events near our pollinator garden. These events don't have to focus solely on the garden, but should ensure that the garden gains a certain level of exposure within the first two-years of installation. So far, we have held the following outdoor events around and near the garden:
 1. Craft & Flea Event, May 18, 2024 - approximately 350 people attended
 2. Cars & Coffee Event, June 2, 2024 - approximately 125 people attended
 3. Outdoor Concert, June 26, 2024 - approximately 250 people attended
 4. Centennial Celebration, September 7 2024 - approximately 250 people attended
- We are beginning to review the Library's Disaster Plan, which has not been updated since 2021. Updates to follow.



DEPARTMENTAL REPORTS

The Board was happy that Departmental Reports are back and noted the positivity found within them. They particularly noted that Mrs. McCarthy's report regarding the YA Battle of the Books team was inspiring. Although the library can only take (6) team members to the competition, there are (14) members who regularly attend the practices hoping to make the team. Word is out that this is a fun activity and an amazing group in which to participate!

PERSONNEL REPORT

Motion by Mrs. Rieger to approve the Personnel Report dated September 26th, 2024, as attached.
Second, Mr. Clemens. AYES: ALL. Motion carried.

CORRESPONDENCE

Correspondence included thank you letters from Suffolk County Legislator, Stephanie Bontempi, and from Seed Library Raffle Winner, Lauren Summers.

STATISTICS

The Board reviewed and discussed the statistics & noted the increase in the usage of e-materials and in the number of patron visits.

OLD BUSINESS

There was no old business to discuss.

NEW BUSINESS

SCLS BUDGET

A draft of the proposed SCLS 2025 Operating Budget was provided and highlights an operational revenue increase of 4.68% and an increase of 1.5% to the cost of Member Support. A vote will be required at a future meeting.

GREENLAWN CIVIC ASSOCIATION – HOLIDAY EVENTS

Motion by Mrs. Rieger to host the Greenlawn Civic Association's *Annual Meet at the Tree* on Saturday, December 7th (Rain Date – Sunday, December 8th) and the *Annual Menorah Lighting* on Thursday, December 26th, 2024.
Second, Ms. Boyer. AYES: 4. Mr. Clemens Abstained. Motion carried.

Motion by Mrs. Rieger to allow the Knights of Columbus to place a Nativity display on library property for the 2024 holiday season beginning December 1st and ending December 29th, 2024.
Second, Ms. Boyer. AYES: 4. Mr. Clemens Abstained. Motion carried.

PUBLIC PARTICIPATION

There was no public participation.

ADJOURNMENT

Motion by Mrs. Rieger, seconded by Dr. Hilgeman, to adjourn the meeting. There being no further business, the meeting was adjourned at 11:30 a.m.

Respectfully submitted,

Katherine Rath for
Dr. Joyce Hilgeman, Secretary

ADDITIONAL NOTES: The **November Board meeting**, originally scheduled for Tuesday, November 26th @ 10:00 a.m., was **RESCHEDULED to Monday, November 25th @ 10:00 a.m.** so that we may have a quorum. Ms. Boyer will be unable to attend.