

**BOARD MEETING MINUTES - MONDAY, JULY 15, 2024
SOUTH HUNTINGTON PUBLIC LIBRARY
145 PIDGEON HILL ROAD
HUNTINGTON STATION, NY 11746**

The organizational and regular meeting of the Board of Trustees of the South Huntington Public Library was held on Monday, July 15, 2024, at 7 p.m. in the Conference Room.

PRESENT: Mrs. Eileen Sullivan, President
Mrs. Pat Dillon, Vice President
Mrs. Stella Fox, Financial Chairperson

OBSERVED
VIA TELEPHONE CALL: Mrs. Eleanora Ferrante, Board Secretary

EXCUSED: Mr. Stuart Horowitz

STAFF: Mrs. Janet Scherer, Director
Mr. Nick Tanzi, Assistant Director
Mrs. Doreen Kilkenny, Interim Business Manager
Mrs. Jamie Gholson, Recording Secretary

CALL TO ORDER: The meeting was called to order by the President at 7:00 p.m.

PLEDGE OF ALLEGIANCE: The president led everyone in the Pledge of Allegiance.

ELECTION OF OFFICERS: Motion by Mrs. Fox, seconded by Mrs. Dillon, and carried unanimously to accept the following slate of officers for fiscal year 2024-2025:

President – Pat Dillon
Vice President – Stella Fox
Financial Chairperson – Stuart Horowitz
Board Secretary – Eleanora Ferrante

ADOPTION OF THE AGENDA: Motion by Mrs. Fox, seconded by Mrs. Sullivan, and carried unanimously to accept the agenda as written.

**APPOINTMENTS,
AUTHORIZATIONS &
DESIGNATIONS:**

Motion by Mrs. Fox, seconded by Mrs. Sullivan, and carried unanimously to approve the following appointments, authorizations and designations:

MOTION

1. That Quatela Chimeri, PLLC be retained at a blended hourly rate of \$260 for all attorneys for legal matters that may come up during the contract period, as outlined in the letter of agreement dated June 26, 2024.

MOTION

2. That Robert A. Johnson, CPA, PC, be appointed quarterly auditor for the South Huntington Public Library for fiscal year 2024-2025, at a stipend of \$4,000 as outlined in the letter of agreement dated June 12, 2024.

That Baldessari & Coster, LLP, be appointed annual auditor for the South Huntington Public Library for fiscal year 2024-2025, at an annual rate of \$15,375 as outlined in the letter of agreement dated March 12, 2024.

MOTION

3. That Philip De Dora, in accordance with the agreement dated July 15, 2024, be appointed Treasurer of the South Huntington Public Library for fiscal year 2024-2025 at an annual compensation of \$4,920.00 to be paid on a monthly basis of \$410 as outlined in the letter of agreement.

MOTION

4. That Epic Insurance Brokers & Consultants be appointed insurance broker-of-record for the South Huntington Public Library for fiscal year 2024-2025.

MOTION

5. That The Long-Islander be designated newspaper-of-record for the South Huntington Public Library for fiscal year 2024-2025.

MOTION

6. That the Board of Trustees' regular monthly meetings be held on the third Wednesday of each month, in the Board Conference Room of the South Huntington Public Library at 7:00 p.m., for fiscal year 2024-2025, unless otherwise noted.

MOTION

7. That the Board of Trustees designates Tuesday, April 8, 2025 as the South Huntington Public Library 2025-2026 Budget Vote and Trustee Election to elect one board member to a five-year term between the hours of 10 a.m. and 9 p.m.

MOTION

8. That a petty cash fund in the amount of \$250 and the set up of cash bags of \$460 be authorized for the South Huntington Public Library for fiscal year 2024-2025.

MOTION

9. That the Investment Policy with bank accounts, as detailed below, be authorized for fiscal year 2024-2025:

Valley National Bank - General Fund Checking Account

Valley National Bank - Trust & Agency Account

Valley National Bank - Payroll Account

Valley National Bank - General Fund Money Market Account

Valley National Bank - Reserve Fund Checking Account

Flushing Bank - General Fund

Flushing Bank - Reserve Fund

MOTION

10. That the South Huntington Public Library Procurement Guidelines Policy, adopted September 21, 2015, be authorized for fiscal year 2024-2025.

MOTION

11. That the South Huntington Public Library Collateral Agreement for Flushing Bank dated July 11, 2017, and the Deposit Replacement Program for Valley National Bank dated February 1, 2020 be authorized for fiscal year 2024-2025.

MOTION

12. That the Board of Trustees authorizes, in accordance with NYS Education Law, Section 1724, the payment in advance of audit of claims for public utility services, postage, freight and express charges. All such claims shall be presented at the next regular meeting for audit. As used in this subdivision, the term public utility services shall mean electric, gas, water, sewer and telephone services.

MOTION

14. That the Board of Trustees designates Ms. Danielle Reischman as the Art Curator from July 1, 2024 through June 30, 2025. Ms. Reischman is to be

compensated at a fee of \$560 per exhibit. It is anticipated that five (5) art shows will be scheduled in 2024-2025.

MOTION

15. That the Board of Trustees designates Catherine Schmoller as Clerk of the Vote for the 2025-2026 Operating Budget Vote and Trustee Election.

DISPOSITION OF MINUTES -

JUNE 17, 2024:

Motion by Mrs. Sullivan, seconded by Mrs. Fox, and carried unanimously to accept the minutes of the regular meeting of June 17, 2024.

FINANCIAL MATTERS 2023-2024:

Mr. De Dora sent a letter stating that he compared all the warrants to the invoices and payroll register to verify amounts to be paid and counts of checks issued. He also reviewed the check signer log. He viewed and compared all petty cash disbursements with the receipts for expenditures, and reported that all was in order.

Motion by Mrs. Sullivan, seconded by Mrs. Ferrante, and carried unanimously to authorize payment of Warrant #41 Fund L in the amount of \$8,807.72; Warrant #42 Fund L in the amount of \$74,954.61; Warrant #6/06 PR Fund L in the amount of \$131,145.75; Warrant #6/20 PR Fund L in the amount of \$117,975.63.

Motion by Mrs. Fox, seconded by Mrs. Sullivan, and carried unanimously to authorize payment of Warrant #25 Fund TA in the amount of \$51,283.50; Warrant #26 Fund TA in the amount of \$45,796.32.

Motion by Mrs. Sullivan, seconded by Mrs. Fox, and carried unanimously to approve the American Express statement for June in the amount of \$21,675.12.

Motion by Mrs. Sullivan, seconded by Mrs. Fox, and carried unanimously to approve the Amazon Capital Services Monthly Statement for May 20 – June 19, 2024 in the amount of \$2,862.71.

**FINANCIAL
CHAIRPERSON'S
REPORT:**

Mrs. Fox reported that she selected at random and reviewed original purchase orders, invoices, check requisitions, and copies of selected cancelled checks. She compared them to the original warrants, and found the vendors' names, check amounts, and endorsements to be in order.

**FINANCIAL MATTERS
2024-2025:**

Motion by Mrs. Sullivan, seconded by Mrs. Fox, and carried unanimously to authorize payment of Warrant #1 Fund L in the amount of \$121,518.10.

PERSONNEL REPORT:

Motion by Mrs. Fox, seconded by Mrs. Sullivan, and carried unanimously to approve the resignation as presented.

DIRECTOR'S REPORT:

Mrs. Scherer reported on the following:

- **Library Social Work**

At the March 2024 meeting the board approved the library entering into a contract with the Family Service league to hire a social worker whose services would be shared amongst a cooperative group of Huntington zone libraries. The cost to each library would be based upon the number of hours required by each individual library within the cooperative group. The initial libraries participating are Northport-East Northport, Harborfields, Huntington and South Huntington. South Huntington is scheduled for 7 hours a week, which would require a contribution of approximately \$14,756.83 per year towards the total salary of this individual. This social worker would be officially employed and insured by the Family Services League and would be paid directly by them. I am happy to report, that after an exhaustive search, the Family Service League has hired an employee to fill this position. Her name is Gisella Mejia. Her resume shows evidence of providing case management, psychosocial support, and resources to individuals and families. Gisella speaks Spanish fluently, which was one of our requirements. The library directors of the four libraries will be meeting with the representative from the Family Service League and the candidate on July 16 th to review logistics and settle on a starting date.

- **Marge Vezzani Memorial Tree**

Marge's family has requested the following be put on the memorial plaque for Marge:

"Marge Vezzani, a Woman of Distinction, Teacher, and true "Friend" of the library"

Her grandson let me know that Marge was designated a Woman of Distinction from the State Assembly a few years ago for her work as a reading teacher and was very proud of that!

**ASSISTANT DIRECTOR'S
REPORT:**

Mr. Tanzi reported on the following :

- **Summer Reading Club**

June 22 marked the start of the library-wide Summer Reading Challenge. This year's theme is "Adventure Begins at Your Library." Our Adult, Teen, and Youth Services departments have shared some early impressions of the 2024 challenge.

Adult Services has recorded 160 patrons have already registered—compared to 109 patrons all of last year. Of those registered, 25 have already "completed" the challenge by logging four books, while 83 patrons have read at least one book.

This is the second year that the Adult Department has set up a prize display next to the Adult Services Desk along with a QR code linked to Beanstack (our Summer Reading Challenge web platform) to encourage people to sign-up on the spot. The prize table has gotten a lot of people interested in signing up and stopping by the desk for more information. This is also the department's second time offering additional raffle tickets for completing activities in the library. We've received a lot of positive feedback from patrons and it gives them a reason to keep coming back to the library throughout the summer. 74 activity raffle tickets have been earned so far. It looks like we will exceed last year's total registration count of 168!

Most registrants are using our Beanstack web platform to record their books, but there are 13 people who have chosen to use a print booklet instead. The software has been generally well-received by patrons, while the staff-side of the platform can be a bit confusing to navigate for those who are less frequent users.

Young Adults reports that their Summer Reading Challenge is off to a good start with 82 registrants as of July 6, compared to 72 at the same point last year. Our teen patrons are largely self-registering online, with staff providing technical support when needed. The majority of registrants trend younger (6th grade and 11 years old). Last year, the majority were in 7th grade and 12 years old. This trend has also appeared in programming—we have seen a rapid increase in 6th grade participation—along with a lot of same-day registrations. This is especially true of Friday night programs.

Youth Services reports that they have had 440 children sign up for the Summer Reading Challenge, slightly ahead of last year's pace, where we finished with 639 registrants. Thus far, 229 children have reported books, and 32 have completed the challenge. Patrons still seem to prefer reporting in-person at the library versus recording their reading online. That said, overall usage of the Beanstack platform appears to be higher than in the past.

BUILDING &
GROUNDS REPORT: The Board thanked Ray Capone for his monthly report.

YA DEPARTMENT
QUARTERLY
REPORT: The Board thanked Jen Conlon for her report.

CHILDREN'S
DEPARTMENT
QUARTERLY REPORT: The Board thanked Beth Pereira for her report.

ADJOURNMENT: Motion by Mrs. Fox to adjourn the regular meeting at 7:32 p.m.

Respectfully submitted by,


Eleanora Ferrante, Board Secretary