

BOARD MEETING MINUTES - WEDNESDAY, SEPTEMBER 18, 2024
SOUTH HUNTINGTON PUBLIC LIBRARY
145 PIDGEON HILL ROAD
HUNTINGTON STATION, NY 11746

The regular meeting of the Board of Trustees of the South Huntington Public Library was held on Wednesday, September 18, 2024, at 7 p.m. in the Conference Room.

PRESENT: Mrs. Pat Dillon, President
Mrs. Stella Fox, Vice President
Mr. Stuart Horowitz, Financial Chairperson
Mrs. Eleanora Ferrante, Board Secretary
Mrs. Eileen Sullivan

STAFF: Mrs. Janet Scherer, Director
Mrs. Doreen Kilkenny, Business Manager
Mrs. Jamie Gholson, Recording Secretary
Mr. Howard Spiegelglass, Head of Adult Services

EXCUSED: Mr. Nick Tanzi, Assistant Director

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.

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

- Remove Executive Session
- Move Vega Presentation by Howard Spiegelglass before Disposition of Meeting Minutes

VEGA PRESENTATION: The board thanked Howard Spiegelglass for his presentation on the new Vega library catalog.

DISPOSITION OF MINUTES- JULY 15, 2024: Motion by Mrs. Ferrante, seconded by Mrs. Sullivan, and carried unanimously to accept the minutes of the organizational and regular meeting of July 15, 2024.

**DISPOSITION OF
MINUTES-**

AUGUST 21, 2024:

Motion by Mrs. Ferrante, seconded by Mrs. Sullivan, and carried unanimously to accept the minutes of the regular meeting of August 21, 2024.

FINANCIAL MATTERS:

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 #6 Fund L in the amount of \$22,057.13; Warrant #8 Fund L in the amount of \$132,022.63; Warrant #8/01 PR Fund L in the amount of \$120,794.39; Warrant #8/15 PR Fund L in the amount of \$119,513.06; Warrant #8/29 PR Fund L in the amount of \$119,486.83.

Motion by Mrs. Ferrante, seconded by Mrs. Sullivan, and carried unanimously to authorize payment of Warrant #3 Fund TA in the amount of \$48,998.50; Warrant #4 Fund TA in the amount of \$43,496.90; Warrant #5 in the amount of \$41,848.32.

Motion by Mrs. Fox, seconded by Mrs. Sullivan, and carried unanimously to authorize payment of Warrant #1 Fund H in the amount of \$190,000.00.

Motion by Mrs. Ferrante, seconded by Mrs. Sullivan, and carried unanimously to approve the American Express statement for August in the amount of \$3,823.46.

Motion by Mr. Horowitz, seconded by Mrs. Ferrante, and carried unanimously to approve the Amazon/Capital Services Monthly Statement for July 20, 2024 – August 19, 2024 in the amount of \$3,639.53.

**FINANCIAL CHAIRPERSON'S
REPORT**

2023-2024:

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 CHAIRPERSON'S REPORT

2024-2025:

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

COMMUNICATIONS: The board acknowledged the SCLS minutes.

DIRECTOR'S REPORT: Mrs. Scherer reported on the following:

- Passport services – Mrs. Scherer provided a chart showing passports completed by our Reference Staff from August 2023-July 2024 and a chart showing total passports completed since the inception of the passport program by year.
- Building Projects - Our HVAC project began on Wednesday, September 11. We anticipate the work to continue through October.
- Our EV Charging Station project will hopefully begin late fall; however, the paperwork is stalled at the state level due to their own internal backups.
- We will be holding our annual staff appreciation breakfast and anniversary celebration, courtesy of the Friends, on Wednesday, September 18th. Staff celebrating a milestone anniversary with the library are as follows:

-Five Years: Jamie Gholson, MJ Kummer, Anne Johnson

-Ten Years: Jen O'Connor

-Twenty-five Years: Sharon Layburn, Jose Recinos

We are so thankful for all they do for our community.

- Budget Process - Our 2025-2026 budget process has begun. I will be having a series of meetings with our department heads and hope to have a draft to the board by December.
- SHUFSD District Changes - There will be a special Board of Education informational session on Tuesday, October 1, 2024, at 7:30 p.m. in the Walt Whitman High School Performing Arts Center. At this presentation they will be discussing the potential realignment of our elementary grade buildings. Dr. D'Elia will review the current issues faced by the district and the potential solutions. This informational session is an opportunity to gain a comprehensive understanding of the potential changes. It is also a chance for you to ask questions and share your thoughts. If you are not able to attend in person, they will be live streaming the event to allow all community members to stay informed. The link will be located on the front page of their website, www.shufsd.org. Any changes, if made, will likely not take place until the 2026-2027 school year.
- As you know, last year the Suffolk County directors opted to meet with Legislators by zone instead of having a county wide breakfast. The meetings went well and we will be repeating the same format.
- Social Worker - The social worker, Gisella Mejia, will begin working here on Wednesday, September 11th. We are looking forward to having her and anticipate she will fill an important need in our community.
- State Aid - We received 90% of our 2024 Local Library Services Aid (LLSA).

**ASSISTANT DIRECTOR'S
REPORT:**

The board thanked Nick Tanzi for his submitted report:

- Nassau/Suffolk Library Tour - The Suffolk County Library Association (SCLA) and its Support Staff Division have begun a series of library tours. The first tour took place back in May at the Emma S. Clark Library, in Setauket. These tours are an opportunity for staff from other libraries to explore the staff and patron-facing portions of a facility, and to learn from each organization's challenges and successes. On August 29, South

Huntington hosted a small group of library professionals, including staff from the Suffolk Cooperative Library System. We held a roundtable, where everyone introduced themselves. I spoke briefly about our now-20-year-old facility, then took attendees around the library. Our colleagues were thoroughly impressed with the state of the building! There was particular interest in our outdoor spaces, theater, Technology Center, and YA/Youth Services spaces. A number of attendees also asked for information on our study booths, as they are finding increasing demand for spaces to host video calls.

- Industrial Appraisal-The library completed its annual industrial appraisal. This year saw several additional assets added, including the new theater projector, Pillar Study Booths, and a replacement large format printer in our Programming Office. I have submitted our completed intake; the subsequent report that is generated will be passed on to the library's insurer.

**BUILDING & GROUNDS
REPORT:**

The board thanked Ray Capone for his monthly report.

**SUMMER CONCERT
REPORT:**

The board thanked Catherine Schmoller for her report.

**ALA 2024
CONFERENCE
REPORTS:**

The board thanked Michael Bartolomeo, Georgina Rivas-Martinez, Howard Spiegelglass, Jen Conlon, Ryann Riggs and Elizabeth Klein for their reports.

**NYLA
DEVELOPING LEADERS
CONFERENCE:**

The board thanked Jen O' Connor for her report.

**EMERGING
TECHNOLOGIES
Q2 REPORT:**

The board thanked Michael Bartolomeo for his report.

**SPANISH SERVICES/
WOW Q2 REPORT:**

The board thanked Georgina Rivas-Martinez for her report.

NETWORK PROJECTS

Q3 REPORT:

The board thanked Scott Kalogris for his report.

NEW BUSINESS –

OBSOLETE

EQUIPMENT:

Motion by Mr. Horowitz, seconded by Mrs. Fox and carried unanimously to authorize staff to discard obsolete equipment in accordance with library policy and best practice.

NEW BUSINESS –

NURSING EMPLOYEES

POLICY:

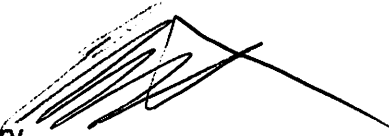
Motion by Mrs. Sullivan, seconded by Mrs. Ferrante and carried unanimously to accept the "Nursing Employees' Accommodation Policy" as presented.

ADJOURNMENT:

Motion by Mr. Horowitz to adjourn the regular meeting at 8:23 p.m.

Respectfully submitted by,

Eleanora Ferrante, Board Secretary

A handwritten signature in black ink, appearing to be 'E. Ferrante', written over a horizontal line.