

**BOARD MEETING MINUTES - WEDNESDAY, OCTOBER 16, 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, October 16, 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
Mr. Nick Tanzi, Assistant Director
Mrs. Doreen Kilkenny, 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.

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

- Add EV Charging Station Purchase Contract under New Business

DISPOSITION OF MINUTES

SEPTEMBER 18, 2024: Motion by Mrs. Fox, seconded by Mrs. Sullivan, and carried unanimously to accept the minutes of the regular meeting of September 18, 2024.

**FINANCIAL MATTERS
2024-2025:**

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. The voided checks log has been viewed and recorded. 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 #9 Fund L in the amount of \$19,560.84; Warrant #11 Fund L in the amount of \$163,541.34; Warrant #9/12 PR Fund L in the amount of \$115,747.33; Warrant #9/26 PR Fund L in the amount of \$121,759.36.

Motion by Mrs. Ferrante, seconded by Mrs. Fox, and carried unanimously to authorize payment of Warrant #6 Fund TA in the amount of \$45,232.34; Warrant #7 Fund TA in the amount of \$46,945.63.

Motion by Mrs. Ferrante, seconded by Mrs. Fox, and carried unanimously to approve the American Express statement for September in the amount of \$2,394.28.

Motion by Mrs. Fox, seconded by Mrs. Ferrante, and carried unanimously to approve the Amazon/Capital Services Monthly Statement for August 20, 2024 – September 19, 2024 in the amount of \$2,262.34.

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. One check remains in transit.

COMMUNICATIONS: The board acknowledged the SCLS minutes.

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

- Building Project Updates HVAC - The project is moving along nicely. There is no completion date as of now, however, we hope to have some idea as soon as the crane work can be scheduled.
- EV Charging Stations - The project has been approved at the state level and we are expecting to receive our building permit in the next two weeks.

- **SCLS Budget Information** - The proposed 2025 SCLS operational budget calls for a 1.5% increase in member support. Due to the formula that SCLS uses to determine member support, a combination of population and annual expenditures, our fee for 2025 will increase by 2.26%. Our total cost for 2025 will be \$60,936.00, an increase of \$1,344.00.

SCLS annually requests additional funding from the member libraries for Overdrive, our countywide eBook collection. The budget draft contains a place holder as the final amount is yet to be determined. However, the service continues to grow with usage up about 7% from last year. It is expected that there will be an increase to our library's contributions. Suffolk directors continue to discuss how we can sustainably maintain funding for this collection moving forward.

A draft of the 2025 SCLS budget was included in the SCLS minutes emailed to you prior to the meeting. Please review the draft as our board will be asked to vote on the budget during the months of November and December.

- **Trustee Training** - Kevin Verbesey will be offering a trustee training here at SHPL on Wednesday, December 11th. There will be coffee and snacks at 6:30 p.m. and the program will start at 7:00 p.m. His talk will include information on the current state of digital downloads, book challenges, and advocacy.
- **Community Collections** - We will be continuing our community collections in November with the return of our plastic collection for NexTrex. We will also have a toy drive for the Tri-CYA.

**ASSISTANT DIRECTOR'S
REPORT:**

Mr. Tanzi reported on the following :

- **SHUFSD Teacher Workshop** - We are once again planning a professional development workshop with the South Huntington Union Free School District (SHUFSD), centered on how educators, and those they support, can take advantage of our library's collections, services, spaces, and other resources. We are finalizing two dates

in January, each of which will have a 2 ½ hour session. At present, I am working with our staff to review and update curriculum for the workshop, which will be titled "Where Community Connects: Exploring the SHPL's New Technology and Other Resources for Teachers and Students."

- New Teacher Reception - I received an invitation to the New Teacher Reception, which will be held at the James Kaden District Office on October 24. According to the Teacher Center, there are 45 new hires, so the event will present a good opportunity to introduce the library to the next generation of educators in our district, as well as to promote the aforementioned professional development workshop!

**BUILDING & GROUNDS
REPORT:**

The board thanked Ray Capone for his monthly report.

**QUARTERLY
DEPARTMENT
REPORTS:**

The Board thanked Georgina Rivas-Martinez, Beth Pereira, and Jen Conlon for their third quarter department reports.

**NEW BUSINESS –
OBSOLETE
EQUIPMENT:**

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

**NEW BUSINESS –
TASK CHAIR
REPLACEMENT:**

Motion by Mrs. Sullivan, seconded by Mrs. Fox and carried unanimously to authorize the purchase of 28 Cobi Swivel Task Chairs at a cost of \$12,510.96.

**NEW BUSINESS –
POLICY REVIEW:
TUTORING POLICY:**

Motion by Mr. Horowitz, seconded by Mrs. Fox and carried unanimously to rescind the "Tutoring Policy."

**NEW BUSINESS –
EV CHARGING
STATION PURCHASE
CONTRACT:**

Motion by Mrs. Ferrante, seconded by Mr. Horowitz, and carried unanimously to approve the library director to enter into a contract with Plugin Stations Online, LLC at a cost of \$51,864.00 to cover the purchase of two Level 2 Charging Stations, shipping costs, and all expenses related to installation and project management under New York State Contract.

**NEW BUSINESS-
STAFFING DISCUSSION:**

The director and the board discussed future library staffing.

ADJOURNMENT:

Motion by Mrs. Fox to adjourn the regular meeting at 8:07 p.m.

Respectfully submitted by,

A handwritten signature in black ink, appearing to read 'E. Ferrante', with a stylized flourish at the end.

Eleanora Ferrante, Board Secretary