

**BOARD MEETING MINUTES - WEDNESDAY, NOVEMBER 20, 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, November 20, 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 Mrs. Sullivan, seconded by Mr. Horowitz, and carried unanimously to accept the agenda as amended:

- Add Holiday Raffle to New Business

DISPOSITION OF MINUTES
OCTOBER 16, 2024: Motion by Mrs. Sullivan, seconded by Mrs. Fox, and carried unanimously to accept the minutes of the regular meeting of October 16, 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. 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. Fox, seconded by Mrs. Ferrante, and carried unanimously to authorize payment of Warrant #12 Fund L in the amount of \$14,715.60; Warrant #14 Fund L in the amount of \$602,582.59; Warrant #10/110 PR Fund L in the amount of \$124,015.86; Warrant #10/24 PR Fund L in the amount of \$139,363.33.

Motion by Mrs. Ferrante, seconded by Mrs. Sullivan, and carried unanimously to authorize payment of Warrant #7 Fund TA in the amount of \$48,030.36; Warrant #15 Fund TA in the amount of \$61,723.05.

Motion by Mrs. Sullivan, seconded by Mrs. Ferrante, and carried unanimously to authorize payment of Warrant #2 Fund H in the amount of \$6,303.64.

Motion by Mr. Horowitz, seconded by Mrs. Fox, and carried unanimously to approve the American Express statement for October in the amount of \$1,861.36.

Motion by Mr. Horowitz, seconded by Mrs. Sullivan, and carried unanimously to approve the Amazon/Capital Services Monthly Statement for September 20, 2024 – October 19, 2024 in the amount of \$2,180.40.

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.

PERSONNEL ACTIONS: Motion by Mr. Horowitz, seconded by Mrs. Fox, and carried unanimously to approve the personnel report.

COMMUNICATIONS: The board acknowledged the SCLS minutes.

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

- Our annual Fall Book Sale took place on Saturday, November 2nd and Sunday, November 3rd. Members of the Friends of the Library volunteered their time to set up the sale on Friday and, along with the Teen Advisory Board members, ran the sale on

the weekend. All proceeds benefit the Friends who report a profit \$864.55 for the sale.

- Our annual Veteran's Day concert took place on Saturday, November 2nd. As always, it was a huge success. Our community never tires of hearing the wonderful music made popular during the Big Band era and our veterans appreciate the recognition.
- The party for staff retirees will take place on Sunday, December 8th at 5:30 p.m. Staff has chosen Ruvo in Greenlawn, NY for this special celebration.
- EV Charging Stations – We have received our building permit and anticipate receiving a start date shortly.
- HVAC – Work continues on this project. Rooftop units are scheduled for installation the week of November 18th. Then there will be some electrical and piping work to be done. Looking forward to the project wrapping up.
- There are two opportunities for trainings coming up in the near future. First, on Wednesday, December 11th, here at SHPL, Kevin Verbesey will be doing a zone training concentrating on advocacy. Second, on Wednesday, January 8th at 7:00 p.m. at SCLS, there will be a speaker discussing the *Analytic Techniques to Maximize Circulation*.
- Our Shredding Day went especially well this year, eliciting many compliments from the community on both the orderly management of the car line and the service itself. We had approximately 325 cars come through the parking lot.

ASSISTANT DIRECTOR'S
REPORT:

Mr. Tanzi reported on the following :

- With a number of upcoming retirements, I have been working with Suffolk County Civil Service (SCCS) as we work through our staffing needs. When a long-held position becomes vacant, Civil Service requires an updated duties statement, outlining the work that will be performed. When an existing employee takes on new duties that would change the nature of their work, Civil Service may require that position be reclassified. Finally, if the library has need of certain work to be performed, but does not have that job title available at our organization, SCCS requires that we apply for and receive approval for the creation of a new position. At present, I am working with our assigned analyst at SCCS to communicate the library's needs, determine the appropriate course of action, and then file the necessary paperwork. The majority of this work should all be completed in the coming months.
- As a member of the Long Island Library Resource Council's (LILRC's) annual conference planning committee, I am happy

to report the event was a success! The 2024 Future of Libraries Conference had the highest in-person attendance in recent history (2020's event took place via Zoom). Attendee feedback was overwhelmingly positive, with praise for both the speakers and the venue. Later this month, I will attend a post-conference wrap up meeting with LILRC staff and fellow committee members.

**BUILDING & GROUNDS
REPORT:**

The board thanked Ray Capone for his monthly report.

**OLD BUSINESS-
COVID-19
PROCEDURES:**

Mrs. Scherer and the board discussed ongoing Covid-19 procedures.

**NEW BUSINESS –
OBSOLETE
EQUIPMENT:**

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

**NEW BUSINESS –
PROPOSED SCLS
2025 BUDGET:**

Motion by Mrs. Ferrante, seconded by Mr. Horowitz, and carried unanimously that the board of trustees approves the SCLS proposed budget for 2025.

**NEW BUSINESS –
UNATTENDED
CHILDREN POLICY
REVIEW:**

Motion by Mr. Horowitz, seconded by Mrs. Sullivan and carried unanimously to table the Unattended Children policy.

**NEW BUSINESS –
DOCUMENT RETENTION
POLICY REVIEW:**

Motion by Mr. Horowitz, seconded by Mrs. Sullivan and carried unanimously that no action is to be taken, and the policy remains in effect as written.

**NEW BUSINESS –
ELECTIONEERING
POLICY REVIEW:**

Motion by Mr. Horowitz, seconded by Mrs. Fox and carried unanimously to table the Electioneering policy.

NEW BUSINESS –

HOLIDAY RAFFLES: Motion by Mr. Horowitz, seconded by Mrs. Sullivan, and carried unanimously to issue six half-day off gift certificates to be awarded at the staff meeting on December 18, 2024.

EXECUTIVE SESSION: Motion by Mr. Horowitz, seconded by Mrs. Fox to enter Executive Session at 8:03 p.m. to discuss a personnel issue.

Motion by Mrs. Fox, seconded by Mrs. Sullivan to exit Executive Session at 8:12 p.m.

ADJOURNMENT: Motion by Mrs. Sullivan to adjourn the regular meeting at 8:12 p.m.

Respectfully submitted by,



Eleanora Ferrante, Board Secretary