

BOARD MEETING MINUTES – WEDNESDAY, JUNE 18, 2025
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, June 18, 2025 at 7 p.m. in the conference room.

PRESENT: Mrs. Pat Dillon, President
Mrs. Stella Fox, Vice President
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
Scott Kalogris, Network and Systems Administrator

EXCUSED: Mr. Stuart Horowitz, Financial Chairperson

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 amend the agenda as follows:

- Move EV Charging Station Fee and Computer Department Disaster Recovery Presentation to after adoption of agenda

EV CHARGING STATION FEE: Motion by Mrs. Ferrante, seconded by Mrs. Fox and carried unanimously that the board of trustees approves an EV charging fee of 0.25 per hour, plus 0.25 per kWh to better align with local standards and ensure fair access to this service.

COMPUTER DEPARTMENT DISASTER RECOVERY PRESENTATION: The board thanked Scott Kalogris for his presentation.

DISPOSITION
OF MINUTES
MAY 21, 2025:

Motion by Mrs. Sullivan, seconded by Mrs. Fox, and carried unanimously to accept the minutes of the regular meeting of May 21, 2025.

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 #34 Fund L in the amount of \$7,164.35; Warrant #36 Fund L in the amount of \$236,649.55; Warrant #5/8 PR Fund L in the amount of \$113,206.23; Warrant #5/22 PR Fund L in the amount of \$116,211.21.

Motion by Mrs. Fox, seconded by Mrs. Sullivan, and carried unanimously to authorize payment of Warrant #22 Fund TA in the amount of \$44,018.18; Warrant #23 Fund TA in the amount of \$44,763.82.

Motion by Mrs. Ferrante, seconded by Mrs. Sullivan, and carried unanimously to authorize payment of Warrant #7 Fund H in the amount of \$197,125.00.

Motion by Mrs. Sullivan, seconded by Mrs. Fox, and carried unanimously to approve the American Express statement for May in the amount of \$3,633.38.

Motion by Mrs. Fox, seconded by Mrs. Sullivan, and carried unanimously to approve the Amazon/Capital Services Monthly Statement for April 20, 2025 – May 19, 2025 in the amount of \$6,327.40.

FINANCIAL
CHAIRPERSON'S
REPORT 2024-2025:

The board accepted the Financial Chairperson's report.

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

COMMUNICATIONS: The board acknowledged the SCLS minutes, SCLS Common Vote Date memo, letter to Principal Toto, and the emails from Kathy Engel re: Georgina Rivas-Martinez and Michael Bartolomeo.

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

- Kevin Verbesey, along with other staff members from SCLS, has put together a Download Focus Group for the county libraries. The group consists of representatives from each zone with James Olney and I serving for Zone 4. The objectives of the focus group is as follows:
 - Define the purpose of the service.
 - Define what is to be achieved by Suffolk libraries offering the service to patrons.
 - Achieve some predictability of cost increases going into the future.

ASSISTANT DIRECTOR'S REPORT:

Mr. Tanzi reported on the following:

- We've been working to fill a number of vacancies in our Circulation Department and Business Office, and have begun to work on finding temporary summer reading pages for our Children's Department. Along those lines, I've been working with Suffolk County Civil Service on updating our position control list (essentially the library's roster, job titles, and associated duties). In the case of our Business Office vacancy, that has meant requesting an eligible list of candidates and performing a canvass. I've been involved in the interview process (partly reflected in my list of May meetings), and have processed the required background checks, per library policy.
- I recently gave a presentation to colleagues from across New York State as they concluded a 6-week AI Youth Services Challenge. Designed by NYS youth services coordinators, the challenge helped

library staff become more familiar with generative AI, offering participants the opportunity to explore the usefulness of various AI tools across a range of tasks. My own presentation sought to provide additional context to the challenge by illuminating how young people are engaging with artificial intelligence and the ways public libraries can guide patrons through this rapidly evolving landscape.

STAFF REPORTS:

The board thanked Ray Capone, Howard Spiegelglass, Jen Conlon, Georgina Rivas-Martinez, Elizabeth Klein, Michael Bartolomeo, Scott Kalogris, Ryan Nieves, Anne Johnson, and Georgia Protan for their reports.

OLD BUSINESS –
FINANCIAL
CONTROLS:

The board discussed the library's financial controls.

OLD BUSINESS –
LONG RANGE
PLANNING:

Motion by Mrs. Ferrante, seconded by Mrs. Fox and carried unanimously to table the Long-Range Planning Discussion until a future meeting.

NEW BUSINESS –
PROPOSED 2025-2026
BOARD OFFICERS,
MEETING DATES,
VOTE DAY &
STAFF DEVELOPMENT
DAY:

Motion by Mrs. Sullivan, seconded by Mrs. Fox and carried unanimously to table the Proposed 2025-2026 Board Officers, Meeting Dates, Vote Day & Staff Development Day until the July 2025 meeting.

NEW BUSINESS –
REFERENCE
AREA TABLES:

Motion by Mrs. Ferrante, seconded by Mrs. Sullivan and carried unanimously that the board of trustees approves an expenditure of \$6,000.00 to have Kingdom Woodworking build three custom tables for the library's reference area.

NEW BUSINESS –
OBSOLETE
EQUIPMENT:

Motion by Mrs. Ferrante, seconded by Mrs. Sullivan and carried unanimously that the board of trustees authorizes staff to discard obsolete equipment in accordance with library policy and best practice.

NEW BUSINESS –
PATRON POINT
PURCHASE:

Motion by Mrs. Ferrante, seconded by Mrs. Fox and carried unanimously that the board of trustees approves the expenditure of \$6,000.00 to license SpringShare's Patron Point software solution.

NEW BUSINESS –
ALLOCATION OF
FUNDS:

Motion by Mrs. Fox, seconded by Mrs. Sullivan and carried unanimously:

1. That the Board of Trustees authorizes an allocation of \$1,638,153.50 of the Unassigned General Fund Balance to be maintained as such to provide the library with a working capital margin of safety.
2. That the Board of Trustees authorizes \$27,461.00 of the Unassigned General Fund Balance to be allocated as Assigned Fund Balance for Nonspendable Fund Balance carried forward from 2023-2024.
3. That the Board of Trustees authorizes \$623,477.00 of the Unassigned General Fund Balance to be allocated as Assigned Fund Balance for Accrued Compensated Absences.
4. That the Board of Trustees authorizes an allocation of \$175,000.00 from the 2023-2024 Unassigned General Fund Balance to be allocated as Assigned Fund Balance for Revenue in the 2024-2025 Operating Budget.
5. That the Board of Trustees authorizes an allocation of \$149,361.50 from the 2023-2024 Unassigned General Fund Balance to be allocated as Restricted Fund Balance for the Repairs & Improvements to Building Capital Reserve Fund.
6. That the Board of Trustees authorizes an allocation of \$90,164.34 from the Capital Reserve Fund Interest to be allocated as Restricted Fund Balance for the Repairs & improvements to the Building Capital Reserve Fund.

NEW BUSINESS –
FEASIBILITY STUDY
DISCUSSION:

Motion by Mrs. Fox, seconded by Mrs. Sullivan and carried unanimously to table the Feasibility Study discussion until a future meeting.

EXECUTIVE
SESSION:

Motion by Mrs. Ferrante, seconded by Mrs. Sullivan and carried unanimously to enter into executive session at 8:57 p.m.

Motion by Mrs. Fox, seconded by Mrs. Sullivan and carried unanimously to exit executive session at 9:05 p.m.

ADJOURNMENT:

Motion by Mrs. Ferrante to adjourn the regular meeting at 9:06 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