

BOARD MEETING MINUTES – WEDNESDAY, SEPTEMBER 17, 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, September 17, 2025, at 7 p.m. in the Conference Room.

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

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

GUEST: Ms. Ina Foster, patron

CALL TO ORDER: The meeting was called to order by the president at 7:02 p.m.

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

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

- Move Voice of the Taxpayer before the Disposition of Minutes

VOICE OF THE
TAXPAYER: A patron provided feedback on library programming.

DISPOSITION OF
MINUTES -
JULY 16, 2025:

Motion by Mrs. Ferrante, seconded by Mrs. Sullivan, and carried unanimously to accept the minutes of the organizational meeting of July 16, 2025.

DISPOSITION OF
MINUTES -

AUGUST 20, 2025:

Motion by Mrs. Dillon, seconded by Mrs. Sullivan, and carried unanimously to accept the minutes of the regular meeting of August 20, 2025.

FINANCIAL MATTERS
2025-2026:

Motion by Mr. Horowitz, seconded by Mrs. Dillon, and carried unanimously to authorize payment of Warrant #5 Fund L in the amount of \$21,225.13, Warrant #7 Fund L in the amount of \$128,262.77; Warrant #08/14 PR Fund L in the amount of \$119,059.84; Warrant #08/28 PR Fund L in the amount of \$117,972.93.

Motion by Mrs. Ferrante, seconded by Mrs. Sullivan, and carried unanimously to authorize payment of Warrant #4 Fund TA in the amount of \$45,644.02; Warrant #5 Fund TA in the amount of \$45,558.51.

Motion by Mrs. Ferrante, seconded by Mrs. Sullivan, and carried unanimously to authorize payment of Warrant #2 Fund H in the amount of \$5,556.75.

Motion by Mrs. Sullivan, seconded by Mrs. Ferrante, and carried unanimously to approve the American Express statement for August, in the amount of \$3,155.09.

Motion by Mrs. Ferrante, seconded by Mrs. Sullivan, and carried unanimously to approve the Amazon/Capital Services Monthly Statement for July 20, 2025 – August 20, 2025 in the amount of \$4,013.91.

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 for the month of June. He compared them to the original warrants, and found the vendors' names, check amounts, and endorsements to be in order.

FINANCIAL
CHAIRPERSON'S
REPORT

2025-2026:

Mrs. Ferrante reported that she selected at random and reviewed original purchase orders, invoices, and check requisitions, for the month of September. She compared them to the original warrants, and found the vendors' names, check amounts, and authorizations to be in order.

PERSONNEL REPORT: Motion by Mrs. Dillon, seconded by Mr. Horowitz, and carried unanimously to approve the resignations as presented.

DIRECTOR'S REPORT:

Mrs. Scherer reported on the following:

- We held our annual staff appreciation breakfast and anniversary celebration, courtesy of the Friends, on Wednesday, September 10th. Staff celebrating milestone anniversaries with the library are as follows: Five years: Jo Anne Rassmussen and Ryann Riggs; 10 years: Kath Gieraltowski; 15 years: Doreen Kilkenny; 25 years: Ray Capone, Hal Mintz, Janet Scherer. Congratulations to all!
- I am pleased to report that our library has been chosen as the recipient of a grant from the Long Island Pollinator Plant Initiative. Ten Suffolk County community groups were chosen and will be supplied with Long Island ecotypic plants, support materials, and signage to create a 200 sq. ft. public pollinator garden to support local pollinators. The areas we have chosen are the large stone planters just outside each quiet room. In order to be considered for this garden grant, LINPI requires that we agree to the following:
 - Grantees will site gardens near access to a water spigot to ensure ample watering during the garden's first year.
 - Grantees will commit to at least 3 years of maintenance, including weeding and watering, until plants are established.
 - Grantees will place garden signs (provided by LINPI) in the garden and keep them visible to the public.
 - Grantees will provide LINPI with photos of the planted gardens and arrange a site visit for LINPI staff in the fall.
 - Gardens must be located in Suffolk County and be accessible to the public.

ASSISTANT DIRECTOR'S
REPORT:

Mr. Tanzi reported on the following :

- The library's digital engagement team has been actively working to improve the user experience when accessing the library virtually. PatronPoint, our recently-acquired user engagement tool will factor heavily in our efforts. We are currently midway through a six-week PatronPoint onboarding process meant to familiarize the team with how to build newsletters, how to read and understand our site analytics, and how to build a user engagement campaign. Michael Bartolomeo and I reached out to Noah Reed, the Suffolk Cooperative Library System's Marketing & Social Media Coordinator, to arrange a website consult. Noah is assisting us with best practices as we build some web templates for the slideshow. He is also going to conduct a marketing-focused website audit to help inform our group's work.
- The library completed its annual industrial appraisal. This year saw several additional assets added, including replacement snowblowers, office printers, and tables for our reference area. I have submitted our completed intake; the subsequent report has already been passed on to the library's insurer.

STAFF REPORTS:

The Board thanked Ray Capone, Catherine Schmoller, Georgina Rivas-Martinez, and Scott Kalogris for their reports.

NEW BUSINESS-
OBSOLETE
EQUIPMENT:

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

NEW BUSINESS –
CARPET CLEANING:

Motion by Mr. Horowitz, seconded by Mrs. Dillon, and carried unanimously that the board of trustees approves an expenditure of \$2,850.00 to be paid to Imperial Cleaning to clean and protect the library's carpeting.

NEW BUSINESS –
LILRC CONFERENCE
2025:

Motion by Mrs. Sullivan, seconded by Mr. Horowitz, and carried unanimously that the board of trustees authorizes 10 staff

members to attend the 2025 LILRC Annual Conference on Libraries and the Future at a cost not to exceed \$1,450.00.

NEW BUSINESS –
NYLA CONFERENCE
2025:

Motion by Mrs. Ferrante, seconded by Mrs. Sullivan, and carried unanimously that the board of trustees authorizes authorizes four staff members to attend the 2025 NYLA Conference at a cost not to exceed \$5,400.00.

NEW BUSINESS-
MEETING ROOM
LIGHTING:

Motion by Mrs. Ferrante, seconded by Mrs. Sullivan, and carried unanimously that the board of trustees approves an expenditure of \$6,690.00 to be paid to CTE Electrical to replace the library's lighting and control system in the Meeting Room.

ADJOURNMENT:

Motion by Mr. Horowitz to adjourn the regular meeting at 8:18 p.m.

Respectfully submitted by,

Eileen Sullivan, Board Secretary