

BOARD MEETING MINUTES – WEDNESDAY, NOVEMBER 19, 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, November 19, 2025, at 6:30 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
 Mrs. Doreen Kilkenny, Business Manager
 Mrs. Jamie Gholson, Recording Secretary

EXCUSED: Mr. Nick Tanzi, Assistant Director

CALL TO ORDER: The meeting was called to order by the president at 6:35 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:

- Add Holiday Party Raffle to New Business
- Add Signage Proposal to New Business

EXECUTIVE SESSION: Motion by Mrs. Dillon, seconded by Mrs. Sullivan to go into
 executive session at 6:36 p.m. to discuss the performance
 review of the library director.

Motion by Mrs. Ferrante, seconded by Mr. Horowitz to come
out of executive session at 7:39 p.m.

DISPOSITION OF

MINUTES -

OCTOBER 15, 2025: Motion by Mrs. Dillon, seconded by Mrs. Ferrante, and carried unanimously to accept the minutes of the regular meeting of October 15, 2025.

FINANCIAL MATTERS

2025-2026: Motion by Mrs. Dillon, seconded by Mr. Horowitz, and carried unanimously to authorize payment of Warrant #11 Fund L in the amount of \$15,744.38, Warrant #13 Fund L in the amount of \$679,451.71; Warrant #10/9 PR Fund L in the amount of \$121,138.55; Warrant #10/23 PR Fund L in the amount of \$136,141.92.

Motion by Mrs. Sullivan, seconded by Mrs. Dillon, and carried unanimously to authorize payment of Warrant #8 Fund TA in the amount of \$47,167.05; Warrant #9 Fund TA in the amount of \$59,760.00.

Motion by Mrs. Ferrante, seconded by Mrs. Sullivan, and carried unanimously to authorize payment of Warrant #4 Fund H in the amount of \$469.50.

Motion by Mrs. Ferrante, seconded by Mr. Horowitz, and carried unanimously to approve the American Express statement for October, in the amount of \$2,380.42.

Motion by Mrs. Dillon, seconded by Mrs. Sullivan, and carried unanimously to approve the Amazon/Capital Services Monthly Statement for September 20, 2025 – October 19, 2025 in the amount of \$3,548.85.

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 November. She compared them to the original warrants, and found the vendors' names, check amounts, and authorizations to be in order.

DIRECTOR'S REPORT:

Mrs. Scherer reported on the following:

- Our annual Fall Book Sale took place on Saturday, November 1st and Sunday, November 2nd. 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. We were able to keep the tables up for an additional two days. All proceeds benefit the Friends who report a profit \$1,283.37 for the sale.

- Our annual Veterans Day concert took place on Saturday, November 1st. As always, it was huge success. Our community never tires of hearing the wonderful music made popular during the Big Band era and our veterans appreciate the recognition.
- We are currently collecting items for Project Toy in our lobby to benefit Tri-CYA. The collection will run from now until December 5th.
- Our Shredding Day was once again popular with our patrons with 360 cars passing through. There was one unusual mishap that occurred when the contents of the truck caught fire. Apparently, someone had mistakenly thrown away a battery along with their paper shredding. However, our maintenance staff took care of it with an old-fashioned bucket brigade out to the truck, as anything else could have destroyed the shredding mechanism in the truck. The fire was extinguished and the shredding resumed. Due to the delay, there were some patrons that weren't served, but they were given information about other shredding events that they could attend.
- Our annual Holiday Party will take place on Sunday, December 7th, 5:30 p.m. at Ruvo in Greenlawn at a cost of \$60.00. RSVPs and funds (cash or check made out to cash) are due by December 1st.
- Our community AARP volunteer organization, which meets at the library each month, put out flags in front of our building to celebrate Veterans Day.

ASSISTANT
DIRECTOR'S
REPORT:

The board thanked Mr. Tanzi for his report.

STAFF REPORTS:

The Board thanked Ray Capone, Howard Spiegelglass, Jen O' Connor, Mary Courtemanche, Ryann Riggs, and Hannah Grenier for their reports.

OLD BUSINESS -

FINANCIAL
CONTROLS:

The board discussed financial controls.

OLD BUSINESS –
LONG RANGE
PLANNING

The board discussed long range planning.

OLD BUSINESS –
BOARD RETREAT

The board discussed planning an upcoming board retreat.

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 –
SCLS BUDGET
VOTE:

Motion by Mr. Horowitz, seconded by Mrs. Dillon, and carried unanimously that the board of trustees approves the SCLS proposed budget for 2026.

NEW BUSINESS –
CARPET
REPLACEMENT:

Motion by Mr. Horowitz, seconded by Mrs. Sullivan, and carried unanimously that the board of trustees approves an expenditure of \$17,410.00 to have Country Carpet remove and dispose of the old carpeting in the Conference Room, Business Office, and Staff Office, and to install new carpeting in its place.

NEW BUSINESS –
TREE WORK:

Motion by Mr. Horowitz, seconded by Mrs. Dillon, and carried unanimously that the board of trustees approves an expenditure of \$3,900.00 to have Anderson Tree Service, Inc. perform tree trimming and tree removal on the library grounds.

NEW BUSINESS –
HOLIDAY PARTY
RAFFLE:

Motion by Mrs. Dillon, seconded by Mrs. Ferrante, and carried unanimously to issue six half-day off gift certificates to be awarded at the staff holiday party on December 7, 2025.

NEW BUSINESS –

SIGNAGE PROPOSAL: Motion by Mrs. Ferrante, seconded by Mrs. Sullivan, and carried unanimously to table the signage proposal by Thirdway, Inc.

ADJOURNMENT: Motion by Mrs. Ferrante to adjourn the regular meeting at 8:37 p.m.

Respectfully submitted by,

A handwritten signature in cursive script, appearing to read "Eileen Sullivan", written in dark ink.

Eileen Sullivan, Board Secretary