

AMMENDED BOARD MEETING MINUTES
WEDNESDAY, JANUARY 15, 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, January 15, 2025 at 7 p.m. in the Program Room.

PRESENT: Mrs. Pat Dillon, 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

EXCUSED: Mrs. Stella Fox, Vice President
Mrs. Jamie Gholson, Recording Secretary

GUESTS: Mr. Howard Spiegelglass, Head of Adult Reference Ms.
Mary Courtemanche, Adult Services Librarian
Ms. Jennifer Conlon, Young Adult Services Librarian
Mr. Michael Bartolomeo, Emerging Technologies Librarian

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 Mr. Horowitz, seconded by Mrs. Sullivan, and carried unanimously to accept the agenda as amended:

- Move New Business – SHPLAI User Group Presentation to before Disposition of the Minutes.

SHPLAI USER GROUP PRESENTATION: The board thanked Michael Bartolomeo, Jennifer Conlon, and Howard Spiegelglass for their presentation.

DISPOSITION OF MINUTES

DECEMBER 18, 2024: Motion by Mr. Horowitz, seconded by Mrs. Sullivan, and

carried

unanimously to accept the minutes of the regular meeting of December 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. 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 #20 Fund L in the amount of \$9,678.69; Warrant #21 Fund L in the amount of \$139,620.31; Warrant #12/05 PR Fund L in the amount of \$163,532.93; Warrant #12/19 PR Fund L in the amount of \$120,708.75.

Motion by Mrs. Ferrante, seconded by Mrs. Sullivan, and carried unanimously to authorize payment of Warrant #10 Fund TA in the amount of \$46,330.96; Warrant #11 Fund TA in the amount of \$91,971.16.

Motion by Mr. Horowitz seconded by Mrs. Ferrante, and carried unanimously to approve the American Express statement for November in the amount of \$876.65.

Motion by Mrs. Ferrante, seconded by Mrs. Sullivan, and carried unanimously to approve the Amazon/Capital Services Monthly Statement for November 20, 2024 – December 19, 2024 in the amount of \$1,904.42.

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.

Two checks remain uncleared.

PERSONNEL ACTIONS:

Motion by Mr. Horowitz, seconded by Mrs. Sullivan, and carried unanimously to approve the personnel report.

COMMUNICATIONS:

The board acknowledged the SCLS minutes and thank you letter to Eileen Sullivan re: Friends Donation.

DIRECTOR'S REPORT:

Mrs. Scherer reported on the following:

- The deadline to submit petitions to run for library trustee is Monday, March 10 at 5:00 p.m. Petitions may be picked up at the Adult Services Desk beginning February 11.
- I am expecting a draft of the annual audit within the week. Our new auditor, Al Coster, will attend our February meeting.
- Consolidation of Tech Services and Circulation Departments - As a result of staff retirements and evolving trends in material acquisitions and circulation patterns, the consolidation of the aforementioned departments will optimize the library's operations and enhance the efficient utilization of staff resources. The unified department will operate under the name "Customer Service and Materials Management."
- Discussed with the board a recent workshop given at SCLS entitled "Analytic Techniques to Maximize Circulation."

ASSISTANT DIRECTOR'S REPORT:

Mr. Tanzi reported on the following :

- Each year, the library is required to submit an annual report to the New York State Library. This involves us answering a number of questions about our finances, governance, and compliance with library minimum standards. It also requires us to provide detailed statistical information regarding the library's circulation (both digital and physical), program attendance, database retrievals, and reference interactions.

Recent years have seen a lot of variations in the questions asked. For example, the pandemic and the resulting virtual programming required new reporting methodologies. This year, the Institute of Museum and Library Services (IMLS) has issued a new set of 22 questions intended to more clearly and accurately record electronic collections and usage.

As in past years, there is a rather tight timeline for submission. I have begun meeting with staff to collect the necessary information and enter it into the New York State Division of Library Development portal. Prior to final submission, the Board will have an opportunity to review and accept our annual report.

BUILDING & GROUNDS

REPORT:	The board thanked Ray Capone for his monthly report.
ADULT SERVICES DEPT. REPORT 3 RD & 4 TH QUARTER 2024:	The board thanked Howard Spiegelglass for his quarterly report.
OLD BUSINESS – 2025 – 2026 BUDGET DRAFT REVIEW:	Mrs. Scherer distributed the second draft of the 2025-2026 budget for review.
NEW BUSINESS – OBSOLETE EQUIPMENT:	Motion by Mr. Horowitz, and 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 – POLICY REVIEW – DISCARDING OF LIBRARY MATERIALS:	Motion by Mrs. Ferrante, and seconded by Mrs. Sullivan, and carried unanimously that the board of trustees takes no action, and the policy remains in effect as written.
NEW BUSINESS – POLICY REVIEW – RECONSIDERATION OF LIBRARY MATERIALS FORM:	Motion by Mr. Horowitz and seconded by Mrs. Ferrante, and carried unanimously to table the policy review.
NEW BUSINESS – COMPUTERS IN LIBRARIES CONFERENCE 2025:	Motion by Mrs. Sullivan and seconded by Mrs. Ferrante, and carried unanimously that the board of trustees authorizes two staff members to attend the 2025 Computers in Libraries Conference in Arlington, VA, at a cost not to exceed \$5,018.00. If there is interest, sufficient funds are available in the Board Continuing Education code to send a Trustee to the conference.

EXECUTIVE SESSION: Motion by Mrs. Sullivan, seconded by Mrs. Ferrante, and carried unanimously to enter executive session at 8:40 p.m. to discuss a personnel issue.

Motion by Mr. Horowitz, seconded by Mrs. Sullivan, and carried unanimously to exit executive session at 8:47 p.m.

NEW BUSINESS –

STIPEND APPROVAL: Motion by Mr. Horowitz, seconded by Mrs. Ferrante, and carried unanimously to approve a three-month stipend be paid to the Senior Account Clerk in the Business Department for additional duties performed while the Principal Office Assistant is on leave.

ADJOURNMENT: Motion by Mrs. Ferrante to adjourn the regular meeting at 8:50 p.m.

Respectfully submitted by,



Eleanora Ferrante, Board Secretary