

BOARD MEETING MINUTES - WEDNESDAY, FEBRUARY 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, February 19, 2025 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

EXCUSED: Mrs. Jamie Gholson, Recording Secretary

GUESTS: Mr. Al Coster of Baldassari & Coster LLP
Ms. Kim McCarthy, Harborfields Public Library

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. Fox, seconded by Mrs. Ferrante, and carried
unanimously to accept the agenda presented.

DISPOSITION OF
MINUTES
JANUARY 15, 2025: Motion by Mrs. Ferrante, seconded by Mrs. Sullivan, and
carried unanimously to accept the minutes of the regular
meeting of January 15, 2025.

2023-2024 AUDIT PRESENTATION: The board thanked Mr. Al Coster of Baldassari & Coster LLC for his presentation of the 2023-2024 audit.

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. Sullivan, and carried unanimously to authorize payment of Warrant #23 Fund L in the amount of \$13,257.75; Warrant #24 Fund L in the amount of \$223,754.23; Warrant #01/02 PR Fund L in the amount of \$289,605.34; Warrant #01/16 PR Fund L in the amount of \$122,855.50; Warrant #01/30 PR Fund L in the amount of \$118,498.10.

Motion by Mrs. Sullivan, seconded by Mrs. Fox, and carried unanimously to authorize payment of Warrant #13 Fund TA in the amount of \$227,619.98; Warrant #14 Fund TA in the amount of \$52,640.02; Warrant #15 Fund TA in the amount of \$40,870.61.

Motion by Mrs. Ferrante seconded by Mr. Horowitz, and carried unanimously to approve the American Express statement for January in the amount of \$2,389.32.

Motion by Mr. Horowitz, seconded by Mrs. Ferrante, and carried unanimously to approve the Amazon/Capital Services Monthly Statement for December 20, 2024 – January 19, 2024 in the amount of \$1,258.94.

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.

One check remains uncleared.

PERSONNEL ACTIONS:

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

COMMUNICATIONS: The board acknowledged the SCLS minutes, thank you letter to Ken & Chris Weil, and thank you letter to the Huntington Manor Fire Department.

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

- Mrs. Scherer presented an infographic produced for our newsletter to draw attention to the costs of digital content. We will also share this within the library and on our social media accounts.
- The governor released her budget proposal in late January. It includes a very modest increase in general aid and a very significant cut in construction aid.
 - State Aid for Libraries (Operating Aid): \$104.6M
+\$750,000 from FY2025 Enacted (\$103.85M)
 - State Aid for Library Construction (Construction Aid): \$34M
\$10M from FY2025 Enacted (\$44M)
Flat to FY 2025 Executive Budget
 - NOVELny: \$3M
Flat to FY2025 Enacted (\$3M)
 - Library Materials Aid:
Not mentioned in Executive Budget Book, will need to see individual bills when printed

There are also new chairs of the Library Committees in both the Senate and Assembly. Robert Carroll of AD-44 was named for the Assembly and Siela Bynoe of SD-6 for the Senate.

- This year's concert series has been getting rave reviews with an average of 150 attendees at each show.

ASSISTANT DIRECTOR'S REPORT:

Mr. Tanzi reported on the following :

- As we have discussed in the past, artificial intelligence continues to insinuate itself into both our personal lives and work lives. In particular, collaborative productivity software is increasingly integrating AI into its software, such as the addition of Microsoft Copilot to Windows 11. To date, we have disabled Copilot on our computers while we assess the software and work on staff training. In the past month, Gemini (Google's generative AI chatbot) was activated within Google Workspace (our software suite that includes email, Google Docs, Calendar, etc.). That activation was initiated by Google, and unlike Copilot, there is no straightforward way to disable it. We can expect this trend of

AI augmentation of existing software to continue. In the case of Gemini, we examined their data policy, and found no issue at this time. Namely, our data stays within our organization, isn't used to train the AI model, and isn't reviewed by another human. We are developing staff training specific to Gemini, in order to ensure that those using it do so in a way that is both safe and effective.

**BUILDING & GROUNDS
REPORT:**

The board thanked Ray Capone for his monthly report.

**YOUTH SERVICES
DEPT. REPORT
4TH QUARTER 2024:**

The board thanked Beth Pereira for her quarterly report.

**2024 ANNUAL
REVIEW OF
PERIODICALS:**

The board thanked Jen O'Connor for her report.

**OLD BUSINESS –
2025 – 2026 BUDGET
DRAFT REVIEW:**

Mrs. Scherer distributed the final draft of the 2025-2026 budget for review.

**OLD BUSINESS –
APPROVAL OF
PROPOSED
2025-2026
OPERATING BUDGET
FOR PRESENTATION
TO PUBLIC:**

Motion by Mr. Horowitz, and seconded by Mrs. Ferrante, and carried unanimously that the Board of Trustees approves the South Huntington Public Library proposed operating budget for 2025-2026 for presentation to the public on March 26, 2025.

**OLD BUSINESS –
POLICY REVIEW –
RECONSIDERATION
OF MATERIALS
FORM:**

Motion by Mr. Fox, and seconded by Mrs. Sullivan, and carried unanimously that the Board of Trustees approves the updated policy as amended.

**NEW BUSINESS –
HVAC MAINTENANCE
CONTRACT:**

Motion by Mrs. Fox, and seconded by Mrs. Sullivan, and carried unanimously that the Board of Trustees authorizes Thermal Solutions, Inc. to provide preventive maintenance services as

per proposal dated February 15, 2025 for the period April 1, 2025 through March 31, 2026 for a total cost of \$20,500.00.

**NEW BUSINESS –
LI LIBRARY
CONFERENCE:**

Motion by Mr. Horowitz, and seconded by Mrs. Sullivan, and carried unanimously that the Board of Trustees authorizes twelve staff members to attend the 2025 Long Island Library Conference at a cost not to exceed \$1,020.00. If there is interest, sufficient funds are available in the Board Continuing Education code to send Trustees to the conference.

**NEW BUSINESS –
2024 ANNUAL
REPORT:**

Motion by Mrs. Sullivan, and seconded by Mrs. Ferrante, and carried unanimously that the Board of Trustees accepts the South Huntington Public Library's New York State Report for 2024.

**NEW BUSINESS –
SPACE AUDIT
PROPOSAL:**

Motion by Mrs. Sullivan, and seconded by Mrs. Ferrante, and carried unanimously that the Board of Trustees authorizes the director to enter into a contract with Thirdway Space at a cost of \$9000.00 to perform a space audit of the South Huntington Public Library.

**NEW BUSINESS –
SUNATION ENGINEERING
SERVICES:**

Motion by Mr. Horowitz, and seconded by Mrs. Fox, and carried by a vote of 4 yes and 1 abstention that the Board of Trustees authorizes BHC Architects to execute the proposed agreement with Sunation to provide design and engineering services for the addition of solar panels at the South Huntington Public Library at a cost of \$5,700.00 to be invoiced through BHC.

**NEW BUSINESS –
EV CHARGING
STATION FEES:**

Motion by Mrs. Sullivan, and seconded by Mrs. Ferrante, and carried unanimously that the Board of Trustees approves an EV charging fee of \$.50 per kilowatt hour.

**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.

ADJOURNMENT: Motion by Mrs. Ferrante to adjourn the regular meeting at 9:45 p.m.

Respectfully submitted by,

A handwritten signature in blue ink, appearing to read 'E. Ferrante', with a stylized flourish at the end.

Eleanora Ferrante, Board Secretary