

BOARD MEETING MINUTES – MONDAY, JUNE 17, 2024
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 Monday, June 17 at 7 p.m. in the Conference Room.

PRESENT: Mrs. Pat Dillon, Vice President
Mrs. Stella Fox, Financial Chairperson
Mrs. Eleanora Ferrante

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

EXCUSED: Mrs. Eileen Sullivan, President
Mr. Stuart Horowitz

CALL TO ORDER: The meeting was called to order by the vice president at 7:09 p.m.

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

ADOPTION OF THE AGENDA: Motion by Mrs. Ferrante, seconded by Mrs. Fox, and carried unanimously to accept the agenda with the following ammendment:

- Under New Business add #5 – NYLA Annual Conference

DISPOSITION OF REGULAR MEETING MINUTES
MAY 20, 2024:

Motion by Mrs. Fox, seconded by Mrs. Ferrante, and carried unanimously to accept the minutes of the regular meeting on May 20, 2024.

FINANCIAL MATTERS

2023-2024:

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 expenditure, and reported that all was in order.

Motion by Mrs. Ferrante, seconded by Mrs. Fox, and carried unanimously to authorize payment of Warrant #36 Fund L in the amount of \$9,790.16; Warrant #39 Fund L in the amount of \$174,195.92; Warrant #5/09 PR Fund L in the amount of \$116,029.75; Warrant #5/23 PR Fund L in the amount of \$118,435.72.

Motion by Mrs. Ferrante, seconded by Mrs. Fox, and carried unanimously to authorize payment of Warrant #23 Fund TA in the amount of \$44,373.92; Warrant #24 Fund TA in the amount of \$45,555.32.

Motion by Mrs. Fox, seconded by Mrs. Ferrante, and carried unanimously to approve the American Express statement for May in the amount of \$5,951.76.

Motion by Mrs. Fox, seconded by Mrs. Ferrante, and carried unanimously to approve the Amazon/Capital Services Monthly Statement for April 20, 2024 – May 19, 2024 in the amount of \$2,127.08.

FINANCIAL CHAIRPERSON'S REPORT:

Mrs. Fox reported that she selected at random and reviewed original purchase orders, invoices, check requisitions, and copies of selected cancelled checks. She compared them to the original warrants and found the vendors' names, check amounts, and endorsements to be in order.

PERSONNEL REPORT:

Motion by Mrs. Fox, seconded by Mrs. Ferrante, and carried unanimously to approve the retirement as presented.

Motion by Mrs. Ferrante, seconded by Mrs. Fox, and carried unanimously to approve the promotion as presented.

COMMUNICATIONS: The board acknowledged the SCLS minutes and the 2024 AARP Tax Aide statistics email from Pat McAsey.

DIRECTOR'S
REPORT:

Mrs. Scherer reported the following:

- **The Marge Vezzani Memorial Tree**
Several months ago, the Friends of the Library, voted to have a tree planted in memory of former Friend's member and President Marge Vezzani. We worked with her family to decide on a tree that would be suitable and a Limelight hydrangea was chosen. The tree was planted last week and will soon bloom with beautiful white flowers. We will place a plaque there once the Friends decide on wording.
- **Garden Signs**
The garden signs generously purchased by the Friends have been installed. They are a wonderful addition to our Grow to Give Garden area.

ASSISTANT
DIRECTOR'S
REPORT:

Mr. Tanzi reported on the following:

- **Discount Tickets**
The library has always sought new avenues to meet the informational and recreational needs of our community. Museum passes have been one innovative avenue that we have pursued, with the service continuing to grow in usage. More recently, the library has purchased discount tickets to a number of venues through the Suffolk Cooperative Library System.

Current offerings now include:

- The Adventure Park at Long Island: an "aerial ropes park" consisting of more than 200 platforms installed in the trees and connected by various configurations of cable, wood, and rope to form bridges, ladders and zip lines.
- Adventureland: an amusement park featuring nearly 30 rides, including roller coasters and water rides.
- The Long Island Aquarium: a wide variety of indoor and outdoor exhibits covering sharks, seals, penguins, a local rocky shores exhibit—and much more!

- Bronx Zoo: One of the largest zoos in the United States, covering 265 acres. The zoo is celebrating its 150th anniversary this year!

Demand for these discounted tickets continues to grow, driven by cross-channel marketing (print newsletter, e-newsletter, social media, and word of mouth). In recent months, we have ordered 400 Adventureland, 300 L.I. Aquarium, 100 Bronx Zoo, and Adventure Park tickets!

**BUILDING &
GROUNDS
REPORT:**

The board thanked Ray Capone for his monthly report.

**LONG ISLAND LIBRARY
CONFERENCE
REPORTS:**

The board thanked Jen Conlon, Catherine Schmoller, Martha Kahn, Ryann Riggs, Mary Bixson, Anne Johnson and Erin Lavery for their reports.

**QUARTERLY
NETWORK
SYSTEMS
ADMINISTRATOR
REPORT:**

The board thanked Scott Kalolgris for his report.

**QUARTERLY
ADULT SERVICES
DEPARTMENT
REPORT:**

The board thanked Howard Spiegelglass for his report.

**NEW BUSINESS-
OATH OF OFFICE:**

Motion by Mrs. Ferrante, seconded by Mrs. Fox and carried unanimously to table the Oath of Office for Mrs. Sullivan until the July meeting.

**NEW BUSINESS –
OBSOLETE
EQUIPMENT:**

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

NEW BUSINESS-
LILRC ANNUAL
CONFERENCE:

Motion by Mrs. Fox, seconded by Mrs. Ferrante, and carried unanimously that the board of trustees approves 10 staff members to attend the 2024 LILRC Annual Conference.

NEW BUSINESS:
NYLA ANNUAL
CONFERENCE:

Motion by Mrs. Ferrante, seconded by Mrs. Fox, and carried unanimously that the board of trustees approves five staff members to attend the 2024 NYLA Annual Conference.

ADJOURNMENT:

Motion by Mrs. Fox to adjourn the regular meeting at 7:52 p.m.

Respectfully submitted by,

Jamie Gholson

Jamie Gholson, Interim Board Secretary

Acknowledged by:

Patricia Dillon

Patricia Dillon, Vice President

