

BOARD MEETING MINUTES – MONDAY, MAY 20, 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, May 20 at 7 p.m. in the Meeting Room.

PRESENT:

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

STAFF:

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

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 Mr. Horowitz, seconded by Mrs. Fox, and carried unanimously to accept the agenda as written.

DISPOSITION OF
REGULAR MEETING
MINUTES

APRIL 15, 2024:

Motion by Mrs. Ferrante, seconded by Mrs. Fox, and carried unanimously to accept the minutes of the regular meeting on April 15, 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. Dillon, seconded by Mr. Horowitz, and carried unanimously to authorize payment of Warrant #31 Fund L in the amount of \$9,387.23; Warrant #34 Fund L in the amount of \$229,062.39; Warrant #4/11 PR Fund L in the amount of \$113,789.50; Warrant #4/25 PR Fund L in the amount of \$127,422.05.

Motion by Mrs. Ferrante, seconded by Mrs. Dillon, and carried unanimously to authorize payment of Warrant #21 Fund TA in the amount of \$43,723.87; Warrant #22 Fund TA in the amount of \$55,249.95.

Motion by Mrs. Ferrante, seconded by Ms. Fox, and carried unanimously to authorize payment of Warrant #6 Fund H in the amount of \$531.10.

Motion by Mrs. Ferrante, seconded by Mr. Horowitz, and carried unanimously to approve the American Express statement for April in the amount of \$9,619.12.

Motion by Mr. Horowitz, seconded by Mrs. Fox, and carried unanimously to approve the Amazon/Capital Services Monthly Statement for March 20, 2024 – April 19, 2024 in the amount of \$2,425.12.

**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. Dillon, seconded by Mr. Horowitz, and carried unanimously to approve the promotion as presented.

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

Motion by Mrs. Ferrante, seconded by Mr. Horowitz, and carried unanimously to approve the leave of absence as presented.

COMMUNICATIONS: The board acknowledged SCLS minutes and the thank you letter from the Northport VA.

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

- Our annual Budget Vote and Trustee Election took place on April 16th. While it was a lower voter turn out than we hoped for, the 160-24 results yielded an 87% approval rating. This percentage has been consistent over the years and a number to be proud of. Congratulations to Eileen on her re-election to a five-year term on our board.
- I am pleased to report that the New York State budget was favorable for our state libraries this year:
 - Operating aid is up \$4.252 million to \$103.852 million.
 - Construction Aid is up \$10 million to \$44 million.
 - NOVELny was allocated \$3 million to save that resource.
- While the HVAC project equipment is in and ready for install this summer, we thought it best to wait until fall. Taking down a/c units in the busy summer is not ideal for our staff and patrons. We have set a tentative time frame of September for work to begin.
- Legislator Rebecca Sanin's visit gave Nick and me a chance to highlight all of our services and programs in the hopes that Ms. Sanin will have a better understanding of what we do for her constituents and how she can promote our services. We look forward to partnering with her going forward.
- As part of our continuing sustainability work, we will be having a puzzle swap for the staff and community in July and a school supply drive to benefit the Tri-CYA in August.
- The library chicks made their annual appearance at the library in April. As always, kids and grown-ups alike enjoy following their progress from egg to hatchling!

**ASSISTANT DIRECTOR'S
REPORT:**

Mr. Tanzi reported on the following:

- Throughout my library career, I have benefited from continuing education opportunities. In the past month, I have had the opportunity to give back in the form of two events at the Suffolk Cooperative Library System.

On Thursday, April 25th, I gave a presentation to the Suffolk County Public Library Directors Association (PLDA). The talk was titled "Getting Your Library AI Ready: A Guide for Library Directors." My talk explored the current regulatory environment (or lack thereof), staff training, and developing programs and services for our communities. Administration from a number of libraries were in attendance.

On Wednesday, May 1st, I participated in the library trustee training event themed "The Future of Libraries". I presented "Artificial Intelligence and the Library: A Primer for Trustees," which was followed by Rebekkah Smith Aldrich's talk, "Sustainability: The Newest Core Value." My portion covered the current state of artificial intelligence, its impact on our libraries, and the challenges and opportunities the technology presents. I discussed the importance of making AI a consideration during policy reviews, and the need for effective communication with our libraries' staff and patrons as we navigate a technology that can be anxiety-producing for many. Absent an official count, it appeared there were approximately 80-100 trustees and library directors present.

**BUILDING &
GROUNDS REPORT:**

The board thanked Ray Capone for his monthly report.

**COMPUTERS IN
LIBRARIES
CONFERENCE
REPORT:**

The board thanked Michael Bartolomeo for his report.

**PLA CONFERENCE
REPORTS:**

The board thanked Howard Spiegelglass and Michael Bartolomeo for their reports.

NEW BUSINESS –
BOARD MEETING DAY
DISCUSSION:

The board voted unanimously to move the day of the monthly board meetings to the third Wednesday of each month, beginning in September 2024. The motion will be carried out at the June 2024 board meeting.

NEW BUSINESS-
AMENDED ALA
CONFERENCE 2024:

Motion by Mr. Horowitz, seconded by Mrs. Fox, and carried unanimously that the board of trustees approves the amendment to the April “ALA 2024 Conference” motion to include the attendance of a fifth staff member.

NEW BUSINESS-
PERSONNEL POLICY
MANUAL AND SALARIES
2024-2025:

Motion by Mrs. Fox and seconded by Mrs. Dillon, and carried unanimously that the board of trustees approves the proposed 2024-2025 Salary Schedules and individual staff salaries as presented.

Motion by Mrs. Fox and seconded by Mrs. Dillon, and carried unanimously that the board of trustees approves the proposed changes to the current Personnel Policy Manual for the 2024-2025 fiscal year as amended.

NEW BUSINESS-
SUNYLA
CONFERENCE:

Motion by Mr. Horowitz, seconded by Mrs. Ferrante, and carried unanimously that the board of trustees approves one staff member to attend the 2024 SUNYLA Annual Conference.

NEW BUSINESS-
COPIER CONTRACT:

Motion by Mr. Horowitz, seconded by Mrs. Fox, and carried unanimously that the board of trustees authorizes the Library Director to execute a contract with Konica Minolta to acquire two color copy machines.

NEW BUSINESS –
OBSOLETE
EQUIPMENT:

Motion by Mr. Horowitz and 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.

ADJOURNMENT:

Motion by Mrs. Sullivan to adjourn the regular meeting at 8:32 p.m.

Respectfully submitted by,

Jamie Gholson

Jamie Gholson, Interim Board Secretary

Acknowledged by:

Patricia Dillon

Patricia Dillon, Vice President