

BOARD MEETING MINUTES – WEDNESDAY, MAY 21, 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, May 21, 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  
Mrs. Jamie Gholson, Recording Secretary  
Mr. Howard Spiegelglass, Head of Adult Services

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. Ferrante, seconded by Mrs. Sullivan, and carried unanimously to amend the agenda as follows:

- Move Collection Agency Service to after adoption of agenda

COLLECTION AGENCY SERVICE: Motion by Mrs. Ferrante, seconded by Mrs. Sullivan and carried unanimously that the board of trustees authorizes discontinuing the use of Unique Management Services for materials recovery and that no further patrons be referred to the collection agency.

DISPOSITION OF MINUTES APRIL 16, 2025: Motion by Mrs. Fox, seconded by Mrs. Sullivan, and carried unanimously to accept the minutes of the regular meeting of April 16, 2025.

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. The voided checks log has been viewed and recorded. 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. Ferrante, seconded by Mrs. Fox, and carried unanimously to authorize payment of Warrant #31 Fund L in the amount of \$8,788.82; Warrant #33 Fund L in the amount of \$200,943.47; Warrant #04/10 PR Fund L in the amount of \$114,905.17; Warrant #4/24 PR Fund L in the amount of \$123,158.23.

Motion by Mrs. Sullivan, seconded by Mrs. Fox, and carried unanimously to authorize payment of Warrant #20 Fund TA in the amount of \$46,608.13; Warrant #21 Fund TA in the amount of \$50,474.59.

Motion by Mrs. Ferrante, seconded by Mr. Horowitz, and carried unanimously to authorize payment of Warrant #6 Fund H in the amount of \$14,537.31.

Motion by Mrs. Ferrante, seconded by Mrs. Fox, and carried unanimously to approve the American Express statement for April in the amount of \$6,520.73.

Motion by Mr. Horowitz, seconded by Mrs. Fox, and carried unanimously to approve the Amazon/Capital Services Monthly Statement for March 20, 2025 – April 19, 2025 in the amount of \$5,892.90

COST OF THE  
VOTE REPORT:

The board thanked Doreen Kilkenny for her report.

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.

**PERSONNEL ACTIONS:** Motion by Mrs. Ferrante, seconded by Mr. Horowitz, and carried unanimously to approve the personnel report.

**COMMUNICATIONS:** The board acknowledged the SCLS minutes, thank you letter to Nancy Dippold, letters to Rep. LaLota, Assemblyman Stern and Sen. Mattera and the thank you letter from the Circulation Department.

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

- The education portion of the NYS Budget has been completed and the following is a summary of where libraries stand:
  - Library Operating Aid: \$106.325M +\$2.473M from last year
  - Public Library Construction Aid: 44 M = same as last year
  - Library Social Worker Pilot Program: \$150,000 - New this year
  - Love Your Library Fund: \$100,000 = same as last year
  - Dolly Parton Imagination Library: \$1M +\$500,000 from last year
  - Also included in the State budget was \$3.1M for NOVEL
- Our first staff development day took place on Wednesday, April 30 from 9:30 a.m.-5:00 p.m. and was a huge success. On behalf of our entire staff, I would like to thank the board for allowing us to close the library for the day and give us the opportunity to learn together in community. More details concerning the day will appear in a report from our Emerging Tech Librarian, Michael Bartolomeo, in this packet.
- Our NexTrex challenge will continue until the end of May. To date we have collected over the 1000 pounds necessary to earn another bench!
- On May 7th, David Vinjamuri, a respected library space consultant, conducted an on-site visit to our library as part of his ongoing evaluation of our public spaces. He dedicated the majority of the day to observing how patrons interact with the library environment, documenting these observations through photographs and video footage. His goal was to gain a



comprehensive understanding of the day-to-day user experience from a patron's perspective. In the afternoon, Mr. Vinjamuri held discussions with as many staff members as possible to gather insights on how various areas of the library are currently being used. These conversations provided valuable firsthand perspectives on space utilization, workflow challenges, and opportunities for improvement. His findings will inform future recommendations aimed at optimizing the functionality and accessibility of our public spaces. It is Mr. Vinjamuri's goal to have a report ready for presentation to the board at the July meeting.

- We are looking forward to another great summer concert series:
  - June 28: Just Sixties (tribute to the 1960s)
  - July 11: Seconds Out (Genesis tribute)
  - July 18: The Rustlers (country)
  - July 25: Old School Classic Rock
  - August 1: BAM! (British American music)

ASSISTANT DIRECTOR'S  
REPORT:

Mr. Tanzi reported on the following :

- I'd like to thank the board for approving my attendance at the Long Island Library Conference. The sessions this year were particularly relevant and insightful, and I hope my positive experience aligns with that of the trustees who also attended. I'd like to share some insights from the concurrent sessions I attended, along with a brief overview of the session I presented.

I started the 9:00 a.m. session by giving a talk "Intellectual Freedom in the Age of AI." This presentation was focused on the importance of intellectual freedom, defined as "the right of individuals to access, express, and explore ideas and information freely, without censorship or restriction," and how the rise of artificial intelligence could impact it. We explored the double-edged nature of AI, how it can democratize access to information and empower searchers, but also be used as a tool of censorship. The talk was well-attended, though the space itself was a bit small!

In the next time slot, I attended "Women and Technology in Libraries – Ask Me Anything!" The speakers were Sara Bedell of Hampton Bays Free Library, Jessica Park

of Smithtown Public Library, Julia Sukhu of Deer Park Public Library, and South Huntington's own, Jen Conlon.

This session was more free-form, with audience questions meant to drive the conversation. Three of the four speakers worked either in young adult or children's departments, and the discussion largely centered on services to these demographics. While we tend to think of the younger generation as digital natives, and therefore tech-savvy, the experience of the speakers contradicts this assumption. In particular, children and young adults struggle with information seeking and troubleshooting devices. Our own Jen Conlon shared her success with augmenting class visits using hands-on robotics and coding experiences.

In the final concurrent session slot, I attended "Navigating the Future: Teaching Emerging Tech in Libraries," presented by Anthony Giansante from John Jermain Memorial Library, Steve Alcalde from Rogers Memorial Library, and Sara Fade from Middle Country Public Library. This presentation was focused more on theory than practice, but did provide useful advice on providing tech assistance to patrons and staff. While we think of computer literacy as a hard skill, successfully teaching it to others requires soft skills! The speakers paid particular attention to fostering an environment conducive to learning.

STAFF REPORTS:

The board thanked Ray Capone, Howard Spiegelglass, Jen O' Connor, Mary Courtemanche, Emma Graff and Michael Bartolomeo for their reports.

OLD BUSINESS –  
FINANCIAL  
CONTROLS:

The board discussed the library's financial controls.

OLD BUSINESS –  
LONG RANGE  
PLANNING:

The board discussed long range planning topics, specifically focus groups.

NEW BUSINESS –  
UNATTENDED  
CHILD POLICY:

Motion by Mrs. Sullivan, seconded by Mr. Horowitz and carried unanimously that the board of trustees rescind the current Unattended Child Policy and reinstate the version originally approved in August 2020.

NEW BUSINESS –  
REFERENCE  
AREA TABLES:

Motion by Mrs. Ferrante, seconded by Mrs. Sullivan and carried unanimously that the board of trustees approves an expenditure of \$6,000.00 to have Kingdom Woodworking build three custom tables for the library's Reference Area.

NEW BUSINESS –  
ADDITIONAL  
STAFF HALLWAY  
FLOORING:

Motion by Mr. Horowitz, seconded by Mrs. Sullivan and carried unanimously that the board of trustees approves an expenditure of \$2,175.00 to have Country Carpet & Rug install new flooring in the library staff area.

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.

ADJOURNMENT:

Motion by Mrs. Ferrante to adjourn the regular meeting at 8:33 p.m.

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Respectfully submitted by,



Eleanora Ferrante, Board Secretary