

BOARD of TRUSTEES
Regular Meeting
October 26, 2023 – 10:00 a.m.

Board Members Present: Renee Boyer, President
David Clemens, Vice President
Jenny Shore, Finance Officer
Ellen Rieger, Secretary
Joyce Hilgeman, Ph.D., Trustee

Library Staff: Ryan Athanas, Library Director
Linda Meglio, Assistant Director
Katherine Rath, Senior Account Clerk

Absent: Cristina Spinelli, Treasurer

PLEDGE OF ALLEGIANCE

The meeting was called to order at 10:04 a.m. by Renee Boyer, President.

PUBLIC PARTICIPATION

There was one member of the community present, Mr. Ken Patrick Johnson.

CALL FOR NEW BUSINESS

- NYSHIP Incentive
- Konica Minolta – Public Copiers
- Volunteer Firefighter/Ambulance Worker Partial Tax Exemption

APPROVAL OF MINUTES

Motion by Mrs. Rieger to approve the minutes of the Board Meeting of September 28th, 2023, as presented.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

FINANCIAL REPORTS

Motion by Mrs. Shore to approve the financial reports for the period ended September 30th, 2023, as presented.

Second, Mrs. Rieger.

AYES: ALL. Motion carried.

Motion by Mrs. Shore to approve the payment of the following Warrants for October, 2023:

Supplemental Warrant for Payroll, dated September 30th, 2023, in the amount of \$265,973.66.

Warrant 10-23-1	\$ 161,169.13
Warrant 10-23-2 Gift Fund	\$ 3,298.75
Warrant 10-23-3 Capital Fund	\$ 10,050.00

Second, Mrs. Rieger.

AYES: ALL. Motion carried.

Mrs. Spinelli, Treasurer, reviewed the financial statements, warrants and payroll records for the October 13th and the October 27th, 2023, payrolls.

Mrs. Shore, Finance Officer, reviewed and approved the Payroll Registers for October 13th and the October 27th, 2023, payrolls.

DIRECTOR'S REPORT

- **Suffolk Cooperative Library System Budget Highlights:** Mr. Athanas discussed Overdrive (Libby) eBook/eAudio usage and pricing, Flipster eMagazines and the Partnership for Automated Libraries (PALS) increase as the consortium moves into a new 5 year contract with Innovative Interfaces. The SCLS Budget will be voted on during the November Board Meeting.
- **Staff Updates:** With the departure of Elizabeth Yorio, the library hired Daniel Coster as a part-time Librarian in the Adult Department. Peter Sostarich, who has worked at Harborfields for 16 years, is departing in November. The Library is interviewing candidates for a part-time Technical Services clerk.
- **Server Replacement:** SourcePass has installed the new server in the Library and is not remotely configuring. A date will be scheduled soon to switch the library over to the new server.
- **Music/Podcast Studio Room:** Renovations to the old Principal's Office continue. Electrical outlets, lighting and switches have been installed. A new phone, security camera, motion detector and HVAC Vent have been added. Maintenance has added trim to match the original carpentry. They have also patched, repaired and painted the walls. The next step is to add carpeting using our extra stock from previous installations.
- **Programs:** Mr. Athanas described the success of our events and programs, such as the Great GiveAway, Shredding Day, the Sustainability Certificate Reception and Senior Art Reception.
- Annual **Storybook Halloween** program, organized by Kellie Franceschini and the staff of the Children's Room, will be on October 28th from 2-4PM.

ASSISTANT DIRECTOR'S REPORT

- Attended the 32nd Annual Conference on Libraries and The Future: AI in Libraries.
- Working with Town of Huntington Historian Robert Hughes on the wording for the Historical Marker for the Library in celebration of the building's 100 year anniversary in 2024
- Attended the Assistant Director's Meeting – Lindenhurst Public Library on October 17th

October 26th, 2023 Board Minutes – Page 2**ASSISTANT DIRECTOR'S REPORT (Continued)**

- NARCAN Staff Training was held on October 23rd many staff members were in attendance - Presented by Gina Chinese from the Community Action and Social Justice organization. Staff received new updated Narcan kits
- Presented the hard work of the library's Green Team at the Sustainable Libraries Celebration where the library received a proclamation from Town of Huntington Councilmembers Sal Ferro, Dr. David Bernnardo on behalf of the town board also in attendance, the SLI Board and Huntington Zone Directors and staff
- Scheduled a Ryan Dowd training for staff on October 27th *Drunk or High: how to de-escalate someone who is under the influence*
- Coordinated a Brainfuse Seminar scheduled for October 31st to refresh staff on the updated enhancements of Brainfuse, the online homework help and study service for students of all ages

DEPARTMENTAL REPORTS

The Board reviewed and discussed the Departmental Reports noting that the staff's appreciation and respect for one another is evident in many of the reports.

PERSONNEL REPORT

Motion by Mrs. Shore to accept the Personnel Report dated October 26th, 2023, as attached.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

CORRESPONDENCE

The Board reviewed letters of thanks regarding our excellent staff and from numerous authors regarding the amazing "Meet the Authors" event organized by Mrs. Moisan on September 28th.

STATISTICS

The Board reviewed the statistics for September, 2023, and noted the increase in webpage activity and use of downloadables.

OLD BUSINESS**HISTORICAL MARKER FOR LIBRARY**

Mrs. Meglio discussed the progress towards having the library designated with a Town of Huntington historical marker in her verbal report but additionally noted that the marker will read in part, "The Harborfields Public Library, formerly the Broadway School..."

NEW BUSINESS**NYS HEALTH INSURANCE PLAN (NYSHIP) INCENTIVE**

Mr. Athanas presented information regarding the current cost of the health insurance paid by the library, and by our employees, and the amount of the current incentive payment made to employees who do not enroll in health insurance. Since employees who do not enroll in health insurance save the library a significant expense, the Board would like to revisit the amount paid to these individuals as an annual incentive.

Motion by Mrs. Rieger to increase the annual NYSHIP incentive for employee/family non-enrollment from \$1,500 to \$2,500 effective immediately.

Second, Mrs. Shore.

AYES: ALL. Motion carried.

KONICA MINOLTA – COPIERS

The current 5-year Deferred Payment Plan has been completed for all copiers and the library now fully owns the (2) black and white copiers in the Circulation area, the Technical Services copier on the lower-level and the Business Office copier, only requiring service contracts on those machines. However, since the need for advanced technology is increasing throughout the library, and there has been heavy usage of the color scan-to-print option in Reference, Mr. Athanas has proposed that we purchase upgraded color copiers for patron use in the Circulation area. In response to this need, Konica Minolta has provided a proposal under NYS Contract which would allow us to purchase two new color machines under the same type of Deferred Payment Plan as in the past.

Motion by Mrs. Rieger to accept the new proposal from Konica Minolta Business Solutions to purchase (2) new color copiers for public use under the NYS Contract Deferred Payment Plan.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

VOLUNTEER FIREFIGHTER/AMBULANCE WORKER PARTIAL TAX EXEMPTION

Mr. Athanas received a letter from the Chief of the Greenlawn Fire Department asking for the Library's support regarding the revised law (§ 466-a of the Real Property Tax Law (RPTL) as enacted by Chapter 670 of the Laws of 2022) that gives municipalities, school districts and fire districts throughout the State the option to provide a property tax exemption of up to 10% to volunteer firefighters and ambulance workers. The Board, after consulting the Library Attorney, agrees that, although we fully support our local volunteer firefighters/ambulance workers and believe they should be entitled to this exemption, the library is not a taxing authority and must defer to the Town of Huntington. Mr. Athanas will be in contact with Peter Miller, the Chief of the Greenlawn Fire Department regarding this issue.

APPOINTMENT OF ABSENTEE BALLOT DESIGNEE & ACTING DISTRICT CLERK – APRIL 2, 2024

Motion by Mrs. Shore to appoint Mr. Ryan Athanas, Director of the Harborfields Public Library, or his designee, for the purpose of accepting absentee ballots for the Harborfields Public Library Budget Vote and Trustee Election to be held on Tuesday, April 2nd, 2024.

Second, Mrs. Rieger.

AYES: ALL. Motion carried.

Motion by Mrs. Shore to appoint Mrs. Katherine Rath to serve as Acting District Clerk at the Harborfields Public Library Budget Vote and Trustee Election on Tuesday, April 2nd, 2024.

Second, Mrs. Rieger.

AYES: ALL. Motion carried.

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SCLS ANNUAL BUDGET

Mr. Athanas distributed the annual SCLS Budget for review by the Board. The Board will vote on this budget at the November meeting.

PUBLIC PARTICIPATION

There was no public participation.

ADJOURNMENT

Motion by Mrs. Shore, seconded by Dr. Hilgeman, to adjourn the meeting. There being no further business, the meeting was adjourned at 11:32 a.m.

Respectfully submitted,

Katherine Rath for
Ellen Rieger, Secretary