

**BOARD of TRUSTEES**  
**Regular Meeting**  
**May 25, 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 no public participation.

**CALL FOR NEW BUSINESS**

- Disposition of Surplus Property Policy
- Social Worker

**APPROVAL OF MINUTES**

Motion by Dr. Hilgeman to approve the minutes of the Board Meeting of April 27<sup>th</sup>, 2023, as presented.

Second, Mrs. Shore.

AYES: ALL. Motion carried.

**FINANCIAL REPORTS**

Motion by Mrs. Rieger to approve the financial reports for the period ended April 30<sup>th</sup>, 2023, as presented.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

Motion by Dr. Hilgeman to approve the payment of the following Warrants for May, 2023:

Supplemental Warrant for Payroll, dated April 30<sup>th</sup>, 2023, in the amount of \$171,640.31.

Warrant 5-23-1	\$ 123,086.38
Warrant 5-23-2 Gift Fund	\$ 713.75
Warrant 5-23-3 Capital	\$ 25,553.84
Warrant 5-23-4 Debt Service	\$ 559.50

Second, Mr. Clemens.

AYES: ALL. Motion carried.

Mrs. Spinelli, Treasurer, reviewed the financial statements, warrants and payroll records for the May 12<sup>th</sup> and the May 26<sup>th</sup>, 2023, payrolls and Mrs. Shore, Finance Officer, reviewed and approved the Payroll Registers for the May 15<sup>th</sup> and the May 26<sup>th</sup>, 2023, payrolls.

**DIRECTOR'S REPORT**

- **Pillar Quiet Pods:** The Quiet Pods were delivered successfully and assembled onsite by, Mike Cronin, Vinny Caputo and Ryan Athanas. Ally Schaefer also contributed her Cricut skills and outfitted the doors of both pods with "A Gift from Friends of the Harborfields Library" emblem. Since installation, they have been heavily used by our adult and teen patrons for phone calls, skyping, studying, work and private computer usage and we are receiving very positive feedback.
- **Cars and Coffee at the Library:** On May 21st, HPL hosted its first "Cars and Coffee" event in the front circle. We had a great turnout, raising \$331 for the Friends after asking for a suggested donation of \$10 per participating car. The library supplied bagels and Deli 51 in Greenlawn generously donated the coffee for the event. The People's Choice Award was given to the Spooners for their 1939 Packard. Thank you to all participants and to Deli 51 for helping to make the day great!
- **Outdoor Seating Area on Broadway:** The solar charging pole was installed a few months ago in the paved outdoor seating area to the left of the Broadway entrance and has seen some sporadic use. We anticipate more usage as patrons realize it is there and as the weather improves.
- **Concrete Repair:** After observing some undermined and crumbling concrete around the exterior of the building, we had a company affiliated with our landscapers come and repair many of the areas around the foundation and some additional areas at the handicap entrance. The repair has improved the look and stability of those areas and the expense was budget-friendly.
- **Children's Garden:** Mr. Athanas thanked Mrs. Moisan and staff for their work on the Children's Garden. It looks great and we are receiving many compliments, especially about the rain barrel with flower stickers.
- **High School Intern Program:** The high school interns have been extremely helpful to Mrs. Moisan in the Children's Department and have recently been assisting with the plantings in the Children's Garden and with maintaining the fish and fish tank in the room. She has greatly appreciated participating in this program and working with these young people.
- **Centerport Beach Donated Bench:** The Trex bench, donated by HPL earned through our sustainability & plastic film recycling program, was placed at the Senior Center at Centerport Beach and is appreciated by the Town of Huntington and local residents.

May 25<sup>th</sup>, 2023 Board Minutes – Page 2**DIRECTOR'S REPORT (Continued)**

- **Bicycle Pump:** We have installed a bicycle pump next to the outdoor bicycle rack near the Ann Street entrance through the efforts of Mrs. Meglio and the Sustainability Committee. Not only will this help our patrons, but a few members of our staff who live locally have been trying to ride their bicycles to work with the hopes of encouraging others to reduce carbon emissions.
- **Dumpster for Recycling of Cardboard:** We recently met with our sales rep from Winters Bros. regarding adding an additional dumpster for the recycling of cardboard and newspaper following our Sustainability Initiative. This container is on wheels and sits next to the trash container. The library is investigating the costs to extend the fence to accommodate housing both containers. After negotiating the removal of fuel surcharges from our billing, the cost of the additional dumpster will not significantly increase our monthly costs. However, if the Town of Huntington changes their policies on including libraries in their recycling programs in the future, we will no longer require this dumpster.
- **Landscaping on Broadway Lawn:** One of the larger beds on the Broadway lawn was recently replanted, thanks to the efforts of Library Staff, with native plants and follows the guidelines for participating in the Suffolk Alliance for Pollinators' "Pollinator Pathway", which means we are a part of "public and private pesticide-free corridors of native plants that provide nutrition and habitat for pollinating insects and birds." Additionally, a big thank you to the Centerport Garden Club for replanting beautiful flowers in the circle around the flagpole. Their support of the library is greatly appreciated.
- **Columns at the Broadway Entrance:** Mr. Athanas recently met with Architect, John Tanzi, regarding the columns at the Broadway entrance. Unfortunately, these columns have been degrading and are beginning to not just look unsightly but may also cause safety issues if not repaired or replaced. Mr. Tanzi inspected the columns, free of charge, and recommended that they be replaced within the next 2 years. They are structural elements and it was determined that they are wood cylinders with the caps and bases made of metal. Proposals will be forthcoming.
- **Sidewalk Repair:** There are increasing safety concerns regarding the buckling of the sidewalk surrounding the library. Mr. Athanas contacted a mason that came and shaved down one of the worst areas, but additional work on all of our sidewalks will need to be done in the near future.
- **Shredding Event:** On Saturday, April 29<sup>th</sup>, the library hosted its first shredding event of the year. Although it rained heavily, there was an enormous turnout and we even received some notable positive publicity on social media. A big thanks to Susan Hope and Jennifer Handler for organizing the day, and to our Head of Security, Ernie Martinez, for his invaluable help.
- **Broadway Circle Paving Project:** The repaving of the parking circle and addition of an ADA compliant curb on Broadway will begin on Tuesday, May 30<sup>th</sup>, and we anticipate that it will take about one week to complete. We have contacted affected groups regarding more limited parking for their meetings. We look forward to having an improved parking area with better access for our patrons.
- **Pull-down Attic Stairs:** The long overdue installation of the pull-down attic stairs is scheduled to begin on May 31<sup>st</sup>. This will allow our staff and outside contractors easier and safer access to that part of the building.
- **Computer Services:** Mr. Athanas and Sam Lellis have begun transitioning the library staff over to Google Workspace. This is a significantly more modern system and will allow file sharing outside the library and on mobile devices via Gmail. This will be a huge change and Sam will be training the staff on the new system.
- **Public Computers:** All public computers have now been replaced and upgraded to Windows 11 thanks to Sam Lellis. We are working with Envisionware on adding the web-based patron reservation system, CloudNine, which includes public computers, study room signup, and laptops.
- **Kitchen Meeting Room:** Linda Meglio, Mike Cronin and Vinny Caputo have been diligently working on a light refresh of the Kitchen Meeting Room. We were able to purchase and install new energy efficient appliances including a refrigerator, oven/range top, dishwasher and microwave.

**ASSISTANT DIRECTOR'S REPORT**

- **Friends' Luncheon:** The Friends of Harborfields Library held their annual luncheon on May 5<sup>th</sup> and invited all members and some library staff who participate in helping them with the Bookshop and other events. It is a nice opportunity for the volunteers to get to know each other, acquaint themselves with the library staff and be thanked for their tremendous volunteer efforts for the library.
- **Friends of the Library Scholarship:** Mrs. Meglio was happy to be a part of the Friends Scholarship Selection Committee and noted that (3) scholarships were awarded to deserving graduating seniors of Harborfields High School who are college/vocational school bound.
- **Long Island Library Conference:** Mrs. Meglio attended the annual Long Island Library Conference 2023 and found the program on Diversity, Equity and Inclusion (DEI) especially interesting and important for our Sustainability Initiative. In 2020, a group of Library Administrators came together to address the issue of DEI in libraries. Together, they created a toolkit which is a 58-page document that outlines a way that libraries can give equal access to opportunities by encouraging diverse candidates to pursue Library Sciences. It also encourages staff to discover the resources that would help in establishing and retaining a diverse working environment. Mrs. Meglio will be doing additional research on the topic of DEI in the future.
- **Homeless Training Institute Staff Training:** Mrs. Meglio will continue to spearhead training for staff through the Homeless Training Institute's online modules. The ultimate goal of this training is to empower staff to amicably avoid conflicts with patrons and with community members with special needs who may be homeless or suffering from mental health issues. This lends itself to the push for inclusion within our community, especially at the library.
- **Summer Reading Clubs:** The annual Summer Reading Clubs will begin at the end of June and staff is looking forward to excellent patron participation. They are already busy with preparing decorations and prizes and, in some instances, are repurposing older décor items from the library in order to be more sustainable. We look forward to seeing what the summer has in store!

**May 25<sup>th</sup>, 2023 Board Minutes – Page 3****DEPARTMENTAL REPORTS**

The Board reviewed and discussed the Departmental Reports regarding April, 2023, activities. It was noted that the staff's enthusiasm regarding their work is obvious and appreciated. The Board also complimented Mr. Athanas and Mrs. Meglio for their excellent teamwork.

**PERSONNEL REPORT**

There was no Personnel Report this month.

**CORRESPONDENCE**

The Board reviewed a thank you letter from the President of the LI Science & Engineering Fair President, Mrs. Angela Lukaszewski, as attached.

**OLD BUSINESS****TRUSTEE TRAINING**

The newly mandated requirements for Trustees dictate that each Board member must complete two years of training annually. In an effort to provide relevant training, Kevin Verbesev will offer a 2-hour discussion on library law at the South Huntington Public Library on Thursday, July 13th @ 6:30 p.m. Trustees should advise Mr. Athanas if they will attend. Trustees that are unable to attend will be offered an alternative session.

**NEW BUSINESS****DISPOSITION OF SURPLUS PROPERTY POLICY**

The Board reviewed and discussed the proposed Disposition of Surplus Property Policy. Suggested amendments include adding the possibility of donations to charities, as well as increasing the threshold amount for allowing the Director to dispose of surplus property without prior Board approval. Mr. Athanas will present an amended draft for review at the June meeting, therefore this item is TABLED until June 22<sup>nd</sup>, 2023.

**SOCIAL WORKER**

There has been an increasing call for help for patrons in need and sometimes the knowledge required to provide this help extends past the training of library staff. In answer to this need, there has been a survey sent to all Suffolk Libraries whether their library would benefit from the services of a Social Worker. Social Workers would assist patrons with short-term counseling, would provide information and referrals, case management services linking patrons to benefits and entitlements, community resources and legal assistance, could co-facilitate workshops, or provide presentations to patrons and staff. Currently, we are attempting to share costs and the social worker would work at other libraries. As we are waiting on additional information at this time, this is TABLED until the Board meeting on June 22<sup>nd</sup>, 2023.

**DEACCESSION REPORT**

Motion by Mrs. Shore to accept the Deaccession Report dated 5/24/23, as attached.

Second, Mrs. Rieger.

AYES: ALL. Motion carried.

**BALDESSARI & COSTER ANNUAL AGREEMENT**

The Board reviewed the proposed agreement from Baldessari & Coster, the library's accountants. It was noted that the maximum fee for the annual audit and related services will not exceed a total of \$12,250, which represents an increase of \$400 over last year's contract.

Motion by Mrs. Rieger to authorize Mr. Athanas, Library Director, to sign the Proposal of Services Agreement from our auditors, Baldessari & Coster, dated April 26, 2023, as attached.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

**BOARD MEETING TIME CHANGE**

Motion by Mr. Clemens to change the time of the Board meeting on June 22<sup>nd</sup> from 7:00 p.m. to 10:00 a.m.

Second, Mrs. Shore.

AYES: ALL. Motion carried.

**PUBLIC PARTICIPATION**

There was no public participation.

**ADJOURNMENT**

Motion by Dr. Hilgeman, seconded by Mrs. Shore, to adjourn the meeting. There being no further business, the meeting was adjourned at 11:36 a.m.

Respectfully submitted,

Katherine Rath for  
Ellen Rieger, Secretary