

BOARD of TRUSTEES
Regular Meeting
July 27, 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 10:02 a.m. by Renee Boyer, President.

PUBLIC PARTICIPATION

There was no public participation.

CALL FOR NEW BUSINESS

- Column Repair
- Server Replacement

APPROVAL OF MINUTES

Motion by Mrs. Shore to approve the minutes of the Board Meeting of June 22nd, 2023, as presented.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

Motion by Dr. Hilgeman to approve the minutes of the annual Reorganization Meeting on July 11th, 2023, as presented.

Second, Mr. Clemens.

AYES: 4. Renee Boyer abstained. Motion carried.

FINANCIAL REPORTS

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

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

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

Supplemental Warrant for Payroll, dated June 30th, 2023, in the amount of \$169,080.70.

Warrant 7-23-1 (*Visa Only – Paid 7/20/23)	\$ 3,617.49
Warrant 7-23-2 Gift Fund (*Visa Only – Paid 7/20/23)	\$ 100.00
Warrant 7-23-3	\$ 255,475.33
Warrant 7-23-4 Gift Fund	\$ 4,406.43

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

*Board approval to pay the FNBLI Visa bill by the due date, but before the Board Meeting on 7/27/23, was given at 7/11/23 Reorg meeting.

Mrs. Spinelli, Treasurer, reviewed the financial statements, warrants and payroll records for the July 7th and the July 21st, 2023, payrolls and Mrs. Shore, Finance Officer, reviewed and approved the Payroll Registers for the July 7th and the July 21st, 2023, payrolls.

DIRECTOR'S REPORT

- **Carolyn Streitwieser:** Carolyn Streitwieser, longtime library patron and employee from 1976-1981, passed away on July 3rd at age 92. Carolyn was an active member of our community and was involved with the library from the very early days of its existence. Her family requested that people make donations to the library in lieu of flowers. Our thanks to her family and to Carolyn for her dedication to HPL.
- **Mark D. Troup:** Sadly, we recently learned of the untimely passing of Mark Troup, the son of HPL retiree Cyndy and her husband, Dennis. Dennis and his family also lost Cyndy in 2020, so this is another difficult blow for the family. A memorial mass will be held in Mark's honor on Saturday, August 26th at 11:00 a.m. at Our Lady Queen of Martyrs Church in Centerport.
- **100-Year Anniversary of the HPL Building:** The Harborfields Public Library was established in 1970, but the old part of the building that functioned as the Greenlawn School, later the Broadway School, was built in 1924 and will be 100 years old in August of 2024. With the help of the GCHA, the library intends to showcase photos depicting the history of the building in the library's Art Gallery in celebration of the 100-Year anniversary. Additionally, Mrs. Meglio is trying to work with the Town of Huntington on establishing an historical designation sign for the building to coincide with the anniversary.
- **Town of Huntington Archives 2022 Read, Learn, Discover Exhibit:** Andrew Raia, Town Clerk, and Antonia Mattheou, Town Archivist, presented Mr. Athanas with a certificate recognizing Harborfields Public Library for their participation in the "Read, Learn, Discover" 2022 Exhibit presented by the Town of Huntington Jo-Ann Raia Archives and for the "Library's inspiration towards the community".
- **Sidewalk Repair Project:** Mignones Masonry finished the sidewalk repair project and corrected many of the issues with the heaving of the original cement slabs that were installed during the 2003-2005 building renovation. The new cement work is now anchored to the curbs with rebar and should better withstand winter weather. Additionally, where the cement was not ripped up and replaced, they were able to shave, grade and better transition the old slabs with the newly poured areas, significantly improving potentially hazardous areas.

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- **DeGroot Landscaping:** There is a large, overgrown shrub that is undermining the exterior of the building on the corner of Wyckoff and Broadway. Mrs. Meglio has been in contact with Joe DeGroot, who provided an estimate of \$1,200 to remove it, and we hope to have it replaced with something better suited to that area in the coming months.
- **Parking Lot Upgrades:** Since the repaving of the parking lot, Mike Cronin would like to add some rubber parking stops to prevent cars from driving up onto the curbs and sidewalks as a part of maintaining the integrity of the new cement curbs and keeping areas safe and accessible for all.
- **Repurposing of Space:** After visiting the Bayport-Blue Point Library and admiring their Podcasting/Music Room, Mr. Athanas and Mrs. Meglio thought about repurposing some current space in the library for similar for use by our patrons. We are currently using the room situated between the GCHA Office and the Little Book Shop, for storage of A/V items and items for publicity, and programs. Mr. Athanas and Mr. Cronin thought that the sub-electrical room across from the Programs & Publicity Office could be repurposed for storage of these items instead. It isn't a good space for public use, but would be perfect for basic storage after some cleaning, painting and improvements. Mr. Cronin will begin the conversion and, once the storage items are moved in, a plan for the new public space will be discussed.
- **Greenlawn Nights:** The Greenlawn Civic Association once again hosted its annual "Greenlawn Nights" event on July 26th. The library's amazing staff attended to provide services, give out coupons to the Little Book Shop, provide small giveaways and once again, man the SLED from SCLS booked by Mrs. Moisan, who was later interviewed by the Long Islander Newspaper regarding the library's participation. This continues to be an incredibly positive night for the community and the library's presence is greatly appreciated by the residents. Mr. Athanas, who also attended, sincerely thanked volunteers Mrs. Moisan, Melissa Gabrielle, Ally Schaefer, Mike Cronin, Elizabeth Lockwood, Liz Yorio, Taylor Kinsley, Max Stratton and Arlee Peterson for their tremendous contribution in making the evening special for all. The library will also attend the second designated night of the event on August 9th.

ASSISTANT DIRECTOR'S REPORT

- **Staff Training:** The staff attended an hour-long training session on June 30th entitled "How to Back-up a Co-Worker During a Crisis" offered by Ryan Dowd's Homeless Training Institute. It was a valuable session for all. Mrs. Meglio noted that our Circulation staff is excellent at diffusing many situations before they become a concern and thanked them for their excellent customer service.
- **Sustainability:** The "Giving Garden" is doing exceptionally well and is yielding produce that is donated to local food pantries and residents. Mrs. Meglio thanked our staff, Kim McCarthy, Mary Kim and Ikuko Kang, and teen volunteers for their dedication.
- **Little Free Vegetable Stands:** HPL Page, Maxmillian Stratton, was working towards attaining the rank of Eagle Scout. As a part of this certification, his project was to build (2) vegetable stands to be donated to both the library and the GCHA's Gardner Farm. Both stands were completed, delivered and have been set-up to provide produce for those in need. Similar to the "Little Free Pantry", the "Little Free Vegetable Stands" have fresh produce from the library's Giving Garden and from the farm that is being picked up by members of our community. Both stands have been busy and have been well-received by our residents.
- **Greenlawn Nights:** Mrs. Meglio is looking forward to attending Greenlawn Nights on August 9th and noted that Mrs. Moisan's participation has been invaluable, especially since she was able to book the SCLS SLED for both dates. She also thanks all staff who volunteered to participate in the event.
- **Trustee Training:** Mrs. Meglio attended a presentation given by Kevin Verbesey at the South Huntington Library as a part of the required annual Trustee training called "Public Library Trustees & the Law". She found it to be very informative.
- **Employee Handbook:** The entire Administrative staff of the Business Office is working on updating and revising the current HPL Employee Handbook. Since this document exists in place of a union contract, it is an important item for employees and the administration in establishing the policies that govern the staff and language laws and procedures must be kept up-to-date. Mr. Athanas set it up in a shared Google Docs folder, which allows everyone to make their revisions and revisions will be shown to everyone on the "shared" list.
- **Centennial Celebration – 100 Year Anniversary:** Mr. Athanas, Mrs. Meglio and Claudia Fortunato, Executive Director of the Greenlawn-Centerport Historical Association, have been discussing the possibility of holding a Centennial Celebration for the 100-year anniversary of the building. Part of the plan also includes contacting the Town of Huntington to request an historical marker plaque designating or recognizing the building's historical significance. Since the Town only grants two signs per year based upon an application and waiting list process, we may have to pay for the plaque ourselves. However, we are hoping that the Friends of HPL would help to cover the cost, which is estimated to be approximately \$1,300.
- **Summer Reading Club Stats:** Mrs. Meglio was excited to tell the Board that the 2023 SRC statistics are truly back to pre-COVID numbers with (450) children, (123) young adults & (250) adults enrolled in the club this summer.
- **Library Visits:** Mrs. Meglio and Mrs. McCarthy will be taking a one-day road trip in order to visit libraries across Long Island. Since many libraries have great ideas regarding inventive spaces within their building and with services offered, it is being used as an information gathering exercise. They will share their findings with the Board.

DEPARTMENTAL REPORTS

There were no Departmental Reports this month due to Summer Reading Club activities, but Mr. Clemens thanked Building Supervisor, Mike Cronin, for his extraordinary service to outside groups who meet at the library and need special accommodations.

PERSONNEL REPORT

Motion by Mrs. Shore to accept the resignation letters from Ryan McNally and Colette Albertson, as attached.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

Motion by Mrs. Shore to accept the Personnel Report dated July 27th, 2023, as attached.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

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CORRESPONDENCE

The Board reviewed a thank you email from Robin Espinola, as attached.

STATISTICS

The Board reviewed the statistics and Mrs. Meglio noted that she will be removing the “Printed Pages” and “Pages Not Printed” stats under the “Computer Services Report” from future stats as our software is no longer able to properly track these numbers due to wireless access and other mitigating factors.

OLD BUSINESS

REVISION OF BYLAWS

Kevin Verbese held a training unit called “Public Library Trustees & The Law” on Thursday, July 13th, 2023 @ 6:30 p.m. at the South Huntington Public Library. Mr. Clemens, Dr. Hilgeman, Mr. Athanas and Mrs. Meglio were in attendance and Mr. Verbese discussed requirements of language regarding indemnification being included in bylaws. After this discussion, it was found that our current bylaws did not contain a Trustee, Officers and Staff indemnification, but should. Therefore, Mr. Athanas presented a revised version for approval which supersedes the version approved at the annual reorganization meeting on July 11, 2023.

Motion by Mrs. Rieger to approve and accept the revision of Bylaws as presented and attached.

Second, Mrs. Shore.

AYES: ALL. Motion carried.

MINIMUM STARTING SALARIES CHART

The Board reviewed the current Minimum Starting Salaries Chart and did not make any changes.

TRUSTEE EDUCATION POLICY

The Board discussed the new requirements regarding Trustee education at the June 22, 2023 Board meeting.

Motion by Dr. Hilgeman to approve the new Trustee Education Policy as presented and attached.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

INVESTMENT POLICY

This item is tabled until the August 24th meeting or until it has been reviewed by counsel. We will also revisit the Display and Exhibit Policy within the next few months.

NEW BUSINESS

BROADWAY ENTRANCE COLUMN REPAIR

Unfortunately, the columns at the Broadway entrance are in worse repair than originally thought and require replacement. RENU provided a quote for the job, but it was significantly more than expected. Mr. Athanas did some additional research and received excellent recommendations from a number of Suffolk County libraries for Fidele Construction, Inc., who was also willing to provide a quote. The quote provided by Fidele Construction is significantly less, does not cross the bidding threshold, and includes all the necessary specifications.

Motion by Mrs. Rieger to accept the proposal from Fidele Construction, Inc. for the replacement of the columns at the Broadway entrance to be paid from the Capital Fund – budget line TBD based upon available funds.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

REPLACEMENT OF SERVERS

Unfortunately, due to the age of our current servers, Microsoft will no longer support the operating systems and our servers will become obsolete for certain items. Since much of our storage has been moved to the cloud, there are still things like file sharing and archives that should not be stored in the cloud and which would still require a server. However, we no longer require two servers. Our current company, Sourcepass (formerly Total Technology Solutions), has provided a quote to replace one server.

Motion by Mrs. Shore to approve the quote provide by Sourcepass for the replacement of one server not to exceed \$

Second, Mrs. Rieger.

AYES: ALL. Motion carried.

BOARD MEETING TIME CHANGE

Motion by Mrs. Rieger to change the time of the Board meeting on August 24th from 7:00 p.m. to 6:00 p.m.

Second, Mrs. Shore.

AYES: ALL. Motion carried.

PUBLIC PARTICIPATION

There was no public participation.

ADJOURNMENT

Motion by Dr. Hilgeman, seconded by Mrs. Rieger, to adjourn the meeting. There being no further business, the meeting was adjourned at 11:14 a.m.

Respectfully submitted,

Katherine Rath for
Ellen Rieger, Secretary