

BOARD of TRUSTEES
Regular Meeting
August 24, 2023 – 6:00 p.m.

Board Members Present: Renee Boyer, President
David Clemens, Vice President
Joyce Hilgeman, Ph.D., Trustee

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

Absent: Jenny Shore, Finance Officer
Ellen Rieger, Secretary
Cristina Spinelli, Treasurer

PLEDGE OF ALLEGIANCE

The meeting was called to order at 6:22 p.m. by Renee Boyer, President.

PUBLIC PARTICIPATION

There was no public participation.

CALL FOR NEW BUSINESS

- Request from Harborfields Central School District
- Utica Insurance – Umbrella Coverage

APPROVAL OF MINUTES

Motion by Dr. Hilgeman to approve the minutes of the Board Meeting of July 27th, 2023, as presented.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

FINANCIAL REPORTS

Motion by Dr. Hilgeman to approve the financial reports for the period ended July 31st, 2023, as presented.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

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

Supplemental Warrant for Payroll, dated July 31st, 2023, in the amount of \$173,672.19.

Warrant 8-23-1	\$ 142,573.65
Warrant 8-23-2 Gift Fund	\$ 1,213.75

Second, Mr. Clemens.

AYES: ALL. Motion carried.

Mrs. Spinelli, Treasurer, reviewed the financial statements, warrants and payroll records for the August 4th and the August 18th, 2023, payrolls. Mrs. Shore, Finance Officer, will review and approve the Payroll Registers for the August 4th and the August 18th, 2023, payrolls at the next meeting.

DIRECTOR'S REPORT

- Mr. Athanas thanked the staff of the Business Office for their hard work and for keeping library operations running smoothly while he was on vacation.
- Mr. Athanas thanked Mrs. Meglio and the Sustainable Library Committee members. Under their leadership the entire staff worked together and the library received its official certification as a Sustainable Library.
- Carolyn Streitwieser, a former employee (1976-1981) and longtime devoted patron, recently passed away. Mr. Athanas had the opportunity to speak with her family and offer condolences. The family listed the library as a place where friends and family can make donations in her memory.
- Mr. Athanas has scheduled meetings with State Assemblymen Keith Brown and Steve Stern. He is also scheduled to meet with State Senator Mario Mattera. These smaller meetings, with Directors from Town of Huntington Libraries, will replace the annual Legislative Breakfast. The hope is that the smaller meetings will offer a greater opportunity for personal connections and tours of our libraries.
- **Staff Updates:**
 - Mr. Athanas, Mrs. Meglio and Mrs. Moisan have interviewed three candidates for the Children's Librarian position that opened with Alison Schaefer's resignation.
 - Elizabeth Yorio recently gave notice that she will be resigning from her position as a Librarian Assistant in Reference.
- **Building Updates:**
 - **Server Replacement:** New equipment has been ordered and we expect an update in September.
 - **Sidewalks:** The major replacement of uneven sidewalks on the Wyckoff side of the building and towards the rear of the building has been completed.
 - **Bush Removal:** Joe DeGroot Landscaping has removed the overgrown bush on the Wyckoff/Broadway corner of the building. It has been replaced with a planting designed to remain smaller and not undermine the foundation.
 - **Parking Bump Stops:** Mike Cronin and Vinny Capone have installed parking stops on the Wyckoff parking lot spots along the building. The new stops should help prevent cars obstructing or causing a hazard on the heavily used sidewalks.
 - **Columns:** The Broadway replacement columns have been ordered and are expected in September. The replacement columns should closely match the original column design.

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- **Storage Closet / Proposed Public Space:** Mr. Cronin is hard at work converting an old electrical room into a storage closet which will free up what was originally the Principal's Office in the original 1924 section of our building. Early plans are to convert this room into public space.

ASSISTANT DIRECTOR'S REPORT

- **Plastic Free July!**: One lucky patron diligently brought in clear, clean plastic and was the winner in a raffle for a Trex bench.
- **Sustainable Libraries Initiative Certification:** Thanks to the hard work of many staff members, Harborfields Public Library has been officially certified as a "Sustainable Library" as of August, 2023. We've been working towards our certification since September 2021. The press release is up on the SLI site and the presentation can be found on the library's website. The members of the Green Team are planning to host a presentation in October and invite Huntington Town Board Council Members, Library Board of Trustees and community members to celebrate this achievement.
- **Greenlawn Nights!**: August 9th was the second Greenlawn Nights event for 2023 and it was a success. The SLED, on loan from SCLS, was a big hit and our presence was most definitely noted and appreciated by many in the community.
- **Summer Library Tour:** Kim McCarthy and I visited (22) libraries in Suffolk County as part of the Summer Library Tour. It was remarkable to see how unique each library is. We had our favorites, but there was something worth noting in all of them. We picked up some good ideas along the way.
- **Memorial Tribute:** A member of our community inquired about possible placement of a memorial in her son's name at the library, as he was an avid HPL user. The Board discussed the possibility of making a standard policy for future memorial dedications, including maybe allowing the purchase of engraved bricks in the front circle. There will be more discussion on this topic at a later meeting.
- **Staffing Changes:** Both, Ally Schaefer, Children's Librarian, and Liz Yorio, Librarian Assistant, gave notice of their resignations this month. We wished them well. Their talents will be missed.
- **Rave Mobile Safety App:** I attended a presentation at SCLS on the Rave Mobile Safety App. SCLS has coordinated the purchase of this app for member libraries who wish to take part. The Rave app can quickly and reliably send mass text alerts across multiple modes of communication in seconds with an easy-to-use text alert system, has an alert or "panic button" type notification that instantly connects administration and other staff with emergency management services for medical, fire, and police, and send critical facility info for the response team. Other features include improved communication to alert staff and an option of conducting drills and testing procedures. Signing up for this service through SCLS would significantly enhance our current security measures and is worth considering.
- **Teen Summer Reading Club:** Kim McCarthy and Mary Kim hosted the end of the YA Summer Reading Club party on August 14th and had a great turnout with almost 40 teens enjoying food, games and an ice cream truck. Fun was had by all!

DEPARTMENTAL REPORTS

There were no Departmental Reports this month due to Summer Reading Club activities, but Mr. Clemens again thanked Building Supervisor, Mike Cronin, for his extraordinary service to the library. Mike has been tackling numerous labor intensive projects which require advanced skills that could have been subbed out to contractors but that were completed by Mike and his staff during their normal schedules, saving the library a significant amount of money. Mr. Clemens, the Board, Mr. Athanas and Mrs. Meglio agree that the library is very lucky to have Mr. Cronin on staff.

PERSONNEL REPORT

Motion by Dr. Hilgeman to accept the resignation letters from Lindsay Sung, dated July 31st, 2023, and from Ella Short-Eigenbrod, dated August 16th, 2023, as attached.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

Motion by Dr. Hilgeman to accept the Personnel Report dated August 24th, 2023, as attached.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

CORRESPONDENCE

The Board received a letter from the Harborfields Central School District, as attached. See additional details under "New Business".

STATISTICS

The Board reviewed the statistics for July, 2023.

OLD BUSINESS**MEMORANDUMS OF UNDERSTANDING**

The Board reviewed the changes to the MOU's for Mr. Athanas and Mrs. Meglio as discussed at the annual reorganization meeting on July 11th, 2023. The Board had previously made a motion to allow the President to sign these agreements pending the changes from Lamb & Barnosky, which were provided this week. These signed MOU's will be kept on file in the library's Office of Human Resources and are therefore not attached.

INVESTMENT POLICY

This item is tabled pending review by our auditors, Baldessari & Coster.

NEW BUSINESS**INSURANCE – UMBRELLA POLICY**

Mr. Athanas presented information regarding our current Umbrella Policy coverage through Utica National Insurance. Per the attached information from Borg and Borg, Mr. Athanas would like to revisit our current liability amounts. However, due to the absence of two Board members, this item is tabled until the September 28th, 2023, meeting.

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NEW BUSINESS (Continued)

HARBORFIELDS CENTRAL SCHOOL DISTRICT REQUEST

The Board discussed the attached letter from HFCS D’s Superintendent of Schools, Dr. Rory Manning.

Motion by Dr. Hilgeman to grant permission to the HFCS D to use the library as an emergency alternate reunification site for the students and faculty of the Oldfield Middle School should the need arise.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

GREENLAWN-CENTERPORT HISTORICAL ASSOCIATION RENTAL AGREEMENT

The Board reviewed the proposed annual rental agreement between the library and the Greenlawn-Centerport Historical Association for the period of August 31st, 2023 through August 30th, 2024 and discussed the need for some clarification of language and/or revisions. Therefore, this item is tabled until such time that it may be reviewed by our attorneys, Lamb & Barnosky.

NYLA CONFERENCE 2023

Mr. Clemens requested that this item be tabled since two fellow Board members are not in attendance. Therefore, this item is tabled until September 28th, 2023.

PUBLIC PARTICIPATION

There was no public participation.

ADJOURNMENT

Motion by Dr. Hilgeman, seconded by Mr. Clemens, to adjourn the meeting. There being no further business, the meeting was adjourned at 7:55 p.m.

Respectfully submitted,

Katherine Rath for
Ellen Rieger, Secretary