

BOARD of TRUSTEES
Regular Meeting
September 28, 2023 – 10:00 a.m.

Board Members Present: 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: Renee Boyer, President
Cristina Spinelli, Treasurer

PLEDGE OF ALLEGIANCE

The meeting was called to order at 10:08 a.m. by David Clemens, Vice President.

PUBLIC PARTICIPATION

There was no public participation but Rhiannon Angeles, recently hired as a full-time Librarian I in the Children's Department, stopped in to meet the Board.

CALL FOR NEW BUSINESS

- Historical Marker for Library

APPROVAL OF MINUTES

Motion by Mrs. Rieger to approve the minutes of the Board Meeting of August 24th, 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 August 31st, 2023, as presented.

Second, Mrs. Shore.

AYES: ALL. Motion carried.

Motion by Mrs. Rieger to approve the payment of the following Warrants for September, 2023:

Supplemental Warrant for Payroll, dated August 31st, 2023, in the amount of \$176,552.28.

Warrant 9-23-1	\$ 113,402.35
Warrant 9-23-2 Gift Fund	\$ 2,513.94
Warrant 9-23-3 Capital Fund	\$ 32,251.00

Second, Mrs. Shore.

AYES: ALL. Motion carried.

Mrs. Spinelli, Treasurer, reviewed the financial statements, warrants and payroll records for the September 1st, September 15th and the September 29th, 2023, payrolls. Mrs. Shore, Finance Officer, reviewed and approved the Payroll Registers for the August 4th, August 18th, September 1st, September 15th and September 29th, 2023, payrolls.

DIRECTOR'S REPORT

- **Director's Meeting @ Lindenhurst PL**
- **NYLA – State Aid**
- **Book Banning**
- **2023 Trustee Handbook**
- **PLDA Golf Outing**
- **COVID Update**
- **Trustee Training**
- **Staff Updates – Civil Service Process w/ Rhiannon, P/T Reference Librarian, P/T Technical Services Clerk**
- **Server Replacement**
- **Column Update**
- **Storage Closet/Principal's Office Update**
- **E/V Parking Spots – Construction Grant**
- **Gold Star Children's Author Event**
- **Mom's for Liberty (Ratedbooks.org)**
- **2022-2023 Audit Results – 270K Unspent**

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ASSISTANT DIRECTOR'S REPORT

- **Library Tours (Library of Things - Advertising in Newsletter – Asking for Donations from Community, Sachem – Story Walks & Outdoor Classrooms)**
- **LILRC Grant for Podcasting Equipment**
- **Sustainable Libraries Initiative Certification – Certificate Framing & Hanging, Celebration**
- **SCLS Workshop on Stress Management (Stress High, Engagement Low - Bollerman)**
- **Giving Garden**
- **Little Free Pantry – Community Member**
- **Employee Handbook**

DEPARTMENTAL REPORTS

The Board reviewed and discussed the Department Reports, agreeing that there are many wonderful things happening at HPL.

PERSONNEL REPORT

Motion by Mrs. Shore to accept the Personnel Report dated September 28th, 2023, as attached.

Second, Mrs. Rieger.

AYES: ALL. Motion carried.

CORRESPONDENCE

The Board reviewed a letter from Harborfields High School, an email from Susie Fairchild, a donation from Barbara Feinstein and news articles regarding NYS Construction Aid, Greenlawn Nights, and Johnny Gadamowitz – “The Voice of The Brooklyn Cyclones”, as attached.

STATISTICS

The Board reviewed the statistics for August, 2023.

OLD BUSINESS

INVESTMENT POLICY

The Board reviewed and discussed the recently updated Investment Policy after some minor revisions were suggested by our auditors, Baldessari & Coster, LLP.

Motion by Dr. Hilgeman to accept the revised Investment Policy, as attached.

Second, Mrs. Rieger.

AYES: ALL. Motion carried.

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 asked the Board if they would like to revisit our current elections for liability amounts after having completed a comparative assessment.

Motion by Dr. Hilgeman to lower our current liability on our Umbrella Policy from \$10 million to \$7 million, per the attached schedule. Since this change in coverage is taking place after the beginning of the annual contract, which is July 1st, 2023, any credits or refunds received may be prorated.

Second, Mrs. Rieger.

AYES: ALL. Motion carried.

GREENLAWN-CENTERPORT HISTORICAL ASSOCIATION RENTAL AGREEMENT

The Board reviewed and discussed the GCHA Annual Rental Agreement, which has been recently revised by Mr. Athanas and our attorney, Mr. Bob Cohen, as the language had not been updated in many years and some items required clarification.

Motion by Dr. Hilgeman to allow the President of the Board, Renee Boyer, to sign the revised Annual Rental Agreement between the library and the Greenlawn-Centerport Historical Association for the period of August 31st, 2023 through August 30th, 2024.

Second, Mrs. Shore.

AYES: ALL. Motion carried.

NYLA CONFERENCE 2023

Mr. Clemens, Vice President of the Board, would like to attend the 2023 NYLA Annual Conference which will take place Wednesday, November 1st – Saturday, November 4th, 2023, in Saratoga Springs and has requested that the library pay for the cost of his registration and ½ of his hotel fees.

Motion by Mrs. Rieger to have the library cover the cost of registration and ½ of the hotel accommodation fees for Mr. Clemens to attend the 2023 NYLA Annual Conference in Saratoga Springs.

Second, Mrs. Shore.

AYES: 4. Mr. Clemens Abstained. Motion carried.

NEW BUSINESS

DISTRACTED DRIVER POLICY

As a part of a recent audit by our insurance company, Utica National, they have requested that we adopt a Distracted Driver Policy for all employees of the library, which has been reviewed by our attorneys, Lamb & Barnosky.

Motion by Mrs. Shore to accept the Distracted Driver Policy, as attached, and to add it to our Employee Handbook.

Second, Mrs. Rieger.

AYES: ALL. Motion carried.

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NEW BUSINESS (Continued)

GREENLAWN CIVIC ASSOCIATION

Motion by Mrs. Rieger to host the Greenlawn Civic Association's *Annual Meet at the Tree* on December 2nd, 2023, and the *Annual Menorah Lighting* on December 7th, 2023 (dated to be verified).

Second, Dr. Hilgeman.

AYES: 4. Mr. Clemens Abstained. Motion carried.

Motion by Mrs. Rieger to allow the Knights of Columbus to place a Nativity display on library property for the 2023 holiday season beginning December 2nd and ending December 30th, 2023.

Second, Dr. Hilgeman.

AYES: 4. Mr. Clemens Abstained. Motion carried.

HISTORICAL MARKER for HPL

Mr. Athanas presented potential language to be included on an official Town of Huntington Historical Marker that will be purchased by the library to commemorate the 100-year Anniversary of the HPL building, formerly the Greenlawn School, dedicated in 1924. Mr. Athanas will email the Board once the Town approves the marker.

PUBLIC PARTICIPATION

There was no public participation.

ADJOURNMENT

Motion by Mrs. Rieger, seconded by Dr. Hilgeman, to adjourn the meeting. There being no further business, the meeting was adjourned at 11:26 a.m.

Respectfully submitted,

Katherine Rath for
Ellen Rieger, Secretary