



LIBRARY BOARD of TRUSTEES
Regular Meeting
February 26, 2026 – 10:00 a.m.

Board Members Present: Jennifer Shore – President, Dr. Joyce Hilgeman – Secretary,
David Clemens – Trustee

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

Absent: Ellen Rieger – Vice President, Renee Boyer – Finance Officer,
Cristina Spinelli – Treasurer

PLEDGE OF ALLEGIANCE

The meeting was called to order at 10:07 a.m. by Jennifer Shore, President.

PUBLIC PARTICIPATION

There was no public participation.

CALL FOR NEW BUSINESS

There was no new business added to the agenda.

APPROVAL OF MINUTES

Motion by Dr. Hilgeman to approve the minutes of the regular Board Meeting minutes of January 22nd, 2026, as presented.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

FINANCIAL REPORTS

Motion by Dr. Hilgeman to approve the financial reports for the period ended January 31st, 2026, as presented.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

Motion by Dr. Hilgeman to approve the payment of the following Warrants for February, 2026:

Supplemental Warrant for Payroll, dated January 31st, 2026, in the amount of \$273,571.19.

Warrant 2-26-1	\$	294,137.22
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Warrant 2-26-2 Gift	\$	2,053.72
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Warrant 2-26-3 Capital	\$	54,375.15
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Second, Mr. Clemens.

AYES: ALL. Motion carried.

Mrs. Spinelli, Treasurer, reviewed the financial statements, warrants and payroll records for the February 13th and February 27th, 2026, payrolls. Ms. Boyer, Finance Officer, will review and approve the records for the February 13th and February 27th, 2026, payrolls at a later meeting.

DIRECTOR'S REPORT

- 1. Snow:** This continues to be a challenging year. Mike Cronin, Pete Mueller and Vinny Capone have been amazing. We have a unique building since we were a school. However, unlike a school district, we do not have a large district staff to call upon and it requires an incredible amount of labor to clear our building.

The following is the typical process when weather reports indicate a snow storm:

- i. Zone Libraries:** Mr. Athanas is in a text group with all of the TOH Library Directors. Texting can start as early as 6:00 a.m. Mr. Athanas, Mrs. Meglio and Mike Cronin then also begin

DIRECTOR'S REPORT (continued)

- ii. texting so that a decision to close or delay by 7:15 a.m. can be made. Finally, each of the Directors post their library's status to a county-wide emergency closings website.
- iii. **Outside agencies:** Mr. Athanas receives TOH and Suffolk County emergency alerts and monitors the HF School District.
- iv. **Maintenance:** The most important parts of the final decision come from the Maintenance Department. We take into account available staff, ability to get to the building, availability of the plow company, and severity of the storm. It takes 2-3 hours to clear an average snowfall due to the fact that we have six entrances, four lots and about a thousand feet of library sidewalks. Since the library opens to the public at 10:00 a.m., we have been able to open on time in previous snowfalls with maintenance staff arriving at 7:00 a.m. and utilizing our current equipment, which is one tractor with a plow, a small handheld blower, and a large 1970's vintage snow blower. Mr. Athanas discussed the need for additional and/or new equipment for the department before next winter.
- v. **Staff:** The safety of our staff is another key component in decision making. We have many staff members that work outside the immediate area, which is taken into account. Staff safety on the roads, and safely getting our staff into the building, are paramount.
- vi. **Board:** When Mr. Athanas is working off of weather predictions versus active weather occurrences, he contacts the Board President to discuss potential delays or closings.
- vii. **Patrons:** To open the building, we ensure that we have cleared all lots, sidewalks and entrances to the best of our ability. Patrons of every age and mobility use our building daily and their safety is another key part of our decision.

Once the decision is made to close or delay...

- viii. Mr. Athanas, Mrs. Meglio and Mike Cronin have a plan in place that includes calling in staff to help with snow removal and their arrival time, calling the plow company, and discussing if we need to pay for additional labor through our plowing company.
- ix. Kathy Rath is also notified to send out the robocalls, emails and texts to staff and Board. The Board President is notified. Sarah Schnepf posts a notice to our webpage and Olivia Madigan posts to social media. Mr. Athanas sets the phone system with a pre-recorded weather message. We then update the SCLS Emergency closing page and text fellow Zone Directors. Daily programs are cancelled and the Children's staff, along with the Programming & Publicity staff, send notifications via email and phone to all patrons registered for programs that day.

Mr. Clemens noted that we may want to add the above procedure to our Emergency Manual. Additionally, the Board wanted to express their sincere gratitude to our Maintenance Department for their hard work with clearing snow, which has ensured that the library was able to safely open for the community.

2. Building Renovation:

- a. The newly updated bathrooms were opened to the public yesterday, 2/25. However, there are still items that will need to be addressed; mainly the stall dividers in both bathrooms and the automatic door opener in the men's room. We expect the representative from the divider company, Bobrick, to meet with our GC later today (2/26). A part was ordered for the opener for the men's room and it is expected early next week. We also ordered (2) additional light fixtures for the back corners of each bathroom, where we believe it is too dark.

DIRECTOR'S REPORT (continued)

- b.** Mr. Athanas will be contacting Keith Brown's office next week to invite him for a photo op and to officially thank him for the \$20k bullet aid. Assemblyman Brown is not running for reelection.
- 3. Telecom:** *Lightpath* came to our building (unannounced) and attempted to run a new fiber line from Broadway into the building. The fiber drop comes from a pole on Broadway, diagonally across our front lawn, under the newly paved circular driveway. Their initial plan was to bore a hole into our driveway in order to run the pipe, but Mr. Athanas asked that they find an alternate route. Roger Reyes, Assistant Director at SCLS is working on our behalf with *Lightpath*.
- 4. Staff:**
 - a.** We welcomed Marie Caputo to our team at Circulation and Alexa Cubicciotti to Children's.
 - b.** We are looking for an additional part-time Maintenance staff member. Both of our current part-time maintenance workers have been covering the hours.
 - c.** Shout out to Ikuko Kang, Amelia Semple and Melissa Gabrielle for their efforts with many new book vendors and with processing materials.
- 5. ILS (Integrated Library System):** Our vendor, *Innovative Interfaces* (now owned by Clarivate), rolled-out a new WebOPAC called VEGA. VEGA addresses all of the new Federal ADA requirements. It is a patron-driven product, which has caused some stress to staff. It is a big change for patrons and staff who are accustomed to using the 20+ year-old online catalog.
- 6. Capital Projects:** Due to weather-related events leading to flooding into the building, we hope to prioritize the repair and upgrade of the front steps and main entrance. The original bluestone steps, which were not changed when we added brick, are breaking and creating a safety hazard. The brick around the steps is also cracking and buckling. Since this will probably be a project that requires us to go through a bidding process, we may want to also consider submitting this as our 2027 Construction Grant Project.
- 7. Social Media:** Karen Mc Hugh has been overseeing the incredible work that the Program & Publicity Department is doing to revamp our social media. We are celebrating the 50th year in this building, so look for more content highlighting this to the community.

ASSISTANT DIRECTOR'S REPORT

- **New Vega Catalog Training:** Sarah Schnepf invited Eileen Keller from PALS at SCLS in Bellport to train staff on the new Vega Catalog on Tuesday, February 10th. The Vega Catalog is up and running and will officially replace the classic catalog that is being retired on March 31st. Unfortunately, we've been hearing feedback from staff and patrons that the new catalog is not as user friendly as the classic catalog, and it seems as though certain simple procedures now require an extra step. But, like anything new, there just might be a period of adjusting to the new features. Additional training in Sierra for staff may be required to supplement the Vega training moving forward.
- **Furniture Update:** Replacement seats for the Children's computer chairs have been ordered. Three chairs for the Children's desk, and a table and (4) additional four chairs for the Teen Room, have also been ordered. If all goes as planned, both the Teen and Children's Rooms, as well as the lobby, will get a nice refresh.
- **The 2025 Annual Report:** Despite Baker and Taylor no longer serving as the portal to enter the library's fiscal year statistics, Mrs. Meglio has been able to work on the report using a draft of last year's questions supplied by SCLS. We are hoping to receive the announcement and login information for a new online reporting platform by April 1st.

ASSISTANT DIRECTOR'S REPORT (continued)

- **Time Capsule Update:** Part-time Reference Librarian Rachel Bram's graduate work emphasized archival studies, so Mrs. Meglio recruited her to assist in putting together the 1924, and 2024, time capsules after receiving an inquiry from a concerned patron regarding putting them back into the cornerstone. Sarah Brown, the Director of the GCHA, also said she would be of assistance. We plan to duplicate, as closely as possible, all of the materials that were in the original 1924 capsule. We are in the process of researching the various materials needed, such as dry archival photo paper, specially treated envelopes for storage of coins & pictures, and acid free tissue paper. By utilizing these special materials, we hope that the items chosen will be preserved properly for the next 100 years.
- **Responding to ICE in the Library:** On February 24th, Mrs. Meglio attended a webinar given by PLA (a division of ALA) on responding to ICE in the Library. It was good to see that our library has been in compliance with some of the recommended suggestions such as marking unauthorized areas. The webinar featured a few libraries that are located in a much bigger library system in Minnesota that were greatly impacted by ICE. They also discussed the importance of staff training on how respond to ICE investigations, what to say & what not to say, and when to enlist the help of local law enforcement. Also highlighted was how staff safety and comfort levels may be impacted by ICE investigations and that libraries are encouraged to maintain good relationships with local law enforcement. Coincidentally, Elizabeth Lockwood suggested ordering additional "red cards", should there be a need.

DEPARTMENTAL REPORTS

The Board appreciated the staff's monthly Departmental Reports and Mr. Clemens noted, in particular, that his recent experience at Circulation was very positive. Although the staff was very busy helping patrons, they took every interaction seriously and were extremely professional. He also generously noted that our employees clearly respect each other, enjoy working together and are happy to help each other.

PERSONNEL REPORT

Motion by Dr. Hilgeman to approve the Personnel Report dated February 26th, 2026, as attached.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

CORRESPONDENCE

- SCLS email regarding being awarded \$20k in Special Legislative Project Funding from local State Assemblyman, Keith Brown.
- Letter from Harborfields High School inviting all senior citizens to the spring theatre production of *Chicago*, taking place on March 25th, 2026 @ 6:00 p.m.
- Thank you card from the family of Shirley Conlin, our friend and former colleague who recently passed.
- Letter from Michael Fairchild expressing his "heartfelt outpouring of love and support for the Harborfields Library".
- Guest Essay, written by Caroline Ash and SCLS Director, Kevin Verbese, entitled "Shore up the NY State Library's foundation: We must allow libraries to continue to grow, not shrink."

STATISTICS

The Board reviewed and discussed the statistics for January, 2026, and noted that the visits to our web page have doubled.

OLD BUSINESS

CAROL ALBANO MEMORIAL & HPL BROADWAY ENTRANCE SIGN

Janice Davis reworked her original design for Carol's memorial and gave some additional mock-ups for the sign. Further discussion with the memorial committee will be necessary before we can give Ms. Davis the approval to move forward.

Janice also created a new design for the Broadway entrance directional signage which was shown to the Board and was well-received. The Board would like to move to the next step on the design and receive an estimate of costs associated with fabrication and installation.

NEW BUSINESS

2026-2027 SCHEDULE OF HOLIDAY CLOSINGS & BOARD MEETING DATES

The Board of Trustees was presented with a list of Holidays, Closings and Board Meeting dates for the 2026-2027 fiscal year.

Motion by Dr. Hilgeman to adopt the 2026-2027 Schedule of Holidays, Closings and Board Meeting dates, as attached.

Second, Mr. Clemens.

AYES: All. Motion carried.

2026-2027 BUDGET BROCHURE

The Board reviewed the 2026-2027 Budget Brochure, which will be made be available to the public on Friday, March 6th, 2026, and will be available on the library's webpage, at all public desks, and in the Business Office.

Motion by Dr. Hilgeman to approve the 2026-2027 Budget Brochure, as attached.

Second, Mr. Clemens.

AYES: All. Motion carried.

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 11:25 a.m.

Respectfully submitted,

Katherine Rath for
Dr. Joyce Hilgeman, Secretary