



**LIBRARY BOARD of TRUSTEES**  
**Regular Meeting**  
**April 24, 2025 – 7:00 p.m.**

- Board Members Present:** Jenny Shore – President, Ellen Rieger – Vice President  
 Renee Boyer – Finance Officer, Joyce Hilgeman, Ph.D. – Secretary  
 David Clemens – Trustee
- Library Staff:** Ryan Athanas – Library Director, Linda Meglio – Assistant Library Director,  
 Katherine Rath – Senior Account Clerk
- Absent:** Cristina Spinelli – Treasurer

**PLEDGE OF ALLEGIANCE**

The meeting was called to order at 7:04 p.m. by Jenny Shore, President.

**PUBLIC PARTICIPATION**

There was no public participation.

**CALL FOR NEW BUSINESS**

There were two “Old Business” items added to the agenda – Bathroom & Kitchen Meeting Room Building Renovation Project & the Dedication in Memory of former Director Carol Albano. Mr. Athanas also noted that he would like to conduct an “Executive Session”, which was not originally included on the agenda.

**APPROVAL OF MINUTES**

Motion by Mrs. Rieger to approve the minutes of the Budget Information Hearing of March 27<sup>th</sup>, 2025, the regular Board Meeting minutes of March 27<sup>th</sup>, 2025, and the minutes of the Annual Budget Vote and Trustee Election of April 8<sup>th</sup>, 2025, as presented.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

**FINANCIAL REPORTS**

Motion by Ms. Boyer to approve the financial reports for the period ended April 30<sup>th</sup>, 2025, as presented.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

Motion by Ms. Boyer to approve the payment of the following Warrants for April, 2025:

Supplemental Warrant for Payroll, dated March 31<sup>st</sup>, 2025, in the amount of \$183,922.14.

Warrant 4-25-1	\$ 157,920.24
Warrant 4-25-2 (Gift)	\$ 1,403.70
Warrant 4-25-3 (Payroll)	\$ 198.10
Warrant 4-25-4	\$ 3,190.44

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

Mrs. Spinelli, Treasurer, reviewed the financial statements, warrants and payroll records for the April 11<sup>th</sup> and the April 25<sup>th</sup>, 2025, payrolls. Ms. Boyer, Finance Officer, also reviewed and approved the records for the April 11<sup>th</sup> and April 25<sup>th</sup>, 2025, payrolls.

**DIRECTOR’S REPORT**

- 1. VOTE:** Congratulations on another successful Budget Vote. With a total of 240 votes, 217 voted Yes, 23 No. Congratulations to Renee Boyer for being reelected! All of the Suffolk Libraries that reported their voting results, all budgets passed. Suffolk Libraries remain popular and strongly supported.
  - a.** Thank you to our Budget Workers: Alice Stone, Deborah Spreckles and Susan Semple.
  - b.** Mr. Athanas thanked Kathy Rath, Acting District Clerk of the library, for the incredible work that she does in running our Budget Vote and Trustee Election.

## 2. Meetings:

### a. Huntington/Smithtown Zone Meeting:

- i. Repairs continue at the main branch of the Smithtown Library following the flood. They plan to open the main floor on Monday, May 5<sup>th</sup>.
- ii. The Partnership for Automated Libraries in Suffolk (PALS) offered a demo of the new Circulation software product called *LibraryIQ* created by the company, *Innovative*. *LibraryIQ* offers real-time data and insights for libraries including collection analysis, diversity content, service population, and patron activities. Our PALS fee will increase to cover the upgrade. Melissa Gabrielle would be our point-person to use this software.
- iii. Many changes coming to our Zone! Commack Public Library will have a new Director, Joanne Albano, in June, and Huntington Library's Director, Joanne Adam, will be retiring in June as well. Huntington is currently interviewing for Joanne's replacement. Elwood's current Director will also be leaving and will be the new Assistant Director of Northport/East Northport Library. Elwood is currently interviewing for a new Director.

**b. Greenlawn Civic Association / Friends of the Library:** On the same day and time as we opened our bids for the renovation project, Mrs. Meglio and Mrs. Hope met with the GCA and the Friends about the Longest Table event. Based on issues previously discussed, including pending personnel changes at the library, this year we need to take a break from hosting the Longest Table. Since it is a large fundraiser for the GCA and the Friends, it was not an easy decision.

## 3. Building:

- a. **Parking Lots:** Our vendor re-lined the section of the Ann Street lot that has the handicap and now EV parking spaces. Each space is evenly distributed and new EV symbols are painted on the asphalt. So far this has cut down on people parking in the EV spots with non-electric vehicles.
- b. **EV:** We received our first bill from PSEG that covered a complete month of service for the EV parking since we made the change to our current pricing structure. It appears that we will receive enough revenue to pay for the electric that was used. The library continues to cover the costs of having the service, the Chargepoint licenses, and the maintenance of the equipment.
- c. **Concrete/Sidewalks:** We are working with our concrete vendor, Mignones Concrete and Masonry, on the next phase of safety repairs on our walks. We will fix the cracked and buckled walk, and the ramp, at the base of the staff entrance on the Ann Street side, and the buckled walk and entrance to the garage on the Wyckoff side.
- d. **Staff Appreciation:** A big "thank you" to Vinny Capone and Mike Cronin for their work converting the lower level to LED lighting.

**4. Social Worker:** Mr. Athanas signed the annual contract with the Family Service League for shared social worker services. Due to an increase in the number of hours worked across participating Zone libraries, the position is now considered a "pro-rated full-time" position at FSL and will include benefits. Our fee will increase as a result, but the services have been being regularly utilized by our community members.

## 5. Programming

- a. **LibraryMarket:** Our website vendor recently made some changes to the event calendar and program sign-up software for all of their clients. As they explained, the coding was growing dated and as a result, the way which it communicated with other vendors, including *Innovative* in our case, was a possible cause for the website performance issue we were experiencing during heavy sign-up days. The new registration procedure includes a few more "clicks" to complete, but we should see an improvement in speed. We will monitor this next week.
- b. **High School Art Reception:** We had another well-attended reception for our talented Harborfields High School art students. Thank you to Kim McCarthy, Mary Kim, Sue Hope and

Jennifer Handler for their efforts running the event. It is another sign of the strength of the relationship between HPL and HFCS.

- c. Outreach:** The Town of Huntington Zone libraries have had great success working together to represent libraries at Huntington events. Fall Festival, Earth Day, All Abilities Expo, Pride Event, etc. Joanne Adam, the Director at Huntington, has been the point person organizing many of the events. With her retirement, it will become a committee. A new Huntington Area Libraries tablecloth, posters and swag are in development. A HUGE thank you to Patty Moisan for representing us at these events, many times as the only representative for HPL.

- 6. Blueprint/building plans project:** The Library has had a collection of building plans stored in various records retention locations since the library moved into this building in 1976. Mr. Athanas has been reviewing the plans to create a catalog of what we own. During this process, Mr. Athanas found a copy of the original plans for the 1989-1990 update of the Meeting Room Wing, and various projects under past Directors. 1991 is particularly important since it included the bathrooms and kitchen that we are looking to update (35) years later.

#### **ASSISTANT DIRECTOR'S REPORT**

- Mrs. Meglio toured the building with Michael J Griffin, founder of the Griffin Global Group, in order to further our effort on emergency preparedness. He has recommended that the library conduct staff training for emergency response and evacuation procedures, which coordinates nicely with the update of the Library's Emergency Procedures Manual.
- The Memorandum of Understanding between the library and the Friends of HPL, originally presented in January, was signed by Friends' President, Eileen Gruber.
- Mrs. Meglio has been corresponding with Searles, an alternative to our current printing/graphics company, to get a quote of what it would cost to include the graphic design work for our monthly newsletter. The additional cost of design would be around \$700 - \$800 per month for an 8-page, full-color design. All in, the monthly cost for graphic design, actual printing, and mail preparation/delivery to the post office, would be \$3,584 versus our current monthly cost of \$2,615 with Susan Hope doing the design. Postage for the mailing would be an additional \$900 per month, which is identical to our current cost and is what USPS charges for carrier route (CRRT) bulk mailings based upon # of pieces and weight.
- As a backup to our current design work, Mrs. Meglio was able to embed the May newsletter into Canva, which is a design platform that is easy to use and one with which she is familiar. She was able to manipulate it and edit pretty easily, adding graphics and photos. The May newsletter could act as a template/backup if needed.
- Mrs. Meglio was invited to speak on a panel at the in-person Public Library Youth Services Leadership Summit, sponsored by Library Journal & School Library Journal, at the Plainview/Bethpage Public Library along with Lisa Kropp, Director of Lindenhurst Library, and Joanna Goldfarb, the Sustainability Innovation Consultant at Ramapo Catskill Library System in Middletown, NY, on *Climate Change and Libraries*. The summit/conference will take place over two days, May 29<sup>th</sup> and May 30<sup>th</sup>. We are scheduled for May 30<sup>th</sup>.
- Our Sunshine Committee has some spring events planned for staff which include a "Random Acts of Kindness" week among the staff. This week we are celebrating part-time staff appreciation week with snacks and flavored seltzers. Upcoming events include a staff run beach clean-up at Centerport Beach, and more!

#### **DEPARTMENTAL REPORTS**

The Board discussed the monthly Departmental Reports and thanked the staff for their submissions. They truly enjoy all that the staff shares each month.

**PERSONNEL REPORT**

Motion by Mrs. Rieger to approve the Personnel Report dated April 24<sup>th</sup>, 2025, as attached.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

**CORRESPONDENCE**

Correspondence included a thank you letter from "Pat C." for our Seed Library and a letter from Huntington Town Councilman, Dr. Dave Bennardo, recommending a contractor for our upcoming building renovation. Finally, the library was copied on a letter from Anne Wesp to the US Postmaster of Huntington Station regarding issues with her mail delivery and, in particular, not receiving our monthly newsletter.

**STATISTICS**

The Board reviewed and discussed the statistics for March, 2025, noting the increasing number of patrons visiting the library each day, as well as the increase in e-material downloads, including comics.

**OLD BUSINESS****CAROL ALBANO MEMORIAL DEDICATION**

Mrs. Rieger and Ms. Boyer informed the Board of Trustees of their committee work regarding determining an appropriate memorial(s) honoring former Library Director and friend, Carol Albano. Ms. Boyer will be contacting Carol's family to discuss the options as presented. Fellow Board members thanked Mrs. Rieger and Ms. Boyer for the time spent on their thoughtful consideration of the process.

**BATHROOMS & MULTI-PURPOSE MEETING ROOM RENOVATION**

The Board of Trustees was informed of the results of the bidding for the contract to renovate the library's (2) public bathrooms and the Kitchen Meeting Room, soon-to-be the Multi-Purpose Meeting Room. Since both bid amounts were identical, the Board was able to choose the contractor based upon prior experience with one of the bidders who, in the past, completed other construction work at the library.

Motion by Ms. Boyer to award the Meeting Room Wing Bathrooms and Multi-Purpose Meeting Room project to Fidele Construction for the contract amount of \$429,000.

Second, Mrs. Rieger.

AYES: ALL. Motion carried.

**NEW BUSINESS****TAX LEVY REQUEST**

Motion by Ms. Boyer to authorize the signing of a letter to the President of the Harborfields Central School District's Board of Education, as attached, requesting that the Town of Huntington levy taxes for the library in the amount approved at the Budget Vote of \$5,306,136, and notifying them that the library will not be borrowing Tax Anticipation Note funds (TANS) for the 2025-2026 fiscal year.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

**NEIGHBOR'S LETTER**

The Board discussed a proposed letter notifying the library's neighbors of the removal of the Bradford Pear Trees lining Wyckoff Street. They approved it being mailed once the timing is appropriate.

**EXECUTIVE SESSION**

Motion by Mrs. Rieger to go into Executive Session at 8:32 p.m. to discuss the employment history of a particular person or persons.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

Motion by Mrs. Rieger to come out of Executive Session @ 9:05 p.m.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.



Mr. Athanas notified the Board of Trustees that long-time employees, Susan Hope, Head of Programs & Publicity, and Senior Office Assistant, Jennifer Handler, would be leaving the library. Mrs. Hope is retiring and Mrs. Handler is taking a position at the Commack Public Library. Mr. Athanas informed the Board that Karen McHugh, Librarian II - Adult Reference, will take over for Mrs. Hope, with salary as discussed, and that the library would hire (2) part-time Librarian Assistants to replace Mrs. Handler, with hourly wages as discussed. For now, Mrs. McHugh would also retain her evening and weekend shifts at Reference.

As the only notary on staff, Jennifer Handler's departure creates a gap in services for the library. Mr. Athanas discussed having one or more replacement notaries on staff in order to meet the increasing needs of the community.

**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 9:10 p.m.

Respectfully submitted,

Katherine Rath for  
Dr. Joyce Hilgeman, Secretary