

BOARD of TRUSTEES
Regular Meeting
January 25, 2022 – 10:00 a.m.

Board Members Present: Joyce Hilgeman, Ph.D., President
Ellen Rieger, Vice President
Renee Boyer, Finance Officer
David Clemens, Secretary

Library Staff Present: Ryan Athanas, Library Director
Linda Meglio, Assistant Director
Katherine Rath, Sr. Account Clerk

Absent: Jenny Shore, Trustee
Cristina Spinelli, Treasurer

PLEDGE OF ALLEGIANCE

The meeting was called to order at 10:02 a.m. by Dr. Joyce Hilgeman, 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 Mrs. Rieger to approve the minutes of the Regular Meeting of December 23, 2021, as amended.

Second, Ms. Boyer.

AYES: ALL. Motion carried.

FINANCIAL REPORTS

Motion by Mrs. Rieger to approve the financial reports for the period ended December 31, 2021, as presented.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

Motion by Mrs. Rieger to approve the payment of the following Warrants for January 25, 2022:

Supplemental Warrant, dated December 31, 2021, in the amount of \$172,086.08.

Warrant 1-22-1 \$ 132,211.60

Warrant 1-22-2 Gift \$ 258.88

Second, Mr. Clemens.

AYES: ALL. Motion carried.

Mrs. Spinelli, Treasurer, reviewed the financial statements, warrants and payroll records for the January 7 and January 21, 2022, payrolls.

2022-2023 BUDGET

The regular order of business was suspended so that the Board could prioritize the discussion of the proposed 2022-2023 Budget.

- The Board discussed the proposed budget. Mr. Athanas noted that “tax cap” was set by the state at 2% for this coming fiscal year. With the tax base growth factor for our community and the carryover from last year, the Library’s allowable levy limit can go to 3.54% without piercing the cap. However, after reviewing the budget projections for the current year and taking into account the impact that COVID-19 continues to have on the Harborfields Community, Mr. Athanas believes that the Library can achieve its objectives of continuing its high standards of service and improving the physical plant by setting the overall tax increase to 0.54%.
- Mr. Athanas also noted that we have some open positions which will need to be filled that are currently accounted for in the proposed budget. They include (1) Full-Time and (1) Part-Time Librarian, (1) Part-Time Custodial Worker and (1) Part-Time Network Systems Technician.
- Mr. Athanas allowed for an increase to the building improvement line to account for some building projects including addressing issues with the Library’s circular asphalt driveway, various sidewalks and curbs.

BE IT RESOLVED that the proposed annual appropriation for the total operating budget for the Public Library of Harborfields Central School District, Greenlawn, New York, for the fiscal year beginning July 1, 2022, be established at a total of \$5,121,362, which represents a 0.50% increase from the 2021-2022 budget.

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2022-2023 BUDGET (continued)

Motion by Mr. Clemens to approve the 2022-2023 operating budget as amended and attached.

Second, Ms. Boyer.

AYES: ALL. Motion carried.

OLD BUSINESS

RETIREMENT INCENTIVE

EXECUTIVE SESSION

Motion by Mrs. Rieger to move into Executive Session at 10:32 a.m. to discuss the medical, financial, credit or employment history of a particular employee.

Second, Ms. Boyer.

AYES: ALL. Motion carried.

Motion by Ms. Boyer to return to the regular order of business at 11:07 a.m.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

The Board discussed the 2022 Retirement Incentive, which was approved by the Board on December 23rd, 2021, and was officially offered to (12) eligible staff members in the beginning of January. Every employee thanked the Board for the incentive. All employees have until the end of 2022 to retire.

DIRECTOR'S REPORT

- The Annual 2021 NYS Report of Libraries is now unlocked and the deadline for submission is March 15, 2022. Due to significant changes to programs resulting from the pandemic, there are new questions that will be trying to capture all of the ways that programs were offered while in-person programming was suspended.
- RENU is in the process of ordering the materials needed for our Meeting Room Wing LED project. They are hoping that all of the materials will be delivered in time for installation in early spring.
- Mrs. Meglio's first month as Assistant Director is going well. Mr. Athanas has had some informal training meetings including discussions of duties that she is going to assume. The staff is very excited to have her in that position.
- The YA Battle of the Books is scheduled to be held at Sachem High School on Saturday, February 12th. Harborfields is excited to have an enthusiastic team and we wish them well.

DEPARTMENTAL REPORTS

The Board of Trustees reviewed and discussed the Departmental Reports.

PERSONNEL REPORT

Motion by Mrs. Rieger to accept the resignation letters from Peter Zavack and Nicholas Zavack, both dated December 26, 2021, as attached.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

Motion by Mrs. Rieger to accept the Personnel Report dated January 25, 2022, as attached.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

STATISTICS

The Board reviewed and discussed the statistical reports and noted that they were happy to see a continuing increase in building use and the significant increase in the number of patrons coming into the library.

CORRESPONDENCE

The Board reviewed and discussed the correspondence from the Hurley family – picture included, from Lamb & Barnosky regarding amendments to the Freedom of Information Law and the Civil Rights Law and a letter from the Shore Foundation – Jenny Wyckoff Shore – regarding the Shore Foundation's generous donation to the Library, as attached.

NEW BUSINESS

CAPITAL PROJECTS

We plan to move forward with the following prioritized Capital Projects with funding being provided by the Building Improvement line (\$75,000), NYS Construction Grant, Friends of the Library and Capital Reserves;

1. Updated Security Cameras to replace our currently out-of-date system. Since safety and security is of utmost importance for our patrons and staff, this is a project that may need to be prioritized. Mr. Athanas will investigate possible NYS Construction Grant funds in August to partially cover the costs of the project.

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CAPITAL PROJECTS (continued)

2. Repaving the asphalt circular drive on Broadway, repair of all of the sidewalks and the addition of cutouts in sidewalks for accessibility.
3. Also, as a part of the repair of the cement sidewalks around the building, a thorough inspection of the steps and columns at the Broadway entrance will be conducted. If these must be replaced due to safety issues, this project will be prioritized.
4. Necessity for the replacement of the fire alarm panel is becoming imminent due to its age and the fact that we can no longer get replacement parts to repair it. This is a significant safety issue if it stops working.
5. Based upon local governmental needs and the increasing push towards sustainability, we may need to install electric car-charging stations in the Library's parking lot. Although the funding is expected to come from the State or Suffolk County, we may have to contribute towards installation. Ultimately, since this would also benefit the community, we would consider this a worthwhile investment.
6. Door replacements and/or updated locks to create designated safe areas throughout the library.

NETWORK AND SYSTEMS TECHNICIAN

Due to the ever-increasing need for new technology and necessary updates to current technology, Mr. Athanas would like to hire a Part-Time Network and Systems Technician for the library. This position will report to the Head of Technical Services. Mr. Athanas is currently fulfilling these job duties.

Motion by Mr. Clemens to create a Part-Time Network and Systems Technician position, whose duty statement will be approved by Civil Service and to hire a person to immediately fill the position.

Second, Mrs. Rieger.

AYES: ALL. Motion carried.

MEMORANDUM OF UNDERSTANDING

Mrs. Linda Meglio was appointed Assistant Director as of December 25, 2021 and as such, would be expected to sign a Memorandum of Understanding as provided by Lamb & Barnosky.

Motion by Mr. Clemens to allow the President of the Board of Trustees to sign the 2022-2023 Memorandum of Understanding for Mrs. Meglio, Assistant Director.

Second, Mrs. Rieger.

AYES: ALL. Motion carried.

BOARD MEETING AND LIBRARY CALENDAR

Approval of the proposed schedule of Board Meeting dates has been tabled to allow the Board time to review their schedules and request changes as necessary. We will revisit this schedule at the February meeting. The proposed schedule has (6)-10:00 a.m. meetings and (6)-7:00 p.m. meetings and all meetings will be held on Thursdays. The Board has already recommended that some of the winter meetings be moved until 10:00 a.m. and some of the summer meetings be moved to 7:00 p.m. to accommodate for better daylight hours.

In addition, Mrs. Meglio and Mrs. Rath created the proposed 2022-2023 Library Closings and Holidays schedule for the Board's approval at the February meeting.

The Board would also like to revisit current library hours which were changed in 2020 as part of the Library's COVID-19 reopening safety procedures.

ADJOURNMENT

Motion by Mr. Clemens, seconded by Mrs. Rieger, to adjourn the meeting. There being no further business, the meeting was adjourned at 12:03 p.m.

Respectfully submitted,

Katherine Rath for
David Clemens, Secretary