

**BOARD of TRUSTEES**  
**Regular Meeting**  
**January 26, 2023 – 9:30 a.m.**

**Board Members Present:** Renee Boyer, President  
David Clemens, Vice President  
Jennifer 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:** Cristina Spinelli, Treasurer

**PLEDGE OF ALLEGIANCE**

The meeting was called to order at 9:34 a.m. by Renee Boyer, President.

**PUBLIC PARTICIPATION**

There was no public participation.

**CALL FOR NEW BUSINESS**

There was no new business added to the agenda, but Mike Cronin, our newly appointed Building Supervisor, visited with the Board to discuss his new role.

**APPROVAL OF MINUTES**

Motion by Mrs. Rieger to approve the minutes of the regular Board meeting of December 22<sup>nd</sup>, 2022, as presented.  
Second, Dr. Hilgeman. AYES: ALL. Motion carried.

**FINANCIAL REPORTS**

Motion by Mrs. Rieger to approve the financial reports for the period ended December 31<sup>st</sup>, 2022, as presented.  
Second, Dr. Hilgeman. AYES: ALL. Motion carried.

Motion by Mrs. Rieger to approve the payment of the following Warrants for January, 2023:  
Supplemental Warrant for Payroll, dated December 31<sup>st</sup>, 2022, in the amount of \$149,619.53.

Warrant 1-23-1	\$ 149,619.53
Warrant 1-23-2 Gift Fund	\$ 6,077.77

Second, Dr. Hilgeman. AYES: ALL. Motion carried.

Mrs. Spinelli, Treasurer, reviewed the financial statements, warrants and payroll records for the January 6<sup>th</sup> and the January 20<sup>th</sup>, 2023, payrolls.

**DIRECTOR'S REPORT**

- **Security Cameras:** With the completion of the surveillance system installation, we rolled out a new iPad for our Security staff with an app allowing them to monitor the cameras while patrolling the library. The iPad was configured to receive incoming calls from the library's recently upgraded phone system as well. This allows staff to call and speak with Security regardless of their location. In addition, the iPad can text and facetime with both the Director and Assistant Director in the event of an emergency. The iPad is locked down with fingerprint access for all Security staff. Additionally, Mike Cronin has removed all of the old security cameras and patched the walls and replaced ceiling tiles where needed.
- **Suffolk County Police Department of Homeland Security:** Linda Meglio arranged for Active Shooter Training with Officer Andrew Fiorillo from the SCPD. Prior to his workshop for staff, Officer Fiorillo walked our building and provided some tips on tightening up our security. One of the suggestions we are looking to adopt is securing the door behind the Circulation Desk into the staff hallway with our RFID card system that we use elsewhere in the building. This would better secure the staff area and create a safe place for staff to move to in the event of an emergency. We have contacted our vendor to estimate the costs of adding this doorway to our system.
- **Solar Charging Poles:** The Solar Charging Poles are here and we intend to install our pole in the spring. We saved a significant amount on shipping due to combining our order with Northport and South Huntington. The size of the delivery was enormous, but it all worked out and the other libraries have already picked up their respective poles.
- **New Part-Time Custodian:** Our new part-time Custodian, Vinny Capone, started working with Mike Cronin and he is doing a great job and seems to be enjoying Harborfields. We are happy to welcome him to the team.
- **Adriana Mueller:** After almost 15 years working at Harborfields Public Library, Adriana Mueller left for a full-time position with the Town of Islip. Adriana was hired in 2008 as a Library Page and moved to her position at Circulation in 2017. Adriana's sense of humor, positive energy and concern for others made her a beloved member of our staff, not just with her colleagues – but also with the entire community! Her last day was on December 18<sup>th</sup>.
- **Circulation Department:** Our Circulation staff has been incredible dealing with staffing changes. We have hired three excellent new part-time staff members: Sue Semple, Kirstin Zarko and Dana Pilla. In addition, Circulation Staff have taken on being an additional place that patrons can sign up for programs. This makes it much more convenient for patrons who wish to pay cash for the few programs that have a fee.

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#### DIRECTOR'S REPORT (Continued)

- **Reference Meeting:** Earlier this week, Sarah Schnepf held a meeting of the Reference Department where staff exchanged ideas about creating and refreshing some of the quiet spaces in our library. The noise level in the library has been the most commented on issue by adults using the Reference Room. We have created quiet rooms, and added seating in more secluded areas, but the issue of quiet individual study persists. The Reference staff has come up with some great suggestions of refreshing our old "Literacy / Tutorial Rooms". With a combination of new furniture and self-booking software, we hope to make these rooms more accessible to the public. We are also investigating the purchase of individual study "phone booths or Pods" that are popular in university libraries. These are a cost effective way to essentially add quiet rooms within the library. <https://www.library.unlv.edu/unlv-libraries-news-blog/2022/2022-08/new-libraries-study-pods-offer-alternative-classroom-space>
- **Repairs to Backflow System:** We recently had to repair the library's backflow device due to age and leaks. This device is required by code since it prevents potential contaminants from back flowing from the building into the water supply.
- **Joan BaRoss:** A community member who helped found our library, Joan BaRoss, recently passed away. Her daughter, Carolyn BaRoss Weir, reached out to us to ask us about donations in her memory. She shared a picture of a "Library Committee Letter" from 1965, as attached, which was inspiring. So far we have received calls and emails about donating on behalf of Mrs. BaRoss and appreciate that her family has requested that people donate to the library.
- **Winter Reading Club:** The annual Winter Reading Clubs have begun! A big thank you to Karen McHugh, Liz Yorio and Ally Schaefer for their ingenious and creative video announcing the Adult Winter Reading Club. Not only does it highlight the talent of our staff, but it is really hilarious to watch. Check it out here... <https://www.youtube.com/watch?v=TctVzaqwOFQ&t=5s> or on the HPL homepage.
- **Family Service League:** Mr. Athanas and Mrs. Meglio continue to be in regular contact with Mike Ferro and Peggy Boyd regarding the homeless patrons frequenting the library.

#### ASSISTANT DIRECTOR'S REPORT

- **Active Shooter Training:** Linda Meglio, as a part of the Workplace Violence Program, arranged for Active Shooter training with the SCPD. There were some important items that were noted as a result of this training which include asking staff to familiarize themselves with all exits, as main entrances/exits typically become jammed with people and it could cause injuries and/or cause people to become trapped in the building. They also reinforced the premise of "run, hide, fight", with the primary goal being to exit the building. Additionally, staff was encouraged to devise an individual plan should there be an emergency situation. Mrs. Meglio intends to conduct some fire drills as well, where the front entrance is blocked so that staff can be comfortable with utilizing other exits. In addition to the Active Shooter Training, the Workplace Violence Committee, which currently consists of (7) staff members, intends to implement an "action review" process. When incidents occur in the library, they will review the incident report and discuss what measures were taken or should be taken to prevent reoccurrence.
- **Time Clock Plus:** The library currently uses Time Clock Plus software to allow employees to clock in and out for their shifts. Although this has been working well for clocking in and out, staff would like the ability to view their paid time-off accruals which is currently tracked manually by Human Resources and not readily available. The current software has the ability to track this automatically, as well as many additional features, but the Administration needs to be trained before we can implement these options. Mrs. Meglio has scheduled a conference call so that we can explore the capabilities of the software and possibly add additional features that will streamline the process and benefit staff.
- **Furniture Revitalization:** There was a large leather-look bench purchased during the renovation of Teen'Scape which unfortunately has not held up to regular use. It is currently situated by the staff exit and is regularly used by our Pages while waiting to be picked up from their shifts, but it is an eyesore with its flaking upholstery. It also has outlets for charging, but those are not able to be used in its current placement. Mrs. Meglio has found a company that will reupholster it so that it can be used to its full potential.

#### DEPARTMENTAL REPORTS

The Board reviewed and discussed the Departmental Reports regarding December, 2022 activities. The Board commended Reference Librarians Valarie Henrichson and Iris Lin for their work on the English Conversation Group. The Board also noted their appreciation for the number and quality of programs offered by each Department, as well as the fact that the attendance is high for programs in general.

#### PERSONNEL REPORT

Motion by Mrs. Shore to accept the Personnel Report dated January 26<sup>th</sup>, 2023, as attached.

Second, Mrs. Rieger.

AYES: ALL. Motion carried.

#### STATISTICS

The Board reviewed the monthly statistics for December, 2022. It was noted that building usage increased 30% and program attendance is back to pre-pandemic levels.

#### CORRESPONDENCE

There was no correspondence this month.

#### OLD BUSINESS

#### MISSION STATEMENT

This has been tabled until further notice, although the administration is working on proposed updates.

#### ORGANIZATIONAL CHART

With the large number of staff changes in 2022, Mr. Athanas updated the Library's Organizational Chart and provided it to the Board of Trustees.

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**NEW BUSINESS**

**2023-2024 BUDGET**

Mr. Athanas provided a draft of the proposed budget for July 1<sup>st</sup>, 2023 – June 30<sup>th</sup>, 2024, and discussed the background for all changes by individual budget line.

- Mr. Athanas noted that the “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 3.97% without piercing the cap. However, after reviewing the budget projections for the current year, Mr. Athanas believes that the Library can achieve its objectives of continuing its high standards of service and building integrity by setting the overall tax increase to 0.98%.
- 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) Part-Time Librarian, (1) Full-Time Custodial Worker and (1) Full-Time Network and Systems Technician.
- Mr. Athanas allowed for an increase to the program budget, as the cost for program vendors has increased significantly over the course of 2022. Additionally, the Children’s Department has noted an uptick in new patrons which is causing programs to fill-up quickly and has increased the need to offer additional sessions and/or new programs. The Board noted that they approve of increasing budget lines that directly benefit our patrons.

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, 2023, be established at a total of \$5,167,282, which represents a 0.98% increase.

Motion by Mrs. Shore to approve the 2023-2024 operating budget as amended and attached.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

**EXECUTIVE SESSION**

Motion by Mrs. Shore to move into Executive Session at 11:02 a.m. to discuss the medical, financial, credit or employment history of a particular employee.

Second, Mrs. Rieger.

AYES: ALL. Motion carried.

Motion by Mrs. Shore to return to the regular order of business at 11:21 a.m.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

Motion by Mrs. Rieger to appoint Samuel Lellis as full-time Network Systems Technician effective February 13<sup>th</sup>, 2023, with salary as discussed.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

**ADJOURNMENT**

Motion by Mrs. Shore, seconded by Mr. Clemens, to adjourn the meeting. There being no further business, the meeting was adjourned at 11:27 a.m.

Respectfully submitted,

Katherine Rath for  
Ellen Rieger, Secretary