

**BOARD of TRUSTEES**  
**Regular Meeting**  
**October 26, 2021 – 7:00 p.m.**

**Board Members Present:** Ellen Rieger, Vice President  
Renee Boyer, Finance Officer  
David Clemens, Secretary  
Jenny Shore, Trustee

**Library Staff Present:** Ryan Athanas, Library Director

**Absent:** Joyce Hilgeman, Ph.D., President  
Cristina Spinelli, Treasurer

**PLEDGE OF ALLEGIANCE**

The meeting was called to order at 7:04 p.m. by Ellen Rieger, Vice President.

**PUBLIC PARTICIPATION**

One member of the community was in attendance, Mr. Ken Patrick Johnson.

**CALL FOR NEW BUSINESS**

Time of November Meeting of the Board of Trustees.

**APPROVAL OF MINUTES**

Motion by Ms. Boyer to approve the minutes of the Regular Meeting of September 23, 2021, as presented.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

**FINANCIAL REPORTS**

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

Second, Ms. Boyer.

AYES: ALL. Motion carried.

Motion by Mrs. Shore to approve the payment of the following Warrants for October, 2021:

Supplemental Warrant, dated September 31, 2021, in the amount of \$169,834.49.

Warrant 10-21-1 \$128,641.58

Warrant 10-21-2 Gift \$10,583.87

Second, Ms. Boyer.

AYES: ALL. Motion carried.

Mrs. Spinelli, Treasurer, reviewed the financial statements, warrants and payroll records for the October 1<sup>st</sup>, October 15<sup>th</sup> and October 29<sup>th</sup> payrolls and Ms. Boyer, Finance Officer, reviewed and approved the Payroll Register for October 1<sup>st</sup>, October 15<sup>th</sup> and October 29<sup>th</sup> payrolls.

**DIRECTOR'S REPORT**

- Landscape:** deGroot Landscape Design completed our Broadway Landscape Project on Friday, 10/22. It was a pleasure working with him. Mr. deGroot was meticulous and proud, as a community member, to be involved in the project. He was hands-on through the entire job, guided our landscaper with the site preparation phase, increased the size of the patio area on our request and purchased larger plantings than specified on his own with no additional charge to the Library.
  - Irrigation:** As part of the project, irrigation was altered and re-routed. Down spouts were changed to allow for better distribution of water from the roof.
  - Additional Items to Address:** Broken and cracked stucco areas along the foundation and possible lighting.
- Friends of the Library:** The Friends donated \$10,000 towards the landscaping project. Their funds have covered the new patio areas and furniture. We have ordered two new picnic tables and anticipate ordering reading benches as well. An engraved brick, noting the donation by the Friends, will be added to each patio area.

3. **Construction Grant:** The Library received 90% of the \$11,594 grant awarded to us by the NYS Library Construction Grant program. This grant was for the recently completed installation of an 8.5 ton rooftop HVAC unit.
4. **TikTok:** Mr. Athanas showed the Board the new TeenScape TikTok channel, set up by Linda Meglio and Kim McCarthy. The Board loved the creativity and appreciated that staff were using the most recent technology to engage with teens.
5. **Trustee Training** – A few weeks ago, the Library Trustee Training bill was signed by Governor Hochul. It is now Chapter 468 of the Laws of 2021. This new law requires that all public library trustees (the law specifically mentions public and free association library trustees) in New York State receive at least two hours of “continuing education” each year beginning on January 1, 2023. The training can be on financial oversight, accountability, fiduciary responsibilities, and the general powers and duties of a library trustee. The trustee education may be delivered online or in person, and may include lectures, workshops, regional, or national library association programs. Trustees will demonstrate compliance with the requirements by “filing with the president of the board of trustees evidence of completion of trustee education from an approved provider.” This will be included in the Annual Report each year. Reasonable expenses incurred by a trustee in complying with the law may be paid by the library.
6. **Open Meetings Law Changes** – On October 19th, the Governor signed S1150A/A1228A into law. Now Chapter 481, this requires that open meeting documents be available upon request or posted to the public body's website at least 24 hours prior to the open meeting at which the documents will be discussed. The Library posts the Meeting Agenda one week prior to the meeting and all of our policies are posted online and past minutes are posted online. If we have a proposed change to a policy, it will be posted online 24 hours before the meeting and marked with “proposed” or “draft.”
7. **Boat and Train** – Unfortunately the delivery of the new boat and train for the Children’s Room will be delayed. The company, like many in the US, is facing staff shortages and supply delays. We requested that when production does start that they send us pictures so we can post them and get children excited for the “Train to come into the station and the Boat to come into port”
8. **Microsoft 365** – Currently the Library staff email system is provided, for free, from SCLS. The software is very dated and completely behind modern email standards. MS 365 will provide new email, updated productivity software, video meeting capability and cloud based file storage and sharing.
9. **Great Giveback** – The “Great Giveaway” was a resounding success. Patrons were eager to donate items, knowing they would be getting a new life with someone else. The reaction from the community was so positive we plan to hold this event again. A representative from HACO took many of the leftover houseware items to distribute to the families in need in our community. Mr. Athanas thanked the library staff for their enthusiasm in creating and developing this event.
10. **Public Expression** – Mr. Athanas noted that the Library has two “Public Expression” items on the agenda and recommended that the monthly agenda be modified going forward to have one entry, at the beginning of the meeting for public expression.

#### DEPARTMENTAL REPORTS

The Board reviewed and discussed the Departmental Reports regarding September/October, 2021, activities. The Board made note of the excellent work done by Mary Ann Verdolino, the Library Career Councilor.

#### PERSONNEL REPORT

Motion by Mr. Clemens to accept the resignation letters from Kaitlyn Herson, dated October 5, 2021, Isha Dave, dated September 27, 2021, and Jonathan Gonzalez, dated October 7, 2021, as attached.

Second, Mrs. Shore.

AYES: ALL. Motion carried.

Motion by Mr. Clemens to accept the Personnel Report dated September 23, 2021, as attached.

Second, Mrs. Shore.

AYES: ALL. Motion carried.

**STATISTICS**

The Board reviewed and discussed the statistical reports noting that the amount of patrons visiting the library is steadily increasing.

**CORRESPONDENCE**

The Board reviewed and discussed the correspondence, as attached.

**OLD BUSINESS**

There was no old business to discuss.

**NEW BUSINESS**

**TIME OF NOVEMBER MEETING OF THE BOARD OF TRUSTEES**

Motion by Mrs. Rieger to change the time of the next meeting of the Board of Trustees from 7:00PM to 10:00AM on Tuesday, November 33, 2021.

**APPOINTMENT OF ABSENTEE BALLOT DESIGNEE & ACTING DISTRICT CLERK – APRIL 5, 2022**

Motion by Mrs. Shore to appoint Mr. Ryan Athanas, Director of the Harborfields Public Library, or his designee, for the purpose of accepting absentee ballots for the Harborfields Public Library Budget Vote and Trustee Election to be held on Tuesday, April 5, 2022.

Second, Mrs. Rieger.

AYES: ALL. Motion carried.

Motion by Ms. Boyer to appoint Mrs. Katherine Rath to serve as Acting District Clerk at the Harborfields Public Library Budget Vote and Trustee Election on Tuesday, April 5, 2022.

Second, Mrs. Shore.

AYES: ALL. Motion carried.

**EXECUTIVE SESSION**

Motion by Mrs. Shore to move into Executive Session at 8:20 p.m. to discuss the medical, financial, credit or employment history of a particular employee.

Second, Ms. Boyer.

AYES: ALL. Motion carried.

Motion by Mrs. Shore to return to the Regular Order of Business at 9:00 p.m.

Second, Mrs. Boyer.

AYES: ALL. Motion carried.

**ADJOURNMENT**

Motion by Mr. Clemens, seconded by Mrs. Shore, to adjourn the meeting. There being no further business, the meeting was adjourned at 9:15 p.m.

Respectfully submitted,

Katherine Rath for  
David Clemens, Secretary