

BOARD of TRUSTEES
Regular Meeting
October 27, 2022 – 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 9:39 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.

APPROVAL OF MINUTES

Motion by Mrs. Rieger to approve the minutes of the regular Board meeting of September 22nd, 2022, as presented.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

FINANCIAL REPORTS

Motion by Mrs. Rieger to approve the financial reports for the period ended September 30th, 2022, as presented.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

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

Supplemental Warrant for Payroll, dated September 30th, 2022, in the amount of \$259,207.20.

Warrant 10-22-1	\$ 154,659.09
Warrant 10-22-2 Gift Fund	\$ 5,210.99

Second, Mr. Clemens.

AYES: ALL. Motion carried.

Mrs. Spinelli, Treasurer, reviewed the financial statements, warrants and payroll records for the September 30th, October 14th and the October 28th, 2022, payrolls. Jenny Shore, Finance Officer, reviewed and approved the Payroll Registers for the September 30th, October 14th and the October 28th, 2022, payrolls.

DIRECTOR'S REPORT

- **Digital Displays:** Mr. Athanas showed pictures of the new digital displays that are installed in the main lobby, at the Circulation desk and at the entrance and exit to the Large Meeting Room Wing at the Broadway doors. Since these displays sync every five minutes to our event calendar, it shows the current events but also looks forward 48 hours so the screen is never blank. In addition to saving paper, these displays are energy efficient and turn themselves off and on according to scheduled library hours.
- **Fire Alarm Control Panel:** Mr. Athanas showed pictures of the newly updated FACP. Unfortunately, the install has taken significantly longer than anticipated due to issues with the electrical set-up. They are still working on getting the system fully operational, but thankfully, we have not had to leave the building unarmed at all during the process.
- **Security Cameras:** The NYS Library Construction Aid funds requested for the update of our security cameras were officially approved and we are moving forward with the project. Johnson Controls is ready to begin but is waiting on some of the hardware to be delivered. They expect to begin installation in late November.
- **Board of Elections – Early Voting:** The Board of Elections has officially listed us as an early voting location beginning the morning of October 29th. Due to this event, our alarm company had to make some changes that would allow 24/7 access to the meeting room wing for the entire early voting period, but that would still allow the main parts of the library to be armed. The library will be receiving a fee from the BOE, as well as reimbursement for the cost of the alarm modifications.
- **Storybook Halloween:** Storybook Halloween will be held on Saturday, October 29th from 2:00-4:00 p.m. As usual, Kellie Franceschini and the entire Children's Room staff has been busy preparing for a great day. The entire library will be used for the day and the Library has reserved the SCLS SLED and it will be decorated as a "haunted bus".
- **Story Time Outdoor Area:** The customized HPL outdoor rug has arrived. We hope to begin to utilize this area in the spring and look forward to seeing the children of the community enjoying a story time in this amazing space.
- **LILRC Libraries and the Future Conference:** Mr. Athanas and Mrs. Meglio attended LILRC's 31st Annual Conference on Libraries and the Future on October 7th. There were some riveting speakers who discussed the role of information access for leaders, creating an environment that encourages leadership for people of color, encouraging young professionals to take leadership positions and the nature of leadership and how it is defined. Mr. Athanas said it was an uplifting conference overall.

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- **Zone Meeting:** Fellow Directors discussed the recent Budget Vote and Trustee Election at Smithtown Library and noted that 3 new Board members were elected following the issues of the past year. PLDA sent the staff some cookies to congratulate them and acknowledge their perseverance in 2022.
- **Electric Vehicle Charging Stations:** As previously discussed, many libraries in Suffolk County are moving towards installing two or more EV charging stations in their parking lots for resident use. SCLS is still working with Suffolk County and PSEG to see if they will be offering any rebates to help offset the costs of the projects and is also talking to NY State regarding them possibly offering grant money for these installations. Current costs for the project are estimated around \$35-\$40K, not including energy usage once installed.
- **Personnel Updates:** This month, we sadly said goodbye to Donna Wickers as she celebrated her retirement after 33 years at HPL. Her absence is a big loss, but our Circulation staff has been showing some amazing teamwork. We have still been having difficulties appointing new employees due to the cyberattack at Civil Service.
- **Sad News:** The library sent flowers to acknowledge the passing of its longtime electrician, Tom Collins, as well as the passing of former employee, Jonathan LeBlanc, grandson of retiree Jim Foley. Both men will be remembered fondly.

ASSISTANT DIRECTOR'S REPORT

- **The Little Free Pantry:** The LFP is officially open for business! Many members of the staff donated food items to get the pantry started, but we are now receiving regular donations from our community. The High School Key Club is planning some fundraisers to encourage additional donations in the future. There will be a dedication today, October 27th @ 2:45 p.m. and a photo will be taken with members of the staff, Board of Trustees and the Key Club. The photo will appear in the December newsletter.
- **Friends of the HF Library Week:** The Friends held a membership drive during the week of 10/16-10/22 and the staff wore a button encouraging people to ask about becoming a "friend". The Friends will also be holding an informational open house on November 7th with the hopes of attracting new members.
- **The Great Giveaway:** The event was a huge success thanks to the significant donations from our staff and community. The staff showed amazing initiative and teamwork and most of the items found new homes. There were a small number of items remaining and those were taken to the *Savers* store in East Northport for redistribution following our sustainability initiative.
- **Repair Cafe:** The *Repair Cafe* is officially scheduled for January 28th, 2023, and we are still in need of volunteers to help with repairing items. We hope to encourage our community to attempt to fix items as opposed to dispose of them as a part of our sustainability effort.
- **Workplace Violence and Hazard Reduction Team:** This team will meet for the first time in November to contribute information, assist with analyzing statistics, conduct a workplace risk evaluation and determination, and participate in incident reviews.
- **YDA:** Mrs. Meglio recently attended an event hosted by Youth Directives and Alternatives. This organization works cooperatively with the schools, churches, libraries, police, service organizations, and other community groups to determine the contemporary needs of our youth and in developing programs and services to meet these needs. Mrs. Meglio hopes to foster good relations between the library and YDA, since both organizations encourage the positive development of youth.
- **Employee Handbook:** Mr. Athanas, Mrs. Meglio and Patty Fellmeth (Human Resources) will soon begin work on updating the Employee Handbook since it has not been revised since 2018 and requires some changes. They hope to complete the revised version by July, 2023.
- **Trex Bench Donation:** The Library recently donated a Trex bench made from recycled plastic bags and film collected at the Library to the Town of Huntington. The bench will be placed at the Robert Kubecka Memorial Garden on Dunlop Road and there will be a plaque on the bench that states, "Never be afraid to sit awhile and think. – Lorraine Hansberry. Courtesy of the Harborfields Public Library and the eco conscious community members."
- **Assistant Director's Meeting:** Mrs. Meglio recently attended an ADR's meeting at the Half Hollow Hills Community Library's new building. Mrs. Meglio said that the building is great, but regardless of the building, meeting with other Assistant Directors demonstrates that all libraries share the same issues across the board.

DEPARTMENTAL REPORTS

The Board reviewed and discussed the Departmental Reports regarding September, 2022 activities.

PERSONNEL REPORT

Motion by Mrs. Rieger to accept the retirement letter from Donna Wickers dated October 11th, 2022, as attached.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

Motion by Mrs. Shore to accept the Personnel Report dated October 27th, 2022, as attached.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

STATISTICS

The library boasted a 20% increase in building usage compared to the same time last year.

CORRESPONDENCE

The Board reviewed a letter from the Town of Huntington thanking the library for their participation in the Suffolk Libraries Empowering Mobile Discovery Service Program where Ally Schaefer manned a green screen on the SCLS SLED with volunteers from other libraries. Mrs. Meglio also shared an email from a former patron, Kayla Tivner, who recently became a Young Adult Librarian and noted that Mrs. Meglio was a person "whose events, presence and support helped shape who I am today".

OLD BUSINESS**MISSION STATEMENT**

This has been tabled.

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GREENLAWN CIVIC ASSOCIATION

Motion by Mrs. Rieger to host the Greenlawn Civic Association's *Annual Meet at the Tree* on December 3rd, 2022, and the *Annual Menorah Lighting* on December 20th, 2022.

Second, Mrs. Shore.

AYES: 4. Mr. Clemens Abstained. Motion carried.

Motion by Mrs. Rieger to allow the Knights of Columbus to place a Nativity display on library property for the 2022 holiday season.

Second, Mrs. Shore.

AYES: 4. Mr. Clemens Abstained. Motion carried.

NEW BUSINESS

NYLA CONFERENCE

Mr. Clemens, Vice President of the HPL Board of Trustees and SCLS Trustee, would like to attend the Annual NYLA Conference in Saratoga Springs from Wednesday, November 2nd to Saturday, November 5th, 2022 and has requested that the library split hotel expenses with SCLS.

Motion by Mrs. Shore to cover half of Mr. Clemens' hotel expenses for the upcoming NYLA Conference in Saratoga Springs, NY.

Second, Mrs. Rieger.

AYES: 4. Mr. Clemens Abstained. Motion carried.

TOWN OF HUNTINGTON – NATHAN HALE GROUP

The Town of Huntington recently called to ask if we intended to increase the cost of the Nathan Hale Group room rental fee of \$25 per meeting for the coming calendar year. Mr. Athanas, after careful consideration of our current room reservation policy, would like to allow the Nathan Hale Group to use the Large Meeting Room free of charge, as other non-profit organizations are able to reserve and use rooms without associated fees.

Motion by Mrs. Rieger to allow the Nathan Hale Group, through the Town of Huntington, to utilize the Large Meeting Room for weekly meetings free of charge based on our current policy.

Second, Mrs. Shore.

AYES: ALL. Motion carried.

APPOINTMENT OF ABSENTEE BALLOT DESIGNEE & ACTING DISTRICT CLERK – APRIL 11, 2023

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 11th, 2023.

Second, Mrs. Rieger.

AYES: ALL. Motion carried.

Motion by Mrs. Shore to appoint Mrs. Katherine Rath to serve as Acting District Clerk at the Harborfields Public Library Budget Vote and Trustee Election on Tuesday, April 11th, 2023.

Second, Mrs. Rieger.

AYES: ALL. Motion carried.

PUBLIC EXPRESSION POLICY REVIEW

The Board reviewed the proposed changes to the Public Expression Policy, as attached.

Motion by Mrs. Rieger to accept the proposed changes to the Public Participation Policy, as attached.

Second, Mrs. Shore.

AYES: ALL. Motion carried.

SCLS PALS BALLOT VOTE

The Board discussed the proposed SCLS PALS budget and agreed with the proposed expenditures. Mr. Athanas will sign and submit the ballot on behalf of HPL.

EXECUTIVE SESSION

Motion by Mrs. Shore to move into Executive Session at 11:03 a.m. to discuss the medical, financial, credit or employment history of a particular employee.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

Motion by Mrs. Shore to return to the regular order of business at 11:08 a.m.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

Motion by Mrs. Shore to promote Elizabeth Lockwood to Senior Library Clerk and to appoint her as the Head of the Circulation Department effective October 31st, 2022.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

ADJOURNMENT

Motion by Mrs. Shore, seconded by Mrs. Rieger, to adjourn the meeting. There being no further business, the meeting was adjourned at 11:09 a.m.

Respectfully submitted,

Katherine Rath for
Ellen Rieger, Secretary