

BOARD of TRUSTEES
Regular Meeting
November 22, 2022 – 9:30 a.m.

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

PLEDGE OF ALLEGIANCE

The meeting was called to order at 9:37 a.m. by Ellen Rieger, Secretary.

The regular order of business was suspended for Magdalena Michalik, Auditor from *Baldessari and Coster*, to review and answer questions regarding the Harborfields Public Library Annual Financial Report for July 1, 2021 through June 30, 2022.

AUDIT REPORT

Ms. Michalik stated that the Library is in excellent financial shape and that all the basic financial procedures were in accordance with the accounting principles generally used. The Board also noted that they would like to discuss the possibility of committing some funds for specific projects when all members are present.

A motion to approve the 2021-2022 Audited Annual Financial Report will be needed at the December 2022 meeting.

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. Shore to approve the minutes of the regular Board meeting of October 27th, 2022, as presented.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

FINANCIAL REPORTS

Motion by Mrs. Shore to approve the financial reports for the period ended October 31st, 2022, as presented.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

Motion by Mrs. Shore to approve the payment of the following Warrants for November, 2022:

Supplemental Warrant for Payroll, dated October 31st, 2022, in the amount of \$211,764.50.

Warrant 11-22-1	\$ 394,638.89
Warrant 11-22-2 Gift Fund	\$ 5,210.99
Warrant 11-22-3	\$ 11,850.00

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

Mrs. Spinelli, Treasurer, reviewed the financial statements, warrants and payroll records for the November 11th and the November 25th, 2022, payrolls. Jenny Shore, Finance Officer, reviewed and approved the Payroll Registers for the November 11th and the November 25th, 2022, payrolls.

DIRECTOR'S REPORT

- **Security Cameras:** Johnson Controls will begin installing the new security system in December and, due to the enormity of the project, the install will not be completed until January, 2023.
- **Solar Charging Poles:** We have ordered a solar charging pole for the new paved area on Broadway, but due to shipping delays, it may not be delivered until Spring of 2023. We hope to have it in place once the nice weather returns.
- **Board of Elections – Early Voting:** The early voting held at the library and run by the Board of Elections is officially over and unfortunately, there were some issues. However, we witnessed an unprecedented turnout and believe that the library helped the community in promoting the democratic process. We thank our entire staff for their patience throughout, especially in handling complaints, but also with answering community members' calls and questions. We are glad that the Greenlawn Fire Department will host again in the future.
- **Personnel:** After 26 years of dedicated service to the library, Building Supervisor, Kevin Crowley is retiring and will work his last official day on December 22nd. As with many of the others employees who have retired this year, Kevin will be very sorely missed and has truly made an impact on the Harborfields Library and on the community.
- **Civil Service:** The cyber-attack on Civil Service created an untenable position for many municipalities in Suffolk County. However, during that period, they were able to get caught up on some backlog items going back as far as 2018. Thankfully, they are restored and are once again able to approve personnel additions and/or changes for the library.

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DIRECTOR'S REPORT (Continued)

- **Homelessness:** The library has a diverse population of patrons, all with unique personalities and situations. Recently, we have been working with a number of patrons who are homeless and come to the library every day to find refuge and an understanding staff member with whom to speak. Mr. Athanas noted that our staff has been exceptionally empathetic towards many of these patrons and is proud of the caliber of our staff. Additionally, the administration and staff have been working with the local organizations like the Family Service League to find help for patrons in need. We were recently able to get help for one of our regular patrons and he is on his way to an improved situation. Special thanks to Peggy Boyd at FSL and Mike Ferro, husband to one of our employees and a kind man who helps many members of our community. We truly appreciate their help.
- **Reference Room:** There have been an increasing number of patron complaints regarding noise in the Reference Room. As we have many groups playing cards and socializing on a daily basis, it is hard to keep noise to a minimum. At this point, our librarians have been asked to allow any patrons who may need to use a Tutorial Room access unless it has been previously reserved. Additionally, Mr. Athanas has been researching study booths and may want to add those as an option in the future.
- **Craft Fair:** The 2022 Craft Fair was another success thanks to Susan Hope. The last fair we hosted was before COVID in 2019, but in comparison, we noted that attendance was high on both days with 1147 people attending on Friday (11/18) and 1970 people on Saturday (11/19). The vendors were grateful and happy for the tremendous turnout.
- **Meet-at-the-Tree Event:** The GCA's Annual Meet-at-the-Tree event is scheduled for Saturday, December 3rd @ 3:30 p.m. The Greenlawn Fire Department has already put the lights on the tree and we are looking forward to a special community celebration.
- **Street Signs:** Thanks to Linda Meglio for working with the Town of Huntington to provide guide signs pointing the way to the library. They have officially been installed and we hope that this will encourage new community members and visitors to come to the library.
- **Budget 2023-2024:** Mr. Athanas, Mrs. Meglio, Mrs. Rath and Mrs. Fellmeth will begin to work on the budget in December. Mr. Athanas noted that the Cost of Living Adjustment (COLA) for 2023 is 8.7%.

ASSISTANT DIRECTOR'S REPORT

- **Early Voting & Storybook Halloween:** This was a difficult undertaking for our staff and crowded for our patrons, but the staff did an amazing job putting on a terrific SB Halloween in spite of the early voting in the Small Meeting Room. The teen volunteers were a huge hit in their costumes and the green screen pictures impressed many of our community members. All-in-all, fun was had and memories were made throughout the library.
- **Street Signs:** Mrs. Meglio thanked Stephanie Bontempi at the Town of Huntington for her help in getting the library guide signs installed.
- **The Little Free Pantry:** The High School Key Club ran a hugely successful food drive to stock the LFP and they received enough donations to sustain the pantry for many months. The photo of the event went viral and we are continually receiving additional generous donations.
- **Statistics:** Mrs. Meglio has taken over providing the statistics for the Board packets in place of Sarah Schnepf, who is settling into her position as Head of Reference. Linda thanked Sarah for her expert guidance on completing these reports.
- **AM Vets Ladies Auxiliary:** We recently had a visit from the local AMVETS Ladies' Auxiliary. They received a 1st place award that recognized their partnership with the library's Teen Volunteers in the "The Support Our Troops[®] Troopons[®] Program" which enhances the well-being of overseas and domestic military families by sending them food, non-food, baby, and pet manufacturer coupons to make their hard-earned dollars go farther. During COVID, these women were able to meet with the Teen Volunteers at the library to cut and organize coupons. They said they appreciated being able to continue their work here when other locations were closed.
- **Workplace Violence and Hazard Reduction Team:** This team will meet for the first time on November 26th to discuss workplace risk.
- **Friends' Open House:** The Friends of the Library are trying to recruit some new members and hosted an open house and meeting on November 7th. Mrs. Meglio was there and was happy to note that 20 people attended. She also said that one of the new members is quite tech-savvy and is willing to take on the social media publicity for the organization. They also had an information table at the Craft Fair.

DEPARTMENTAL REPORTS

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

PERSONNEL REPORT

Motion by Mrs. Shore to accept the retirement letter from Kevin Crowley dated October 11th, 2022, as attached.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

Motion by Mrs. Shore to accept the Personnel Report dated November 22nd, 2022, as attached.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

STATISTICS

The Board reviewed the monthly statistics for October, 2022.

CORRESPONDENCE

The Board reviewed a thank you letter from Donna Wickers regarding her retirement, another thank you from Dale Ketcham regarding "The Great Giveback", and a generous donation for use by the Children's Department from the *Gibbons Giving Fund*. After some research, it was determined that the donor behind the *Gibbons Giving Fund* wished to remain anonymous.

OLD BUSINESS

MISSION STATEMENT

This has been tabled.

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NEW BUSINESS

SCLS 2022 BUDGET BALLOT & TRUSTEE BALLOT

The Board was provided with the 2023 FY SCLS Annual Budget, as attached, as well as the ballots to elect Trustee, Eileen Sullivan, to represent the Towns of Huntington and Smithtown on the SCLS Board from January 5, 2023 through December 31, 2025.

Motion by Mrs. Shore to approve the 2023 FY SCLS Budget and to elect Eileen Sullivan as our representative on the SCLS Board and to sign the corresponding ballots accordingly.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

EXECUTIVE SESSION

Motion by Mrs. Shore to move into Executive Session at 11:06 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 11:29 a.m.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

Motion by Mrs. Shore to promote Michael Cronin to Custodian III and to appoint him as the Building Supervisor effective January 1st, 2023, pending Civil Service approval.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

Motion by Mrs. Shore to promote Peter Mueller to Custodian II effective January 1st, 2023, pending Civil Service approval.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

ADJOURNMENT

Motion by Mrs. Shore, seconded by Dr. Hilgeman, to adjourn the meeting. There being no further business, the meeting was adjourned at 11:30 a.m.

Respectfully submitted,

Katherine Rath for
Ellen Rieger, Secretary