

BOARD of TRUSTEES
Regular Meeting
November 23, 2021 – 10:00 a.m.

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

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

Absent: Joyce Hilgeman, Ph.D., President
Jenny Shore, Trustee
Cristina Spinelli, Treasurer

PLEDGE OF ALLEGIANCE

The meeting was called to order at 10:01 a.m. by Ellen Rieger, Vice 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 Mr. Clemens to approve the minutes of the Regular Meeting of October 26, 2021, as presented.

Second, Ms. Boyer.

AYES: ALL. Motion carried.

FINANCIAL REPORTS

Motion by Ms. Boyer to approve the financial reports for the period ended October 31, 2021, as presented.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

Motion by Ms. Boyer to approve the payment of the following Warrants for November 23, 2021:

Supplemental Warrant, dated October 31, 2021, in the amount of \$257,181.98.

Warrant 11-21-1	\$439,763.55
Warrant 11-21-2 Gift	\$ 2,000.87
Warrant 11-21-3	\$ 2,089.53

Second, Mr. Clemens.

AYES: ALL. Motion carried.

Mrs. Spinelli, Treasurer, reviewed the financial statements, warrants and payroll records for the November 12th and November 26th payrolls and Ms. Boyer, Finance Officer, reviewed and approved the Payroll Register for the November 12th and November 26th payrolls.

DIRECTOR'S REPORT

Mr. Athanas did not give an oral report this month for the sake of time, but deferred to his written report and to the discussion of numerous items of old and new business.

DEPARTMENTAL REPORTS

The Board reviewed and discussed the Departmental Reports regarding October/November, 2021, activities.

PERSONNEL REPORT

There was no Personnel Report this month.

STATISTICS

The Board reviewed and discussed the statistical reports.

November 23, 2021 Board Minutes – Page 2

CORRESPONDENCE

The Board reviewed and discussed the correspondence from Miro Zupancic thanking the Library for displaying his artwork and to Susan Hope and Jennifer Handler for their help with coordinating the show. The Board was also provided with (2) items of guidance from Lamb and Barnosky pertaining to; 1. New Requirement to Post Meeting Minutes the Library’s Website and 2. New Legislation Prohibiting Municipalities and Schools from Selling or Displaying Symbols of Hate, as attached.

OLD BUSINESS

APPOINTMENT OF ASSISTANT DIRECTOR

The Board discussed the appointment of an Assistant Director for HPL. This appointment had been previously discussed by the Board of Trustees but no final decision had been reached although the annual salary for the position was included in the 2021-2022 budget. The Board also discussed the revised job description for this position and felt that the person being appointed should take over items that would allow Mr. Athanas to attend more meetings and focus on the “bigger picture” items. Suggestions for items that the Assistant Director may undertake included emerging technologies, engaging the community, sustainability and long term projects. The Board also acknowledged that Mr. Athanas should hire the person of his choice and possibly ask that the newly appointed person attend January’s Board meeting.

Motion by Ms. Boyer for Mr. Athanas to move forward with immediately interviewing and appointing the person of his choice for the position of Assistant Director.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

DONATION OF OBSOLETE EQUIPMENT

Motion by Mr. Clemens to donate the wooden train from the Children’s Department to Bakewicz Farm in “as is” condition due to it being considered obsolete equipment by the Library.

Second, Ms. Boyer.

AYES: ALL. Motion carried.

NEW BUSINESS

SCLS 2022 BUDGET BALLOT & TRUSTEE BALLOT

The Board was provided with the 2022 FY SCLS Annual Budget, as attached, as well as the ballots to elect Trustee, Michele Lauer-Bader, to represent the Towns of Huntington and Smithtown on the SCLS Board from January 5, 2022 through December 31, 2024.

Motion by Ms. Boyer to approve the 2022 FY SCLS Budget and to elect Michele Lauer-Bader as our representative on the SCLS Board and to sign the corresponding ballots accordingly.

Second, Mrs. Rieger.

AYES: ALL. Motion carried.

SUSTAINABILITY POLICY

The Board discussed the Sustainability Policy and the ways in which our library is hoping to become a community leader in resiliency and sustainability. The Board also noted that, as a part of sustainability, they would like to see the library move towards utilizing battery-powered lawn equipment and to encourage our landscapers to do the same.

Motion by Mr. Clemens to approve the Sustainability Policy as attached.

Second, Ms. Boyer.

AYES: ALL. Motion carried.

GREENLAWN CIVIC ASSOCIATION

Motion by Ms. Boyer to host the and the *Annual Menorah Lighting* on November 30th, 2021, and the Greenlawn Civic Association’s *Annual Meet at the Tree* on December 4th, 2021, and to allow the Knights of Columbus to place a Nativity display on library property for the 2021 holiday season.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

November 23, 2021 Board Minutes – Page 3

403(b) PLAN MANAGEMENT WITH US OMNI GROUP & EQUITABLE ADVISORS

Mr. Athanas discussed offering our employees the option to have an investment vehicle which provides advisors that can direct their deposits into funds that best suit their goals. Additionally, having our employees invest through OmniGroup/Equitable Advisors removes any liability from the library for administration of these plans.

Motion by Mr. Clemens to hire Omni Group/Equitable Advisors to administer a 403(b) Plan and other retirement plans for our employees. Employee participation in all plans is still voluntary, as is participation with Omni Group/Equitable Advisors.

Second, Ms. Boyer.

AYES: ALL. Motion carried.

PICKLE PARK UPDATE

Ms. Boyer, as a representative of the Library and its Board of Trustees, met with Jane Irving, President of the GCA, to discuss the possibility of creating a gate from the Library's parking lot into Pickle Park by cutting into the middle area of the existing gate along the back of the Library's parking lot. Unfortunately, not only would there be an increased insurance liability for the library, but due to the logistics involved, creating this gate between the properties would require the library to completely rezone the parking lot, would require the library to lose at least (6) parking spaces, and would also require the addition of speed bumps due to traffic and safety concerns. Therefore, at this point, the Library respectfully wishes to leave the existing fence intact and is not in favor of creating this gate. However, the library is willing to work with the Town and the Greenlawn Civic Association to trim and/or replace shrubs that are overgrown, shabby or hazardous in that area along the fence at the back of our lot. Additionally, the library hopes that the Town is willing to extend the sidewalk so that you can easily follow the sidewalk from the library directly into the park. Mr. Athanas will speak with Mrs. Irving regarding the Library's decision.

RETIREMENT INCENTIVE

Mr. Athanas handed out a proposal for a 2022 Retirement Incentive and asked the Board to review and e-mail or call with any questions regarding the information provided. Mr. Athanas would like the Board to discuss the proposal at the December 23rd Board meeting.

2020-2021 AUDITED FINANCIAL REPORT

Mrs. Rath e-mailed the Final 2020-2021 Audited Financial Report as provided by our Accountants, Baldessari & Coster. Mr. Al Coster will present the findings to the Board on December 23rd at the beginning of the monthly Board of Trustees meeting.

EXECUTIVE SESSION

Although the Board intended to go into Executive Session to discuss (2) items, due to the lack of public participation and privacy not being an issue, it was not necessary to call an Executive Session.

ADJOURNMENT

Motion by Ms. Boyer, seconded by Mr. Clemens, to adjourn the meeting. There being no further business, the meeting was adjourned at 11:21 a.m.

Respectfully submitted,

Katherine Rath for
David Clemens, Secretary