

**BOARD of TRUSTEES**  
**Regular Meeting**  
**December 22, 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 9:42 a.m. by Renee Boyer, President.

**PUBLIC PARTICIPATION**

There was no public participation.

**CALL FOR NEW BUSINESS**

- 2023-2024 Preliminary Budget Discussion

**APPROVAL OF MINUTES**

Motion by Mrs. Shore to approve the minutes of the regular Board meeting of November 22<sup>nd</sup>, 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 November 30<sup>th</sup>, 2022, as presented.

Second, Mrs. Rieger.

AYES: ALL. Motion carried.

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

Supplemental Warrant for Payroll, dated November 30<sup>th</sup>, 2022, in the amount of \$173,176.58.

|                              |               |
|------------------------------|---------------|
| Warrant 12-22-1              | \$ 163,007.29 |
| Warrant 12-22-2 Gift Fund    | \$ 3,202.08   |
| Warrant 12-22-3 Debt Service | \$ 559.50     |

Second, Mrs. Rieger.

AYES: ALL. Motion carried.

Mrs. Spinelli, Treasurer, reviewed the financial statements, warrants and payroll records for the December 9<sup>th</sup> and the December 23<sup>rd</sup>, 2022, payrolls. Jenny Shore, Finance Officer, reviewed and approved the Payroll Registers for the December 9<sup>th</sup> and the December 23<sup>rd</sup>, 2022, payrolls.

**DIRECTOR'S REPORT**

- **Plumbing Leak in Art Gallery & Copier Room:** There was a significant ceiling leak in the Staff Copier Room that spread into the ceiling of the Art Gallery. After all other possibilities were exhausted, including checking the roof & HVAC system, we called John McLaughlin Plumbing who spent many hours on the repair, even having to shut off the water to the building in order to drain the system. There was a leak in one of the pipes in that area, but it is finally repaired and Mike Cronin is working on patching the ceiling in both areas.
- **Solar Charging Poles:** The solar charging poles have finally shipped and are expected to arrive the first week of January. We anticipate installing ours in the spring. Northport-East Northport and South Huntington will arrange pick up of their poles from Harborfields.
- **Security Camera Upgrade:** Johnson Controls has completed the install of our new (53) camera security system after 3-weeks of work. (Demonstration of the System given by Mr. Athanas). The only part left is the staff training with Johnson Controls and the manufacturer, which should take place in January. Johnson Controls was a pleasure to work with and made the install seamless, without disturbing staff or patrons. The IT Department will be working with our Maintenance Department in removing the old cameras and hardware. Additionally, Mr. Athanas was able to purchase iPads for our security staff so that they may be mobile while watching the video footage inside and outside of the library. The cost of the system, with the grant offset, was reasonable considering its magnitude and will provide a huge amount of extra safety for our patrons and staff.
- **Personnel:** After 26 years of dedicated service to the library, Building Supervisor, Kevin Crowley is officially retired as of tomorrow. He truly enjoyed the celebration at Off Broadway, and Mr. Athanas will present him with a Proclamation from the Board tomorrow morning. To make up for his leaving, we have conducted (2) interviews for custodians and have good prospects. Additionally, with the exit of Donna Wickers and Adriana Mueller, we were in need of additional help at the Circulation desk and have hired (2) part-time clerks, Susan Semple and Kirstin Zarko. We look forward to working with them.
- **Homelessness:** Mr. Athanas provided an update on homeless usage of the library. We are thankful for the efforts of Mike Ferro and Peggy Boyd from the Family Service League.
- **Meet-at-the-Tree Event:** The GCA's Annual Meet-at-the-Tree event scheduled for Saturday, December 3<sup>rd</sup> @ 3:30 p.m., was canceled due to rain. The lighting of the Menorah was held on the 20<sup>th</sup> and was well-attended.

**December 22<sup>nd</sup>, 2022 Board Minutes – Page 2****DIRECTOR'S REPORT (Continued)**

- **Director's Quarterly Meeting:** The Director's Quarterly meeting was held at Half Hollow Hills where Directors discussed the upcoming State of the State Address which will be given by Kathy Hochul on January 10<sup>th</sup>, 2023. Libraries intend to ask for \$147.1 million in State Aid this year versus the \$123 million requested in 2022. In 2022, libraries received only \$96 million, which is considerably less than the request. Libraries will also be asking for \$69 million in construction grants.
- **SCLS:** SCLS is looking into purchasing a shredding truck to be used by all member libraries, similar to the SLED and TECH van. This would allow libraries to offer more shredding events, which is popular with patrons across the county.
- **Sustainable Libraries Initiative:** Elwood and Center Moriches recently joined the Sustainable Libraries Initiative and there are now 70 libraries statewide participating.
- **Statistics:** Book borrowing is up 4.5% since last year and e-content borrowing is up 9%.
- **Resource Sharing Code:** The updates to the Resource Sharing Code that we voted on passed 52-0. It goes to the NYSED (NY State Education Department) and will be in effect beginning January 1, 2023.
- **Construction Grants:** NY State approved 223 projects in 2022. With our security system upgrade having been approved, we will most likely see that money towards the end of 2023. However, we did just receive a letter stating that our initial 90% payment on our LED/Meeting Room Wing project would be arriving shortly.
- **Trustee Training Requirements:** As of January 1<sup>st</sup>, 2023, all Trustees will be required to do (2) hours of training per year. There will be online and regional workshops offered. Mr. Athanas recommended having speakers come to meetings to fulfill some of the training. Details on these requirements can be found at <https://sites.google.com/view/trustee-training-resources>.
- **Linda Meglio:** Happy Anniversary to Linda Meglio. She has been in her position as Assistant Director one full year and has been a true asset to the library. Mr. Athanas thanked Linda for her contributions to the library.
- **Thank You to Our Amazing Staff:** We have been under a tremendous amount of pressure to continue the same level of service after losing some integral staff members to retirement. During these many transitions, our staff has continued to be optimistic and have shown their willingness to fill-in for other departments when needed. We are fortunate to have such a hardworking, talented and positive team at Harborfields Public Library. Our staff is truly a pleasure to work with on every level.

**ASSISTANT DIRECTOR'S REPORT**

- **1-Year Anniversary:** Mrs. Meglio discussed her first year as Assistant Director and has truly enjoyed being in the position. She continues to learn something new every day and appreciates the staff's encouragement. She also thanked Kim McCarthy and Mary Kim for doing a fantastic job with taking over the Young Adult Department.
- **Homelessness Seminar:** Peggy Boyd from the Family Service League did a seminar on homelessness for our staff. The reality of the homeless situation in the Town of Huntington was surprising and emotional for staff. There are many patrons who face struggles on a daily basis here in Greenlawn, but people like Peggy are working hard to help those residents in need.
- **Harborfields Central School District's Industry Advisory Board:** Mrs. Meglio attended a meeting in December of the HFCSD Industry Advisory Board, of which she is now a member. This organization strives to create meaningful community and career connections for our students ranging from Kindergarten to 12th grade and allows the school to help place students in business internships to expand opportunities for future employment. They also facilitate high school students to serve "High School Heroes" where they become role models by teaching and empowering elementary students within their school district. High School Heroes work in teams to mentor students with hands-on, interactive lessons centered on work readiness, financial literacy, and entrepreneurship. And finally, it allows students to earn their Career & Technical (CTE) Certification. Students enrolled in this program earn a special diploma endorsement and earn a professional industry certification through the Harborfields Business & Entrepreneurship Academy. Mrs. Meglio will be specifically working with alumni in order to connect these working alumni with future grads.
- **AccuData & Time Clock Plus:** Mrs. Meglio is organizing a meeting with AccuData and Time Clock Plus in order to possibly expand our current ability for staff to view their accrued time through our time clock and payroll system. Currently, all employee time is tracked manually through the Business Office and employees must review it on a personalized spreadsheet bi-annually. When they request time off, they do not know what they have available unless they call Patty Fellmeth or have kept careful track themselves. If we add this module, it would allow the system to show the employee what time they have available to use when they put in a request.
- **Town of Huntington Recycling:** Mrs. Meglio was able to schedule a seminar with Amanda Lerch, Environmental Analyst from the Town of Huntington, who will be discussing how the town properly handles and recycles materials collected from its residents and current sustainability efforts within the TOH. This will be held on Tuesday, January 17, 2023 from 12:00-1:00 p.m.
- **Sustainability in Libraries:** Mrs. Meglio recently attended a webinar discussing how to incorporate sustainability into the Library's Strategic Plan.
- **Repair Café:** Mrs. Meglio is looking forward to the library's first Repair Café on Saturday, January 28, 2023 from 1:30-4:30 p.m. Mrs. Meglio thanked Susan Hope for help with this event.
- **Bicycle Safety Program:** The library regularly provides meeting space for the Greenlawn area's Bicycle Club. Mrs. Meglio would like to add some new bicycle racks for those patrons using bicycles and cutting down on emissions. She also intends to ask the club to host a bicycle safety program for our patrons.

**DEPARTMENTAL REPORTS**

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

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**PERSONNEL REPORT**

Motion by Mrs. Rieger to accept the resignation letter from Adriana Mueller dated December 18<sup>th</sup>, 2022, as attached.  
Second, Dr. Hilgeman. AYES: ALL. Motion carried.

Motion by Mrs. Rieger to accept the Personnel Report dated December 22<sup>nd</sup>, 2022, as attached.  
Second, Mrs. Shore. AYES: ALL. Motion carried.

**STATISTICS**

The Board reviewed the monthly statistics for November, 2022. It was noted that there was a large spike in patrons entering the building in November.

**CORRESPONDENCE**

The Board reviewed a letter from the Family Service League thanking the Young Adult patrons for their hard work in donating (11) no-sew fleece blankets for the children, individuals and families at the Shelter. The Board also received a thank you from Kevin Crowley for their support over the past 26 years & a thank you note for the staff from patron Linda Szabados. The Board also reviewed the "Harborfields Library Sustainability Staff Newsletter", written by Reference Librarian Valarie Henrichson, and a generous donation from the "Shore Family Foundation".

**OLD BUSINESS**

**MISSION STATEMENT**

This has been tabled.

**AUDIT REPORT**

The Annual Audited Financial Report for 2021-2022, prepared by auditors Baldessari & Coster, was presented and discussed at the November 22, 2022 meeting.

Motion by Mrs. Rieger to approve the Harborfields Public Library Annual Audit Report for the period of July 1, 2021, to June 30, 2022, as prepared by our auditors, Baldessari & Coster.  
Second, Mrs. Shore. AYES: ALL. Motion carried.

**NEW BUSINESS**

**2023-2024 BUDGET**

Mr. Athanas provided a brief overview of the some of the highlights of the upcoming budget planning for 2023-2024.

- The tax cap is 2%, but we have an allowable increase of 3.97% based upon the growth factor for our community and unspent tax cap maximums in prior years.
- The Cost of Living Adjustment (COLA) for 2023 is 8.7%.
- The library expects a fairly significant increase in health insurance rates and in its retirement estimate from the NYSERS.
- Due to substantial increases in vendor fees for many programs, especially in Children's, we anticipate having to increase the program budget for 2023-2024.
- We may need to hire an additional P/T Library Clerk at Circulation, one F/T and/or P/T Custodian and one F/T and/or P/T Librarian.

Mr. Athanas will provide a draft of the proposed budget prior to next month's meeting via email.

**EXECUTIVE SESSION**

Motion by Mrs. Shore to move into Executive Session at 11:00 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. Rieger to return to the regular order of business at 11:03 a.m.  
Second, Mrs. Shore. AYES: ALL. Motion carried.

Mr. Athanas is waiting on Civil Service to re-class Samuel Lellis to Network Systems Technician.

**ADJOURNMENT**

Motion by Mrs. Shore, seconded by Mrs. Rieger, to adjourn the meeting. There being no further business, the meeting was adjourned at 11:04 a.m.

Respectfully submitted,

Katherine Rath for  
Ellen Rieger, Secretary