

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

Board Members Present: Joyce Hilgeman, Ph.D., President
Ellen Rieger, Vice President
Renee Boyer, Finance Officer
David Clemens, Secretary
Jenny Shore, Trustee

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

Absent: Cristina Spinelli, Treasurer

PLEDGE OF ALLEGIANCE

The meeting was called to order at 10:06 a.m. by Dr. Joyce Hilgeman, President.

The regular order of business was suspended for Al Coster, Auditor from *Baldessari and Coster*, to review and answer questions regarding the Harborfields Public Library Annual Financial Report for July 1, 2020 through June 30, 2021.

AUDIT REPORT

Mr. Coster 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 to specific Capital Improvement projects at the January Board meeting.

Motion by Mr. Clemens to approve the Harborfields Public Library Audit Report for the period of July 1, 2020, to June 30, 2021, as prepared by our auditors, Baldessari & Coster.

Second, Ms. Boyer.

AYES: ALL. Motion carried.

PUBLIC PARTICIPATION

There was no public participation.

CALL FOR NEW BUSINESS

- DeGroot Landscape Design Proposal for Pruning
- Amendment to COVID Policy
- 2022 Budget Discussion

APPROVAL OF MINUTES

Motion by Mrs. Shore to approve the minutes of the Regular Meeting of November 23, 2021, as amended.

Second, Mrs. Rieger.

AYES: ALL. Motion carried.

FINANCIAL REPORTS

Motion by Mrs. Shore to approve the financial reports for the period ended November 30, 2021, as presented.

Second, Mrs. Rieger.

AYES: ALL. Motion carried.

Motion by Mrs. Shore to approve the payment of the following Warrants for December 23, 2021:

Supplemental Warrant, dated November 30, 2021, in the amount of \$173,490.89.

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|------------------------------|---------------|
| Warrant 12-21-1 | \$ 124,752.93 |
| Warrant 12-21-2 Gift | \$ 1,396.89 |
| Warrant 12-21-3 Debt Service | \$ 603.75 |

Second, Mrs. Rieger.

AYES: ALL. Motion carried.

Mrs. Spinelli, Treasurer, reviewed the financial statements, warrants and payroll records for the December 10th and December 24th, 2021, payrolls and Ms. Boyer, Finance Officer, reviewed and approved the Payroll Register for the December 10th and December 24th, 2021, payrolls.

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DIRECTOR'S REPORT

- On March 2, 2022, Library Advocates across the state will join together virtually for NYLA's Annual Library Advocacy Day to promote funding and policies that benefit and strengthen our libraries.
- Completion of projects funded through NYS Construction Grants will now be permitted to span over (4) years instead of (3). NYS received (226) applications which has increased from (135) last year. This may cause a delay in receiving grant funding.
- The New York State Annual Report portal will open in January.
- OverDrive will phase out their original "OverDrive App" in 2022 and push users to the "Libby App". Starting in 2022, we will be directing people to Libby for the Library's digital content instead of OverDrive.
- The Suffolk Cooperative Library System is investigating the purchase of new software to allow secure online library card registration for patrons. Directors will have a product Demo in January. As in the past, although this allows patrons to sign up for a card, they must still come to the library to show proof of identity and residency.
- This year is the 25th Anniversary of the Battle of the Books.
- SCLS has upgraded the technology in their training room and auditorium. They are also installing new fencing around the property and will be replacing their septic system.
- SCLS is moving forward with the purchase of a "Mini SLED" using the recently awarded federal infrastructure grants and hopes to be able to offer enhanced services because the smaller bus is easier to get into neighborhoods and communities.
- In early 2022, we anticipate that RENU Contracting will begin the update of our Meeting Room Wing lighting. Mr. Athanas has been researching alternative fixtures that will keep the feel of the older schoolhouse pendant lighting at a lesser cost than what RENU proposed.
- The delivery of the new boat, dock and train for the Children's Room is scheduled for December 29th.
- Mr. Athanas played the recently filmed "Winter Is Coming" YouTube Video promoting the Winter Reading Club and thanked Ally Schaefer, Karen McHugh and Liz Yorio for their creativity and hard work on creating such an entertaining clip. <https://youtu.be/Srd8osw-eYg>

DEPARTMENTAL REPORTS

The Board of Trustees reviewed and discussed the Departmental Reports. They were thrilled that the Department Heads did such an outstanding job of recapping their departments' achievements in 2021 and noted that, although 2021 continued many of the challenges of 2020, our staff was still able provide outstanding service to the community.

PERSONNEL REPORT

Motion by Mrs. Shore to accept the Personnel Report dated December 23, 2021, as attached.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

STATISTICS

The Board reviewed and discussed the statistical reports.

CORRESPONDENCE

The Board reviewed and discussed the correspondence as attached.

OLD BUSINESS

APPOINTMENT OF ASSISTANT DIRECTOR

EXECUTIVE SESSION

Motion by Mrs. Shore to move into Executive Session at 11:13 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. Shore to return to the regular order of business at 11:29 a.m.

Second, Ms. Boyer.

AYES: ALL. Motion carried.

The Board discussed the appointment of an Assistant Director for HPL and Mr. Athanas walked the Board through his vetting and interviewing process prior to the appointment including the history of the position, the updated job description, as well as the process by which he made his final decision after interviewing the eligible candidates.

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APPOINTMENT OF ASSISTANT DIRECTOR (Continued)

Motion by Mrs. Shore to appoint Mrs. Linda Meglio as the Assistant Director of the Harborfields Public Library effective December 25, 2021.

Second, Ms. Boyer.

AYES: ALL. Motion carried.

NEW BUSINESS

DEGROOT LANDSCAPE DESIGN - PRUNING

The Board reviewed the proposal from DeGroot Landscape Design for pruning of the shrubs at the back of the parking lot nearest Pickle Park, as well as for maintenance pruning required on the plantings on Broadway and around perimeter of the library building.

Motion by Mrs. Shore to accept the estimates from DeGroot Landscape Design for pruning as specified in his proposal as attached.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

AMENDMENT(S) TO COVID POLICY

Mr. Athanas discussed the revised NYS Mandates and CDC Guidelines regarding COVID. The Board agreed to amend the Library's COVID Policy to be more adaptable to future NYS Mandates and CDC Guidelines as they happen. Any and all policy changes will continue to be discussed with the library's attorney, posted within the library and published to our website in a timely manner.

2022-2023 BUDGET DISCUSSION

Mr. Athanas discussed the 2022-2023 Tax Cap Formula with the Board, as well as the current COLA (cost of living adjustment) increase of 5.9% for 2022, and noted that the Board must approve the proposed 2022-2023 Budget at the January meeting. Mr. Athanas will provide the Board with additional information and the full proposed budget for review prior to the January meeting.

RETIREMENT INCENTIVE

Mr. Athanas had distributed information at the November Board meeting proposing a 2022 Retirement Incentive. The Board reviewed and discussed the proposed incentive and asked questions accordingly.

Motion by Mr. Clemens to offer the proposed Retirement Incentive to those eligible employees with 10+ years of full-time service and who have reached the age of 55. Employees must retire within the 2022 calendar year (by December 31, 2022) and notify the library at least 30 days prior to the date they intend to retire.

Second, Mrs. Shore.

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 11:48 a.m.

Respectfully submitted,

Katherine Rath for
David Clemens, Secretary