

BOARD of TRUSTEES
Regular Meeting
February 24, 2022 – 10:00 a.m.

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

Library Staff: Ryan Athanas, Library Director
Linda Meglio, Assistant Director
Katherine Rath, Senior Account Clerk

Absent: Ellen Rieger, Vice President
Cristina Spinelli, Treasurer

PLEDGE OF ALLEGIANCE

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

PUBLIC PARTICIPATION

There was no public participation.

CALL FOR NEW BUSINESS

- NYS Annual Report for Public and Association Libraries - 2021
- Harborfields High School Art Show Reception
- Friends' Craft Fair

APPROVAL OF MINUTES

Motion by Mrs. Shore to approve the minutes of the regular meeting of January 25th, 2022, as presented.
Second, Ms. Boyer. AYES: ALL. Motion carried.

FINANCIAL REPORTS

Motion by Mrs. Shore to approve the financial reports for the period ended January 31st, 2022, as presented.
Second, Mr. Clemens. AYES: ALL. Motion carried.

Motion by Mrs. Shore to approve the payment of the following Warrants for February, 2022:
Supplemental Warrant, dated January 31st, 2022, in the amount of \$168,247.77.

Warrant 2-22-1 Payroll	\$ 538.06
Warrant 2-22-2	\$ 227,821.71
Warrant 2-22-3 Gift Fund	\$ 1,247.00
Warrant 2-22-4	\$ 3,493.73

Second, Mr. Clemens. AYES: ALL. Motion carried.

Mrs. Spinelli, Treasurer, reviewed the financial statements, warrants and payroll records for the February 4th and the February 18th, 2022, payrolls and Ms. Boyer, Finance Officer, reviewed and approved the Payroll Registers for the January 7th, January 21st, February 4th and the February 18th, 2022, payrolls.

DIRECTOR'S REPORT

- **Notary Public Insurance:** Following the lead of other zone libraries, we have added Notary Public insurance to our current coverage suite to offset any liability in regard to providing this free service to members of our community.
- **Mr. Dennis Freres:** The former President of the GCHA and dedicated Greenlawn resident, Mr. Dennis Freres, passed away on February 12, 2022. The library sent flowers in order to recognize his life and significant contributions to the Greenlawn & Centerport communities.
- **Network Systems Specialist I:** Based upon the updated duty statement submitted to Civil Service, the position for a "Network Systems Technician" has been changed to "Network Systems Specialist I" and has been approved. Samuel Lellis will begin working part-time assisting Mr. Athanas and Mrs. Schnepf with technology updates, issues and will assist patrons with their tech needs.
- **Recyclable Copy & Printer Paper:** As a part of the effort to utilize sustainable products within all libraries across Suffolk, SCLS's business manager is beginning to compile a list of preferred vendors who offer sustainable products to the library community. Effective immediately, Harborfields will be converting to using 30% recycled copy paper and we are researching substitutes for the thermal receipt paper, which is not biodegradable. We will also be asking patrons if the library can email receipts as opposed to printing them.
- **Staff Water Bottle Filling Station:** We are installing a new chilled water bottle filling station in the staff lounge to replace the water cooler, which helps to greatly reduce plastic waste. We hope that this will encourage employees to bring their own refillable water bottles.

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ASSISTANT DIRECTOR'S REPORT

- **Policy Review:** Mrs. Meglio discussed her dual role as head of the Young Adult Department while learning her new duties as Assistant Director. Although she is still enjoying working with Mrs. McCarthy in the teen room occasionally, as a part of her new role, she will be presenting policies for review at most Board meetings, which allows us to keep the policies up-to-date and relevant to changing times. She noted in particular that she would like to review the following policies over the coming months so that we may closely follow New York State recommendations and mandates;

1. Whistleblower Policy
2. Sexual Harassment Policy
3. Purchasing Policy – to include language regarding our effort towards purchasing sustainable products
4. Collection Development Policy

Mrs. Meglio also asked that the Board review our current Mission Statement, as it has not been changed since 2009 and it does not include any mention of sustainability efforts that we have recently adopted.

- **2022 YA Battle of the Books:** Mrs. Meglio and Mrs. McCarthy were excited to assist a talented team of teens from Harborfields at this year's Advanced Battle of the Books competition where they took FIRST PLACE! Mrs. Meglio said that she is exceptionally proud of them and was happy to work with such an amazing and dedicated group of young adults. She also thanked Mrs. McCarthy for her outstanding contribution as a mentor for the team.
- **Bags to Benches Initiative:** We are currently participating in an initiative called "Bags to Benches" in partnership with the Trex Company that encourages patrons and our community members to recycle plastic film to keep it out of landfills. We have a container in the lobby for people to drop off their plastic and once we can collect 500 Lbs., we send it to Trex and they will make us a composite bench out of the plastic film and reclaimed wood to be used at the library.
- **Social Media Seminar:** SCLS offered a seminar on social media marketing of library services. We had quite a few staff members attend who learned additional methods of posting on both Instagram and Facebook and have been routinely implementing these methods. As a result of this marketing, we have seen an increase in program attendance across the board.

DEPARTMENTAL REPORTS

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

PERSONNEL REPORT

Motion by Mrs. Shore to accept the personnel report dated February 24th, 2022, as attached.

Second, Ms. Boyer.

AYES: ALL. Motion carried.

CORRESPONDENCE

The Board reviewed correspondence from Barbara Bozzone and Madeline P. (GS Troop #2598). They also reviewed Memorandums from Lamb & Barnosky regarding the NYS Mask Mandate (1/31/22) and the Expiration of Authority to Hold Remote Public Meetings (2/11/22).

OLD BUSINESS

2022-2023 LIBRARY CALENDAR OF CLOSINGS, HOLIDAYS & BOARD MEETINGS

The Board of Trustees was presented with a list of Holidays, Closings and Board meeting dates for the 2022-2023 fiscal year, which was tabled in January. The following changes were made:

1. The library is now closed in observance of Yom Kippur, Wednesday, October 5th, 2022.
2. The library is closed on Veteran's Day, Friday, November 11th, 2022.
3. The Friends' Craft Fair was moved to Friday, November 18th and Saturday, November 19th, 2022, so that we can be closed in observance of Veteran's Day.
4. The library will be open on Sunday, June 25th in 2023.

The board would like revisit the topic of "Summer Sundays" next year before the 2023-2024 calendar is approved.

Motion by Mr. Clemens to adopt the 2022-2023 Schedule of Closing and Holiday dates, as attached. Although the Board tentatively approved the dates for the Board meetings, we will revisit the meeting times at the March meeting.

Second, Ms. Boyer.

AYES: All. Motion carried.

LIBRARY SERVICE HOURS

This item has been tabled until the March meeting so that all Board members might be present for the discussion.

NEW BUSINESS

2022-2023 BUDGET BROCHURE

The Board reviewed the 2022-2023 Budget Brochure which will be made be available to the public on Friday, February 25th, 2022 and will be available on the library's webpage, at all public desks and in the Business Office.

Motion by Mr. Clemens to approve the 2022-2023 Budget Brochure as presented and attached.

Second, Ms. Boyer.

AYES: All. Motion carried.

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POLICY REVIEW

Mrs. Meglio discussed the current Purchasing Policy, which was last reviewed in 2013. She has recommended a few changes which mainly focus on sustainability.

Motion by Mrs. Shore to accept the revised Purchasing Policy as presented and attached.

Second, Mr. Clemens.

AYES: All. Motion carried.

Mr. Athanas presented an updated list of COVID Procedures which includes recent changes based on NYS mandates.

Motion by Mrs. Shore to accept the revised list of COVID Procedures as presented and attached.

Second, Mr. Clemens.

AYES: All. Motion carried.

2021 NYS ANNUAL REPORT FOR PUBLIC & ASSOCIATION LIBRARIES

Mr. Athanas reviewed and discussed the 2021 NYS Annual Report for Public and Association Libraries, which is due by March 15th, 2022.

Motion by Mrs. Shore to approve and submit the NYS Annual Report for Public and Association Libraries for 2021, as presented.

Second, Ms. Boyer.

AYES: All. Motion carried.

HARBORFIELDS HIGH SCHOOL ART SHOW & RECEPTION

Due to concerns regarding COVID, the Board discussed hosting the Annual Harborfields High School Art Show and Reception in the library's gallery in April as we have in years past. Dr. Manning, Superintendent of HFSD, reached out to Mr. Athanas and is excited to bring back this wonderful event if the library is willing. The Board of Trustees agrees that the library would be happy to host the event.

FRIENDS OF THE LIBRARY ANNUAL CRAFT FAIR

Due to concerns regarding COVID, the Board discussed hosting the Friends of the Library Annual Craft Fair. The Board is excited to once again host this wonderful event. However, the event will be moved to November 18th and 19th so that the library may close in honor of Veteran's Day.

APPOINTMENT OF SENIOR OFFICE ASSISTANT

EXECUTIVE SESSION

Motion by Mrs. Shore to move into Executive Session at 11:44 a.m. to discuss the medical, financial, credit or employment history of a particular employee.

Second, Ms. Boyer.

AYES: ALL. Motion carried.

Motion by Mrs. Shore to return to the regular order of business at 11:56 a.m.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

The Board discussed the appointment of a Senior Office Assistant to replace Mrs. Kantianis, who will be retiring this year.

Motion by Mrs. Shore to allow Mr. Athanas to immediately begin the process of hiring a Senior Office Assistant of his choice to replace Mrs. Kantianis.

Second, Ms. Boyer.

AYES: ALL. Motion carried.

PUBLIC PARTICIPATION

There was no public participation.

ADJOURNMENT

Motion by Mrs. Shore, seconded by Mr. Clemens, to adjourn the meeting. There being no further business, the meeting was adjourned at 11:59 a.m.

Respectfully submitted,

Katherine Rath for
David Clemens, Secretary