

BOARD of TRUSTEES
Regular Meeting
February 25, 2021 – 10:00 a.m.

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

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

Absent: Cristina Spinelli, Treasurer

PLEDGE OF ALLEGIANCE

The meeting was called to order at 10:05 a.m. by Dr. Joyce Hilgeman, 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 Mrs. Rieger to approve the minutes of the regular meeting of January 28th, 2021, as presented.

Second, Mrs. Shore.

AYES: ALL. Motion carried.

FINANCIAL REPORTS

Motion by Mrs. Shore to approve the financial reports for the period ended January 31st, 2021, as presented.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

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

Supplemental Warrant, dated January 31st, 2021, in the amount of \$163,375.50.

Warrant 2-21-1	\$ 212,378.65
Warrant 2-21-2 Gift	\$ 3,850.00
Warrant 2-21-3	\$ 4,787.02

Second, Mr. Clemens.

AYES: ALL. Motion carried.

Mrs. Spinelli, Treasurer, reviewed the financial statements, warrants and payroll records for the February 5th and the February 19th, 2021, payrolls and Ms. Boyer, Finance Officer, reviewed and approved the Payroll Registers for the January 8th, January 22nd, February 5th and the February 19th, 2021, payrolls.

DIRECTOR'S REPORT

- NYLA's Library Advocacy Day is virtual this year and New Yorkers for Better Libraries (www.newyorkersforbetterlibraries.org) is hosting an Annual Fundraising Gala the night before.
- NYLA is running some meet-&-greet with local legislators as a part of Virtual Lobby Day and Mr. Athanas will be "chairing" the virtual meeting with Keith Brown, Assemblyman for District 12 and will also be meeting with Democratic Assemblyman for District 10, Steve Stern. Unfortunately, due to time conflicts, Mr. Athanas will not be able to attend the meeting with Senator James Gaughran. Likely to be discussed is the cut to State Library Aid, which was supposed to be \$102.6M but was cut to \$94.1M and may be cut an additional 7.5% by the Governor, as well as the cut to Construction Aid, which was projected at \$45M but cut to \$14M.
- Many members of the staff have been working on their numbers for the Annual Report for Public and Association Libraries for 2020, which we must adopt at the March Board meeting.
- Mr. Athanas had to prepare the "Harborfields Library Public Health Emergency Plan" for our attorneys so that they could make necessary changes prior to the adoption deadline of April 1st, 2021. Mr. Athanas used SCLS's plan as the basis, but changes were made based upon attorney recommendations and mandates from the Governor's office. This will be presented to the Board for adoption at the March meeting.
- Due to the necessity for sanitizing library surfaces, as well as the poor condition of most of the current soft seating in the Reference area, Mr. Athanas ordered (17) new chairs on NYS Contract with a vinyl-type material that can be wiped down to replace the old wingback chairs throughout Reference. These chairs also have an ETL Environmental Certification, which means they are environmentally preferable, socially responsible and have low VOC emissions.

DIRECTOR'S REPORT (Continued)

- Mr. Athanas did a presentation on the many outstanding videos and programs that our Children's Department has created and posted to the library's YouTube Channel over the past year to accommodate for stay-at-home programs and take-home crafts, and in particular, a video introducing children to the library called "Take Your Child to the Library Scavenger Hunt".
- With the upcoming Budget Vote and Trustee Election, Mr. Athanas decided to feature statistics on the cover of the March newsletter highlighting how the library staff was still providing invaluable services to our community, even while we were "shut down" for the pandemic. He thanked the staff for their outstanding work and dedication to providing new ways to accommodate the needs of the community in a virtual model.
- Mr. Athanas thanked the staff for their outstanding teamwork while adjusting for staff members who are unable to come to work due to COVID related illness or exposures. He noted that we could not have remained open without staff members being willing to step-up to fulfill the duties of those who were out. With the demanding traffic of more than 400 patrons per day visiting the library, he was happy to note that we were still able to provide patrons with a great experience under trying circumstances.
- The Board noted that the newly added statistic regarding webpage views on the monthly report is appreciated.
- The Board also wanted to thank the staff for going above-and-beyond in regards to their dedication and teamwork. Mrs. Shore specifically noted that the Board was impressed with Mr. Crowley's effort in preparing for the snow storms by renting a trailer and driving to the vendor himself to pick-up the recently repaired tractor which was needed for snow removal the day before a major snow storm.

DEPARTMENTAL REPORTS

The Board reviewed and discussed the Departmental Reports regarding January, 2021, activities.

PERSONNEL REPORT

Motion by Ms. Boyer to accept the resignation letters from Caroline Ramme, not dated, and from Sumaya Saddiq, dated February 2nd, 2021, as attached.

Second, Mrs. Rieger.

AYES: ALL. Motion carried.

Motion by Ms. Boyer to accept the personnel report dated February 25th, 2021, as attached.

Second, Mrs. Rieger.

AYES: ALL. Motion carried.

Motion by Mr. Clemens to have the Secretary of the Board of Trustees, Jenny Shore, sign the letter requested by Civil Service regarding Mr. Athanas' salary increase based upon his meritorious service.

Second, Mrs. Rieger.

AYES: ALL. Motion carried.

CORRESPONDENCE

The Board reviewed correspondence from the U.S. Census Bureau thanking us for being a member of the 2020 Census Community Partnership & Engagement Program, and from Kimberly Mockler and Allison Arnold who thanked us as a part of the "How Do You Love Your Library?" appreciation program.

OLD BUSINESS

2021-2022 LIBRARY CALENDAR OF BOARD MEETINGS

The Board of Trustees was presented with a list of Board meeting dates for the 2021-2022 fiscal year, which was tabled in January.

Motion by Mr. Clemens to adopt the 2021-2022 list of Board meeting dates as attached.

Second, Ms. Boyer.

AYES: All. Motion carried.

NEW BUSINESS

2021-2022 BUDGET BROCHURE

The Board reviewed the 2021-2022 Budget Brochure which will be made be available to the public on Friday, February 26th, 2021 and will be available on the Library webpage, all public desks and in the Business Office.

Motion by Mrs. Shore to approve the 2021-2022 Budget Brochure as presented.

Second, Ms. Boyer.

AYES: All. Motion carried.

PUBLIC PARTICIPATION

There was no public participation.

ADJOURNMENT

Motion by Mrs. Shore, seconded by Mrs. Rieger, to adjourn the meeting. There being no further business, the meeting was adjourned at 10:55 a.m.

Respectfully submitted,

Katherine Rath for
Jenny Shore, Secretary