

BOARD of TRUSTEES
Regular Meeting
March 23, 2023 – 7:30 p.m.

Board Members Present: Renee Boyer, President
David Clemens, Vice President
Jenny 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 7:43 p.m. by Renee Boyer, President, immediately following the Budget Information Hearing.

PUBLIC PARTICIPATION

There was no public participation.

CALL FOR NEW BUSINESS

- Budget Worker Compensation
- Attic Stairs
- Electric Vehicle (EV) Charging Station Project

APPROVAL OF MINUTES

Motion by Mrs. Shore to approve the minutes of the regular meeting of February 23rd, 2023, as presented.

Second, Mrs. Rieger.

AYES: ALL. Motion carried.

FINANCIAL REPORTS

Motion by Mrs. Rieger to approve the financial reports for the period ended February 28th, 2023, as presented.

Second, Mrs. Shore.

AYES: ALL. Motion carried.

Motion by Mrs. Rieger to approve the payment of the following Warrants for March, 2023:

Supplemental Warrant for Payroll, dated February 28th, 2023, in the amount of \$169,192.09.

Warrant 3-23-1	\$ 112,244.53
Warrant 3-23-2 Gift Fund	\$ 3,900.00
Warrant 3-23-3 Capital Roof Reserve	\$ 4,500.00

Second, Mrs. Shore.

AYES: ALL. Motion carried.

Mrs. Spinelli, Treasurer, reviewed the financial statements, warrants and payroll records for the March 3rd and the March 17th, 2023, payrolls and Mrs. Shore, Finance Officer, reviewed and approved the Payroll Registers for the March 3rd and the March 17th, 2023, payrolls.

DIRECTOR'S REPORT

- **Study Pods (Pictures + Quote):** The first part of our Quiet Space Initiative is adding additional quiet spaces. Mr. Athanas, Mrs. Meglio & Ms. Schnepf spoke with a representative from Pillar regarding discounted library pricing and features of the pods which include removable panels, (4) fans, air circulation once every minute and a large, height adjustable desk. There is currently a 3-week lead time on receiving them and our maintenance staff will assemble them onsite. We intend to place them behind the Reference Desk. The pods will be booked on a first-come, first-served basis with a time limit put on usage. The Friends of HPL have kindly agreed to purchase these for the library and we greatly appreciate their support with this project.
- **Tutorial Room Refresh (Pictures):** The second part of the Quiet Space Initiative is refreshing our Tutorial Rooms. Mike Cronin and Vinny Capone have already removed the unused shelving and have begun patching and painting the walls. Mrs. Meglio has a call in to our furniture vendor, OfficeWorx, and will begin picking any furniture needed for these rooms. We anticipate using this year's furniture budget for the purchases.
- **EnvisionWare Software (PDF):** The third part of the Quiet Space Initiative is reservation software. This new software will allow patrons to reserve almost anything including booking a Librarian, study rooms and pods, laptops, PC's, etc. Since this software is cloud-based, we will need less room on our server which allows us to upgrade only one server instead of two in the future.
- **Public Snack Machine (Picture):** Mrs. Meglio has coordinated with a vendor who will supply a snack machine for patron use that will be placed near the copiers in front of the Paul Elsener Media Center sign. We intend to have non-staining snack items and clear liquid beverage options in the machine, as well as to offer Apple Pay and credit card purchases. Since this is the first time we will offer snacks and drinks for patrons, if we are unhappy with how it goes, we can have the machine removed because we will not be signing a contract with the company nor making money from the sales.
- **Personnel:**
 - Corinna Jaudes, our part-time Children's Librarian and a full-time Librarian at Huntington Public Library, has resigned and is leaving at the end of April to spend more quality time with her family. She has always been a very positive, friendly and helpful person who ran amazing programs at HPL. She will be missed.

March 23rd, 2023 Board Minutes – Page 2**Personnel (continued):**

- Susan Semple, our co-worker, friend, budget worker and mother to Cutch the therapy dog, has resigned from her brief stint at Circulation. She will continue to work with the children by bringing Cutch for *Puppy Tales* programs, but she decided that she enjoys the freedom of retirement. We will miss her at Circulation. She is a truly amazing person.
- Yusra Ashraf will be joining us as a part-time Children's Librarian Trainee. Yusra came highly recommended from the South Huntington Library where she was a Page. We look forward to working with her.
- The staff will continue to participate in online training on Friday, March 31st at 9:00 a.m. where Mr. Athanas will present Part II of Ryan Dowd's Homeless Training Institute's module on *Problematic Behavior and Basic Introduction to Mental Illness*.
- **Installation of Solar:** Mr. Athanas, Mrs. Meglio and Mr. Cronin met with Architect, John Tanzi, regarding solar power options for the library. Mr. Tanzi ran the successful solar installation at the Northport/East Northport Library and said that the cost of their project was in the \$200k range. Mr. Tanzi walked the entire property with our Administrative Team and went onto the roof of the building to assess feasibility of installation. It was determined that we have sufficient space and the panels can be tipped facing south. The power from these panels would not power the building, but power would be created and sent back into the grid. Mr. Athanas would like to consider this project for the 2024 NYS Construction Grant.
- **NYS Construction Grant:** The final payment of \$4,388 was received from the 2021 NYS Construction Grant for the LED conversion in the Meeting Room Wing of the library.

ASSISTANT DIRECTOR'S REPORT

- **Town of Huntington Recycling Meeting:** Mrs. Meglio and 3-4 Librarians from each neighboring district participated in a meeting with the Town of Huntington regarding current recycling and the additional need for the recycling of paper at library locations across the Town of Huntington Zone. Many of the libraries intend to participate in a cooperative process of hiring an outside waste removal company to pick up the paper and take it to a recycling plant since the town doesn't currently offer that service. This would require libraries to have a separate paper dumpster bin which would be provided as a part of the contract with the carting company. Participants also discussed a meeting with the Huntington Town Board regarding additional recycling needs.
- **Tutorial Rooms – Spaces to be Named:** Since we have been working on updating our Tutorial Rooms and adding the Pillar Pods, Mrs. Meglio would like to brainstorm a new name/names for these spaces. These spaces are rarely used as just tutorial spaces, so the name is not entirely fitting. The name may also deter patrons from requesting the spaces for any other reason and the goal is to have these rooms in use every day. Some of the recommendations included "Quiet Pod", "Work/Study Space" and "Focus Room". Final name(s) to follow.
- **Pollinator Gardens:** As a part of a countywide effort, Cornell Cooperative Extension (CCE) of Suffolk County offers programs on pollinator gardens, native plants, best lawn practices, alternatives to lawns, and berries for birds at Suffolk libraries year-round. At the *Spring Gardening School* event, there will be workshops on native garden design, pots for pollinators, and an intro to beekeeping in hopes that Suffolk County can be a greener pollinator corridor through good gardening practices. As a part of our Sustainability Initiative and Seed Library, the goal is to help our residents become part of the growing regional initiative led by the Pollinator Pathway.

DEPARTMENTAL REPORTS

The Board reviewed and discussed the Departmental Reports regarding February, 2023, activities.

PERSONNEL REPORT

Motion by Mrs. Shore to accept the resignation letters from Susan Semple, dated March 11th, 2023, and from Corinna Jaudes, dated March 14th, 2023, as attached.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

Motion by Mrs. Shore to accept the Personnel Report dated March 23rd, 2023, as attached.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

CORRESPONDENCE

The Board reviewed a thank you letter from the Retired Senior Volunteer Program for our donation of (10) all-in-one desktop computers that were deaccessioned by the library in February, 2023, a thank you from Dr. Joyce Hilgeman on behalf of LISEF and an email from Sue McGovern complimenting the library on the amount of information highlighted regarding library usage in the March 2023 newsletter.

NEW BUSINESS**APPOINTMENT OF ELECTION WORKERS & COMPENSATION**

Motion by Mrs. Rieger to approve the proposed list of election workers for the Budget Vote and Trustee Election on April 11th, 2023, as attached.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

Gina Inglese, District Clerk for the Harborfields Central School District, recently provided information regarding the hourly rate of pay for election workers for the school district's Annual Budget Vote and Trustee Election. Acting District Clerk of the Library Vote, Katherine Rath, noted that the library was not offering the same compensation for its election workers and requested an increase in order to remain competitive.

Motion by Mr. Clemens to pay the Chairperson and Chief Inspector of the Election \$120 per day, and additional Election Workers \$105 per day, for the library's Annual Budget Vote and Trustee Election occurring each year per the common vote day schedule.

Second, Mrs. Shore.

AYES: ALL. Motion carried.

March 23rd, 2023 Board Minutes – Page 3

DOOR ACCESS CONTROL SYSTEM

The Suffolk County Department of Homeland Security had performed a walkthrough of the building in order to assess areas of risk. They recommended that the door in Circulation leading to the staff area, and the door to the electrical closet in Reference, be upgraded so that they could be accessed by staff proximity cards only. Mr. Athanas contacted AESCO and Johnson Controls regarding the update and each provided quotes, although the scope of the installation was significantly different on each quote. The current AESCO system is old and cannot accommodate the addition, so it requires adding a new system to work alongside the other. This does not address the age of the current system, which is a concern moving forward. Johnson Controls, our security camera company, also does security doors and could utilize the same software that we already own and much of the same installed equipment. Additionally, if they do the work, it would completely upgrade the entire system, making it remotely accessible due to it being cloud-based and is upgradeable. They are also on NYS Contract.

Motion by Mr. Clemens to allow Johnson Controls to perform the installation of a new Door Access Control System based upon quotes provided with the total project not to exceed \$15,000.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

PAVING & CURB REPAIR OF BROADWAY PARKING CIRCLE

Mr. Athanas presented (3) quotes for the paving of the Broadway Parking Circle, as well as for curb repair in the parking lot. Since (2) of the quotes given by vendors covered under NYS Contract were almost identical, and the third was considerably lower, the Board requested that we obtain at least (1) additional quote for comparison. Therefore, this item is tabled until that quote can be obtained.

ATTIC ACCESS STAIRS

Mr. Athanas showed pictures of the current ceiling opening in the A/V closet which is the only access to the library's attic. It currently requires a freestanding ladder leaning against the side of the opening in order to get up there and many vendors have told us that they are not comfortable using that ladder and/or cannot due to company safety regulations. After obtaining (3) quotes, it was determined that we can have a commercial grade, telescoping, pull-down ladder with 1,102 lb. weight capacity installed by a local vendor for \$3,250, which was the best quote for the commercial grade stairs.

Motion by Mr. Clemens to authorize the installation of the attic access stairs per the quote of \$3,250 from Rose Woodwork, as attached.

Second, Mrs. Shore.

AYES: ALL. Motion carried.

ELECTRIC VEHICLE CHARGING STATION PROJECT

SCLS has negotiated cooperative pricing with John Tanzi Architects to allow member libraries to use his services to be the project manner and complete all necessary steps regarding the installation of EV parking ports. His fee for this service is \$5,000. Mr. Athanas, Mrs. Meglio and Mr. Cronin walked the property with Mr. Tanzi and determined that installation closest to the electric box in the parking lot on the Ann Street side of the building will be much more cost effective and more ports can easily be added in this area in the future. Mr. Tanzi estimates that the installation costs for (2) units, which would create (4) charging stations, will be around \$35,000.

Motion by Mrs. Rieger to accept the Proposal for Architectural & Engineering Services related to the EV Charging Station Project from John Tanzi Architects for \$5,000, as attached.

Second, Mrs. Shore.

AYES: ALL. Motion carried.

Mr. Tanzi has also included "Optional Services A" in his proposal, which would allow him to file all paperwork related to obtaining a NYS Construction Grant. His fee for providing these services is \$2,800.

Motion by Mrs. Rieger to accept the proposal from John Tanzi Architects for "Optional Services A – NYS Construction Grant" totaling \$2,800 and to therefore make the EV Charging Station Project our NYS Construction Grant project for 2023.

Second, Mrs. Shore.

AYES: ALL. Motion carried.

EXECUTIVE SESSION

Motion by Mrs. Shore to move into Executive Session at 8:45 p.m. to discuss the medical, financial, credit or employment history of a particular employee.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

Motion by Mrs. Shore to return to the regular order of business at 8:47 p.m.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

Motion by Mrs. Shore to offer a full-time position as Custodian I to Vincent Capone effective April 3rd, 2023, with salary as discussed.

Second, Mrs. Rieger.

AYES: ALL. Motion carried.

PUBLIC PARTICIPATION

There was no public participation.

ADJOURNMENT

Motion by Dr. Hilgeman, seconded by Mr. Clemens, to adjourn the meeting. There being no further business, the meeting was adjourned at 8:48 p.m.

Respectfully submitted,

Katherine Rath for Ellen Rieger, Secretary