

**BOARD of TRUSTEES**  
**Regular Meeting**  
**March 25, 2021 – 7:30 p.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 7:37 p.m. by Dr. Joyce Hilgeman, President, immediately following the Annual Budget Hearing and Information meeting.

**PUBLIC PARTICIPATION**

There was no public participation.

**CALL FOR NEW BUSINESS**

- Request for Proposal (RFP) for Landscaping
- Extension to use Vacation Time
- July 4<sup>th</sup> Holiday Observance

**APPROVAL OF MINUTES**

Motion by Mrs. Rieger to approve the minutes of the regular meeting of February 25th, 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 February 28th, 2021, as presented.  
Second, Ms. Boyer. AYES: ALL. Motion carried.

Motion by Mrs. Shore to approve the payment of the following Warrants for March, 2021:  
Supplemental Warrant, dated February 28th, 2021, in the amount of \$169,546.41.

|                     |              |
|---------------------|--------------|
| Warrant 3-21-1      | \$ 84,926.91 |
| Warrant 3-21-2 Gift | \$ 1,400.00  |
| Warrant 3-21-3      | \$ 17,137.32 |
| Warrant 3-21-4 Gift | \$ 75.96     |

Second, Ms. Boyer. AYES: ALL. Motion carried.

Mrs. Spinelli, Treasurer, reviewed the financial statements, warrants and payroll records for the March 5<sup>th</sup> and the March 19<sup>th</sup>, 2021, payrolls and Ms. Boyer, Finance Officer, reviewed and approved the Payroll Registers for the March 5<sup>th</sup> and the March 19<sup>th</sup>, 2021, payrolls.

**DIRECTOR'S REPORT**

- SCLS was taking a survey of cooperative libraries on behalf of NYLA regarding the amount they spent on COVID related expenses since March of 2020. HPL has spent over \$73,000 on COVID related expenditures.
- The library sent out an email blast on behalf of the *Friends of the Library* in order to support their efforts and to promote membership. Since the *Friends* have been unable to have many of their normal fundraising events over the past year, they are hoping to attract new members through this email to expand their membership for when things can return to normal. 40% of the emails were opened and the *Friends* received 32 new or renewed memberships as a result of this blast.
- Mr. Athanas discussed the halting of the publishing of five Dr. Seuss book titles due to concerns over offensive character depictions and showed pictures from the books in question. Mr. Athanas issued the following statement on behalf of the library: "We understand that some Dr. Seuss books will no longer be published. It is vital that, as we progress, we learn and evaluate. Just as Dr. Seuss Enterprises reviewed all of their titles before making this decision, we will conduct a similar review in accordance with our collection development policy."
- Mr. Athanas attended the recent PLDA virtual meeting and noted the following concerns were addressed:
  - Most of the (5) Library Zones discussed outdoor programming, vaccine eligibility, COVID costs and Overdrive costs.
  - Two new online resources will be available and funded by SCLS with money from NYS that was withheld in 2020. They are *JobNow* for job seekers and *VetNow* for veteran resources. Both are powered by *Brainfuse*, the online tutoring company.

- SCLS will soon begin offering Trustee training videos. Since Trustee training will soon be mandated, these videos will count towards Trustee requirements.
- As a part of the American Rescue Plan Act of 2021, libraries are receiving significant funding from the federal government. New York is earmarked to receive \$6.2 million and Suffolk should get \$400K of that money. Committees will be formed on the best way to use or distribute these funds.

#### **DIRECTOR'S REPORT (Continued)**

- HPL was informed that MetLife will not be increasing their rates for dental and eye insurance for this coming fiscal year.
- The newly adopted American Rescue Act of 2021 allows for an extension of the FFCRA (Families First Coronavirus Response Act) coverage for employees who are out due to childcare issues or who are out due to COVID illness. Mr. Athanas will be in contact with the library's attorney if and when any staff members may need to be out due to these issues. The Board had formerly extended offering FFCRA coverage through March 31<sup>st</sup>, 2021.
- The portal to apply for the 2022 Construction Grant Aide opens in June. Mr. Athanas discussed the possible options, with environmental impact items typically being prioritized by the grant committee. These possibilities include, but are not limited to, Cupola Repair, Repair of the Asphalt and Concrete in the Broadway Circle, Generator, Landscaping on Broadway Circle, Solar Panels, Solar Parking Lot Lights, Plug-In Electric Car Ports, Upgraded Security Camera System, Window Replacement (Ann Street Side), Broadway Entrance Columns, Sound Panels in Large Meeting Room and a Safety Door to Circulation/Staff Wing. The Board requested that Mr. Athanas review the options and put together a prioritized list of items that he feels would best serve the library and its patrons. Mr. Athanas also noted that NYS is requiring that a 5-year plan be in place by the end of 2021. Many of these items will be included in that plan as Capital Projects

#### **DEPARTMENTAL REPORTS**

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

#### **PERSONNEL REPORT**

Motion by Mrs. Shore to accept the resignation letter from Jaclyn Katzenberger, dated 3/11/21, as attached.

Second, Mrs. Rieger.

AYES: ALL. Motion carried.

Motion by Mrs. Shore to accept the personnel report dated March 25<sup>th</sup>, 2021, as attached.

Second, Mrs. Rieger.

AYES: ALL. Motion carried.

#### **STATISTICS**

The Board reviewed and discussed the statistical reports.

#### **CORRESPONDENCE**

Mr. Athanas read an e-mail to/from Gary Rapp regarding the books purchased and dedicated to his mother Anita's memory using money donated to the library by the Rapp Family.

#### **OLD BUSINESS**

There was no old business to discuss.

#### **NEW BUSINESS**

##### **2020 NYS ANNUAL REPORT**

Mr. Athanas reviewed and discussed the 2020 NYS Annual Report for Public and Association Libraries, which is due by April 1<sup>st</sup>, 2021.

Motion by Mrs. Rieger to approve and submit the NYS Annual Report for Public and Association Libraries for 2020, as presented.

Second, Mrs. Shore.

AYES: All. Motion carried.

#### **CONTINUATION OF OPERATIONS POLICY**

Mr. Athanas reviewed and discussed the Continuation of Operations In the Event of a Declared State of Emergency Involving a Communicable Disease Plan, which was developed in accordance with New York Labor Law § 27-c.

Motion by Mrs. Rieger to approve and the Continuation of Operations In the Event of a Declared State of Emergency Involving a Communicable Disease Plan, as presented and attached.

Second, Ms. Boyer.

AYES: All. Motion carried.

#### **2021 SUMMER READING CLUB**

Mr. Athanas discussed the logistics of holding the 2021 Summer Reading Club and some ideas regarding it being held virtually or in-person. The Board recommended that the librarians and staff confer with Mr. Athanas regarding creating some form of model that allows the Summer Reading Club to take place in person while still insuring the safety of our patrons and staff. Meetings will be held with each department in order to devise an outline that works effectively for everyone involved.

#### **OUTDOOR PROGRAMMING**

Mr. Athanas discussed the possibility of bringing back in-person programming with the caveat that they be held outdoors with proper social distancing and PPE precautions. The Board agreed that outdoor programming should begin at the earliest possible time, late April or early May, once appropriate plans can be put in place to accommodate our patrons, programmers and staff.

#### **NYS MINIMUM LIBRARY STANDARDS, OPEN MEETINGS LAW & CIRCULATION POLICIES**

Mr. Athanas reviewed and discussed the NYS Minimum Library Standards, as attached. As a part of these requirements, a new Circulation Policy was created and presented to the Board. The Board also reviewed the existing Open Meetings Law Policy, which was previously established as a part of the Laws of New York Consolidated Laws (Education) for Libraries, Section 260-a (<https://www.nysenate.gov/legislation/laws/PBO/A7>).

Motion by Mrs. Shore to approve the new Circulation Policy, as presented and attached.

Second, Mr. Clemens.

AYES: All. Motion carried.

#### **APPOINTMENT OF BUDGET WORKERS**

Motion by Mrs. Rieger to appoint the workers for the Budget Vote and Trustee Election on April 6th, 2021, as attached.

Second, Mrs. Shore.

AYES: ALL. Motion carried.

#### **REQUEST FOR PROPOSAL – LANDSCAPING**

Due to the retirement of the President of our former landscaping company and dissolution of the company, Mr. Athanas requested proposals from local landscapers to take over the Library's annual landscaping contract. Mr. Athanas received (3) proposals and discussed their pricing and services with the Board. Based on these proposals, Trees & Bricks Landscaping and Masonry Corp. came in with the best proposal for the library.

Motion by Mrs. Shore to accept the proposal from Trees & Bricks Landscaping and Masonry Corporation of Huntington Station, with an annual cost of \$9,480.00 or \$1,185.00 per month for April through November of 2021.

Second, Mrs. Rieger.

AYES: ALL. Motion carried.

#### **EXTENSION TO USE ACCRUED VACATION TIME**

Due to the current pandemic, many states are not allowing travel without extended periods of quarantine. Due to these mandated restrictions, many staff members have been unable to travel or use their accrued vacation time.

Motion by Mrs. Rieger to allow staff to carry any unused vacation days/hours past the maximum amount allowed at June 30<sup>th</sup>, 2021, until September 30<sup>th</sup>, 2021.

Second, Mrs. Shore.

AYES: ALL. Motion carried.

#### **OBSERVANCE OF INDEPENDENCE DAY HOLIDAY**

Due to the July 4<sup>th</sup> holiday falling on a Sunday in 2021, the federal holiday will be observed on Monday, July 5<sup>th</sup> this year. In following the current employee handbook, "when holidays fall on a Sunday or on a regular day off of a full-time employee, an alternate day shall be allowed as designated by the Director". Since the federal holiday is being universally observed on July 5<sup>th</sup> in the U.S., Mr. Athanas requested that the Board make the determination whether to follow the federal calendar and close on July 5<sup>th</sup>, or to award a "floating holiday" to staff based upon the handbook.

Motion by Mr. Clemens to close the library on July 5<sup>th</sup>, 2021, in observance of Independence Day and in following the established federal holiday calendar.

Second, Mrs. Shore.

AYES: ALL. Motion carried.

#### **PUBLIC PARTICIPATION**

There was no public participation.

#### **ADJOURNMENT**

Motion by Mrs. Rieger, seconded by Mrs. Shore, to adjourn the meeting. There being no further business, the meeting was adjourned at 9:02 p.m.

Respectfully submitted,

Katherine Rath for  
Jenny Shore, Secretary