

BOARD of TRUSTEES
Regular Meeting
April 27, 2021 – 7:00 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 7:03 p.m. by Dr. Joyce Hilgeman, President.

PUBLIC PARTICIPATION

There was no public participation.

CALL FOR NEW BUSINESS

- Amateur Radio Club
- In-person Community Meetings & Programming
- Capital Projects – Priority List

APPROVAL OF MINUTES

Motion by Mrs. Rieger to approve the minutes of the Budget Information Meeting of March 25, 2021, as presented.

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

Motion by Mrs. Rieger to approve the minutes of the Regular Meeting of March 25, 2021, as presented.

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

Motion by Mrs. Rieger to approve the minutes of the Annual Meeting and Election on April 6, 2021, as presented.

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

FINANCIAL REPORTS

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

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

Motion by Mrs. Rieger to approve the payment of the following Warrants for April 27th, 2021:

Supplemental Warrant, dated March 31st, 2021, in the amount of \$170,030.13.

Warrant 4-21-1	\$ 173,234.27
Warrant 4-21-2 Gift	\$ 323.89

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

Mrs. Spinelli, Treasurer, reviewed the financial statements, warrants and payroll records for the April 2nd and the April 16th, 2021, payrolls and Ms. Boyer, Finance Officer, reviewed and approved the Payroll Registers for the April 2nd and the April 16th, 2021, payrolls.

DIRECTOR'S REPORT

- Mr. Athanas shared a picture and write-up about Chris Kantianis, who will be retiring as of April 29th, 2021, and noted his exemplary service to the library, the library staff and to the Harborfields community for the past 12 years. The Board added their thanks for his outstanding commitment and dedication. Chris will certainly be missed by all but we wish him the best in his retirement.
- Mrs. Moisan recently attended the Harborfields School District Diversity Committee Meeting and received an email from community member, Courtney Noah, thanking her for attending and for promoting diversity topics through library programs.
- Mr. Athanas commended Mrs. Meglio, Mrs. McCarthy and the Harborfields Team, "The Jellybeaners", for their hard work with this year's competition, the 16th Annual Advanced Division Battle of the Books, where they took 1st place!
- As discussed in March, HPL was informed that MetLife, through Austin Co., will not be increasing their rates for dental and eye insurance for this coming 2021-2022 fiscal year, but Mr. Athanas noted that our former representative for the Library Cooperative is at a new company, Corporate Synergies, and would like to present a plan for the 2022-2023 contract with competitive rates.
- Mr. Athanas completed a survey regarding the Library's interest in adding electric car ports to the parking lot if the project was fully-funded and/or subsidized by Suffolk County in exchange for allowing county-owned vehicles to park overnight to charge. There are still many unanswered questions, including the increase in cost of our electric usage, but it is in the preliminary stages. Information will be shared as it is presented by the County.
- After the renovation of the library in 2005, the Children's Room reopened with a newly installed wooden train to represent the unification between Greenlawn & Centerport by the transportation of farming and fishing goods into the city. This train, although it has been utilized indoors, was built as an outdoor piece of equipment. The wood is unfinished, pressure treated and is unable to be...

DIRECTOR'S REPORT (Continued)

properly cleaned. It cannot be sanded due to chemicals within the wood itself. Since this is a popular attraction in the Children's Room, Mr. Athanas has asked Patty Moisan, Head of Children's Services, to research alternatives that are suited for indoor use and that more accurately represent both the Centerport and Greenlawn communities with a boat and train being options. Mr. Athanas showed pictures but will get firmer pricing and will discuss the funding with the Friends of the Library.

- The (17) new club chairs for the Reference Room are scheduled to be delivered this Friday, April 30th. These chairs can be properly cleaned due to their vinyl-type material and will replace the degraded cloth soft seating.

DEPARTMENTAL REPORTS

The Board reviewed and discussed the Departmental Reports regarding March, 2021, activities. The Board noted their particular interest in the Bobwhite Quail rearing project in the YA Department. They were also happy to learn that the YA Department hosted its first in-person program outside and finally, they extended their appreciation for the dedication of the AARP Tax Prep team for offering this valuable service during difficult times for the community.

PERSONNEL REPORT

Motion by Mr. Clemens to accept the resignation letter from Chris Kantianis, dated April 12th, 2021, as attached.

Second, Ms. Boyer.

AYES: ALL. Motion carried.

Motion by Mr. Clemens to accept the Personnel Report dated April 27th, 2021, as attached.

Second, Ms. Boyer.

AYES: ALL. Motion carried.

STATISTICS

The Board reviewed and discussed the statistical reports. Mrs. Rieger requested that data from 2019-2020 be added so that the Board can compare prior statistical data against the current year.

CORRESPONDENCE

Mrs. Shore read a letter from the Amvets Ladies Auxiliary Post #18, East Islip, thanking the teens who participated in the coupon cutting program which benefits Veterans. There was also a picture shared from Mrs. Meglio, where one of our YA patrons, Sophia Weipert, honored her with a home-baked cake for National Librarian's Day, which also happened to be Mrs. Meglio's 13-year Anniversary with HPL.

OLD BUSINESS

There was no old business to discuss.

NEW BUSINESS

TANS AUTHORIZATION

Motion by Mrs. Shore to authorize the signing of a letter to the President of the Board of Education (as attached), with copies to the Superintendent of Schools, the Assistant Superintendent for Business and the District Clerk, requesting the sum of \$1,000,000 in TANS (Tax Anticipation Notes), for the 2021-2022 operating budget, until such time as we receive our budget appropriation funds from the Town of Huntington.

Second, Mrs. Shore.

AYES: ALL. Motion carried.

POLICY REVIEW – LOST & PAID and EEO

Mr. Athanas presented the Lost & Paid Policy and the Equal Employment Opportunity Statement for review and approval by the Board. Both policies were reviewed by our attorney, Bob Cohen, and appropriate revisions were made accordingly.

Motion by Mrs. Shore to accept the Lost & Paid Policy, as presented and attached.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

Motion by Mrs. Rieger to accept the Equal Employment Opportunity Statement, as presented and attached.

Second, Mrs. Shore.

AYES: ALL. Motion carried.

HOLIDAY CLOSING SCHEDULE

The Board discussed the current federal holidays for which the library is closed. No revisions were made to the current holiday closing schedule.

AMATEUR RADIO CLUB

The Amateur Radio Club made a special request to again host their Annual Field Day on library grounds this year on Saturday, June 26th and Sunday, June 27th. Since the number of expected attendees is low and they provide their own power source, there is no help required of library staff.

Motion by Mrs. Rieger to allow the Amateur Radio Club to host their annual field day on library grounds on June 26th and June 27th, 2021.

Second, Ms. Boyer.

AYES: ALL. Motion carried.

IN-PERSON COMMUNITY MEETINGS & PROGRAMMING

The Board discussed the current NY State & CDC Guidelines regarding the reopening of facilities to include allowing in-person community meetings as well as in-person programming. The Board members each expressed their desire to see the library return to normal operations, as it was prior to COVID. The Board also expressed their confidence in Mr. Athanas in being able to make decisions for the library regarding which in-person community meetings and/or programs can be safely accommodated at this time. Each proposed meeting and/or program will be reviewed on a

IN-PERSON COMMUNITY MEETINGS & PROGRAMMING (Continued)

...case-by-case basis and decisions will be made at the discretion of the Library Director, with the input of Department Heads and staff, depending upon the level of risk to the participating patrons, vendors and library staff.

CAPITAL PROJECTS

Mr. Athanas shared with the Board an extensive list of Capital Projects as part of long-range planning for the library (list attached). Since the application to receive a Construction Aide Grant is due each year in September, and regular annual budgeting is completed every January, per the Board's urging, Mr. Athanas prioritized the extensive list in order to best plan for the needs of the library and its patrons in the coming years. The Board noted that they would like to see more information on the potential projects in the coming months, including potential contractors and estimates for the following: 1.) landscaping on Broadway including professional landscape design, 2.) emergency lighting throughout the library, 3.) LED lighting and updated electrical wiring in the all of the community rooms, GCHA, Bookshop and hallway in the Meeting Room Wing, 4.) Broadway Circle repaving, including sidewalk, sidewalk cut-outs and curbs and 5.) adding an additional paved picnic area for the community.

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 8:59 p.m.

Respectfully submitted,

Katherine Rath for
Jenny Shore, Secretary