

BOARD of TRUSTEES
Regular Meeting
May 27, 2021 – 7:00 p.m.

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

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

Absent: Ellen Rieger, Vice President
Jenny Shore, Secretary
Cristina Spinelli, Treasurer

PLEDGE OF ALLEGIANCE

The meeting was called to order at 7:02 p.m. by Dr. Joyce Hilgeman, President.

PUBLIC PARTICIPATION

There was no public participation.

CALL FOR NEW BUSINESS

- Craft Fair
- Dental Insurance
- Capital Projects
 1. Emergency Lighting
 2. Updated Play Equipment for the Children’s Room to Replace Wooden Train
 3. Landscape Design for Broadway Entrance
 4. Updated LED Lighting & Ceiling Tiles in the Meeting Room Wing

APPROVAL OF MINUTES

Motion by Mr. Clemens to approve the minutes of the Regular Meeting of April 27, 2021, as presented.

Second, Ms. Boyer.

AYES: ALL. Motion carried.

FINANCIAL REPORTS

Motion by Ms. Boyer to approve the financial reports for the period ended April 30, 2021, as presented.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

Motion by Ms. Boyer to approve the payment of the following Warrants for May 27, 2021:

Supplemental Warrant, dated April 30, 2021, in the amount of \$253,775.70.

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|------------------------|---------------|
| Warrant 5-21-1 Payroll | \$ 188.12 |
| Warrant 5-21-2 | \$ 104,478.47 |
| Warrant 5-21-3 Gift | \$ 1,827.47 |
| Warrant 5-21-4 | \$ 561.42 |
| Warrant 5-21-5 Gift | \$ 125.00 |

Second, Mr. Clemens.

AYES: ALL. Motion carried.

Mrs. Spinelli, Treasurer, reviewed the financial statements, warrants and payroll records for the April 30, May 14 and the May 28, 2021, payrolls and Ms. Boyer, Finance Officer, reviewed and approved the Payroll Registers for the April 30, May 14 and the May 28, 2021, payrolls.

DIRECTOR’S REPORT

- Mr. Athanas welcomed new Security Guard, Drew Lipari, to the team and the staff looks forward to working with him.
- Mr. Athanas thanked Mrs. Meglio and YA Page, James Anderson, for attending the Harborfields High School “Senior Parade” where they distributed little giveaway bundles to graduating seniors.
- There have recently been some changes to our new website and calendar based upon how the patrons and staff utilize the site in order to make it more user-friendly for both. The calendar was challenging because it looks fine on a mobile device, but on a PC is confusing. Sarah Schnepf, Susan Hope and Mr. Athanas met and discussed easy changes that LibraryMarket is working to implement in order to improve the overall experience.
- There is a YouTube group that calls themselves “Long Island Audit” and this group is traveling around Long Island to record at local “public” entities, including libraries, in order to catch “1st amendment violations”. Since they are seeking social media-attention for profit, Suffolk Libraries communicated with each other on a regular basis and the word was spread among Directors to not engage with this group. The YouTube group quickly found there was no more “click bait” to be found.
- Mr. Athanas shared pictures of the recently painted and repaired Cupola. Painting by Eric finished the project and he noted that the condition of the structure was very good. The initial boom lift that was rented was a sufficient height, but could not reach the back of the cupola due to the depth. Mr. Athanas authorized the additional fee for the rental of a bigger boom lift for safety and the successful completion of the project. He also went up on the lift to assess the weathervane and determined it was not within our

DIRECTOR'S REPORT (Continued)

...ability to address due to the age and condition of the weathervane itself. Overall, the appearance of cupola has been significantly improved and should continue to look good for years to come.

- Mr. Athanas showed pictures of the new chairs for the Reference area. OfficeWorx delivered the chairs exactly as scheduled and they have received very positive reviews so far.
- Newsletter e-blasts have been well-received and are averaging an overall "open" rate of 25.44%, which is very high.
- Mr. Athanas showed pictures of the Bobwhite Quails that were with us for more than (2) weeks. The YA Department successfully raised (29) quails from live baby chick stage to maturity, and these quails were then turned over to the entity which will release them in Caleb Smith State Park in order to control the surging deer tick population. Their activity was enjoyed by patrons and staff alike.
- Mr. Athanas attended the sign dedication of the *Jo-Ann Raia Records Center and Archives* on Wednesday May, 5th. Half Hollow Hills (Community), Northport/East Northport, Commack and Huntington Libraries were all in attendance. Mr. Athanas was able to tour the Town Hall archives as well as to meet Assemblyman Brown and speak to our new Town Clerk, Andrew Raia.
- Mr. Athanas attended a meeting of all Suffolk County Libraries on May 11th, via Zoom. 50 people were in attendance to discuss;
 1. SCLS is planning on opening their building to outside organization meetings starting June 3rd.
 2. Choice to do daily health screening questions is up to us because we are a public library. Association libraries must follow private business mandates.
 3. Suffolk is beginning to struggle to find people to vaccinate. There is an open conversation with SCLS to having pop-up vaccine sites at member libraries
 4. Adult Advisory Committee is looking for ways to reduce the costs and make Overdrive increases more consistent over time. April was the first time in history of the service that it went down percentage wise (barely). Changes may be coming in June/July. Patrons may be limited to fewer holds and fewer checkouts at-a-time.
- Mr. Athanas attended a PLDA Director's Meeting on May 26th via Zoom to discuss;
 1. PLDA will host all SCLS Directors on Friday, October 1st, for a Suffolk Legislator's meeting.
 2. Budget Votes for Suffolk Libraries were a success and most passed without issue. Overall tax increases average 1.11%.
 3. Suffolk County is still discussing installing e-Chargers for vehicles at libraries across the county. The vast majority of the expense will be paid by NY State however, they will not restrict the chargers to local use only. More information is expected.
- The NYS Construction Grant portal will be opening up in the next couple of weeks and we plan on applying to offset some of the Library's Capital Projects as outlined in our long-range plan.
- Mr. Athanas will host an in-person Director's Zone Meeting on May 27th in the Large Meeting Room. This is the first in-person Zone Meeting since the pandemic began.
- Mr. Athanas attended "The New Safety: Factoring the CDC's 5/13 Guidance and NY's Changing Mandates" meeting on May 21st via Zoom, which was an informative meeting with legal advice for libraries. There were over 400 people in attendance to discuss;
 1. Updating the Library's NYS Safety Plan & Procedures. Any policies regarding privacy, masks, etc., should all be addressed in the Safety Plan.
 2. Do not make any changes to procedures before updating your Library's Safety Plan.
 3. Do not make hasty decisions regarding your Safety Plan.
 4. Ensure your team has the right training and supplies to enforce the Plan.
 5. Public Libraries should be aligned with local government requirements but customized for their own operations.
 6. There is nothing stopping a library from saying they are keeping masks. The safety plan is a public document. We serve a diverse population and it is important that we remain safe and welcoming for all of them.
 7. Always refer to your Mission and Plan of Service.

DEPARTMENTAL REPORTS

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

PERSONNEL REPORT

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

Second, Ms. Boyer.

AYES: ALL. Motion carried.

STATISTICS

The Board reviewed and discussed the statistical reports.

CORRESPONDENCE

The Board reviewed correspondence and accompanying article from Megan Condolff thanking the Children's Room staff for providing a platform for a "Cover Coloring Contest" for their "Health and Safety Activity Booklet" as a part of the Girl Scout Silver Award Project. The article regarding the project appeared in the Huntington Patch and in Huntington Hospital's newsletter. There was also an e-mail from Susan Bautista thanking Mrs. Boshnack for her wonderful online cooking class.

OLD BUSINESS

There was no old business to discuss.

NEW BUSINESS

BALDESSARI & COSTER ANNUAL AGREEMENT

Motion by Mr. Clemens to authorize Mr. Athanas, Library Director, to sign the Proposal of Services Agreement from our auditors, Baldessari & Coster, dated March 26, 2021 (as attached).

Second, Ms. Boyer.

AYES: ALL. Motion carried.

CDC INTERIM PUBLIC HEALTH RECOMMENDATIONS FOR FULLY VACCINATED PEOPLE

The Board reviewed our current procedures regarding COVID-19 mandates and made necessary revisions as noted below.

Motion by Ms. Boyer...

Resolved that the Board of Trustees of Harborfields Public Library hereby acknowledges and adopts the May 19, 2021 NYS regulations which allow fully vaccinated individuals to conduct most public indoor activities without a mask, including within a Public Library, and rescinds all prior Board resolutions on this subject that are inconsistent with this new regulation and current CDC guidelines. (See attached Safety Plan Revised).

Second, Mr. Clemens.

AYES: ALL. Motion carried.

Additionally, Mr. Athanas will post the following signs throughout the building with our amended procedures as follows:

- All visitors to the Library must maintain six feet of social distancing.
- Masks are optional for fully vaccinated individuals. Unvaccinated individuals, over the age of 2, must wear a mask while in the library.
- The Library will not require staff or patrons to show proof of vaccination while in our building, relying, as per NYS and CDC guidelines, on the "honor system."
- Masks must be worn at all times for patrons attending any indoor programming. All Library programs will be socially distanced.
- Please leave furniture in place. The furniture has been configured for social distancing.
- No group activities or tutoring.
- Teen'Scape is limited to 12 visitors at one time.
- Curbside pickup and remote printing will continue to be available.

POLICY REVIEW – UNATTENDED CHILDREN'S POLICY

Mr. Athanas presented the *Unattended Children's Policy* for review and approval by the Board. This policy was reviewed by our attorney, Bob Cohen, and appropriate revisions were made accordingly.

Motion by Ms. Boyer to accept the *Unattended Children's Policy*, as presented and attached.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

*The Board discussed the possibility of establishing an *Adult Unaccompanied by a Child in the Children's Room Policy*. Mr. Athanas will research and inquire with other libraries to see if they have any similar policies in place.

2021 CRAFT FAIR

Due to an abundance of caution, the Board has decided to forego hosting the 2021 Craft Fair in the library. Because this event typically draws a large number of vendors and attendees, which causes the library to be very crowded, the Board is concerned that it is a high-risk function for both patrons and staff since we will be unable to enforce proper mask-wearing and necessary social distancing protocols. This decision will be revisited again for the 2022 Craft Fair and will not be held in perpetuity.

DENTAL INSURANCE

Mr. Athanas discussed that the current broker of our dental, vision, life and legal services insurance plan will be changing as of July 1, 2021, but there will be no changes to our current carrier, MetLife, or services for staff.

Motion by Mr. Clemens to continue to offer MetLife Dental, MetLife Vision, MetLaw and MetLife coverage plans, to all full-time employees of the Harborfields Public Library through annual self-enrollment. The Library will continue to pay for the cost of MetLife Dental, in full, of "single" coverage with the employee paying any additional cost to cover family members. MetLife Vision, MetLaw (Legal Services) and MetLife (Life Insurance) will be 100% employee funded via bi-weekly payroll deductions.

Second, Ms. Boyer.

AYES: ALL. Motion carried.

CAPITAL PROJECTS

Mr. Athanas shared with the Board an extensive list of Capital Projects at the April 2021 Board meeting as part of long-range planning. After the Board was able to prioritize certain projects, Mr. Athanas obtained some estimates for the work to be completed as follows:

EMERGENCY LIGHTING

Due to the current Emergency Lighting being out-of-date and not working properly in some areas of the library, Mr. Athanas obtained quotes which would update all current Emergency Lighting with upgraded LED Emergency Lighting and fixtures throughout the library. Estimates were obtained from (3) vendors: 1.) W.T. Hickey Corporation = \$5,800, 2.) Thomas Collins Electrical Contractor, Inc. = \$8,390 and 3.) Roland's Electric, Inc. = \$10,950, as attached.

Motion by Mr. Clemens to approve the estimate of \$5,800 for W.T. Hickey Corporation to complete the work as outlined in their estimate to replace the current Emergency Lighting with upgraded LED Emergency Lighting and fixtures throughout the library.

Second, Ms. Boyer.

AYES: ALL. Motion carried.

UPDATED PLAY EQUIPMENT FOR CHILDREN'S ROOM

Due to the poor condition of the wooden train in the Children's Room, Mr. Athanas and Mrs. Moisan have been researching new play equipment that would replace the train and represent both the Greenlawn and Centerport communities. Mr. Athanas presented pictures of many of the different options from (2) companies, but the pricing and designs of Lilliput Play Homes were preferable. Lilliput Play Homes provided an estimate of \$20,797 for a fishing boat with optional dock and a custom train with bookcase. The lead time is approximately 12-14 weeks. The Board recommended that we inquire with the Friends of the Library to see if they would cover the cost entirely or offset the expense of the purchase. Mr. Athanas will inquire at the next meeting of the Friends as to whether they would sponsor this worthwhile purchase.

Motion by Ms. Boyer to approve the cost of replacing the current wooden train in the Children's Room with final design options to include both a train and boat in order to best represent both the Greenlawn and Centerport communities, while also requesting that the Friends of the Library sponsor all, or a portion of, the expense with the remainder of the cost to be paid from the Library's furniture budget.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

LANDSCAPE DESIGN FOR BROADWAY ENTRANCE

The landscaping on the entire Broadway side of the building is overgrown, encroaching on the building itself and in need of some updates. In order to get an idea of cost, and to incorporate some additional elements which may include another paved picnic/seating area, Mr. Athanas feels it is important to have a landscape design drawn up by a professional from the area. Joe de Groot kindly provided the attached estimate of \$1,200 to provide design plan for this work.

Motion by Mr. Clemens to hire de Groot Designs, Inc., to provide a landscape design plan for the Broadway entrance and surrounding areas at an initial cost of \$1,200.

Second, Ms. Boyer.

AYES: ALL. Motion carried.

LED LIGHTING & DROP CEILING TILES FOR MEETING ROOM WING

In keeping with environmentally-conscious updates throughout the library, the Book Shop, GCHA, Kitchen Meeting Room & Meeting Room Hallway are in need of updates in order to convert to LED bulbs in a safe way. In order to properly install LED Lighting into these rooms, new historic looking fixtures and modern LED compatible switches would be needed and a drop-ceiling refit may be required in certain areas. Since the cost of this conversion is quite significant, based upon the attached estimate from RENU Contracting Restoration coming in @ \$68,710 on NYS Contract (as attached), Mr. Athanas would like to apply for a NYS Construction Grant to help defray costs.

Motion by Ms. Boyer to approve the estimate from RENU Contracting Restoration, with the project to be included as a part of the application for a NYS Construction Grant, with work to begin in the new fiscal year beginning July 1, 2021.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

PUBLIC PARTICIPATION

There was no public participation.

ADJOURNMENT

Motion by Ms. Boyer, seconded by Mr. Clemens, to adjourn the meeting. There being no further business, the meeting was adjourned at 9:37 p.m.

Respectfully submitted,

Katherine Rath for
Jenny Shore, Secretary