

BOARD of TRUSTEES
Regular Meeting
June 23, 2022 – 7:00 p.m.

Board Members Present: Joyce Hilgeman, Ph.D., President
David Clemens, Secretary
Jenny Shore, Trustee

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

Absent: Ellen Rieger, Vice President
Renee Boyer, Finance Officer
Cristina Spinelli, Treasurer

PLEDGE OF ALLEGIANCE

The meeting was called to order at 7:07 p.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. Shore to approve the minutes of the regular Board Meeting of May 26th, 2022, as presented.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

FINANCIAL REPORTS

Motion by Mrs. Shore to approve the financial reports for the period ended May 31st, 2022, as presented.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

Motion by Mrs. Shore to approve the payment of the following Warrants for June, 2022:

Supplemental Warrant for Payroll, dated May 31st, 2022, in the amount of \$169,826.96.

Warrant 6-22-1	\$ 117,446.20
Warrant 6-22-2 Gift Fund	\$ 2,975.01
Warrant 6-22-3 Tax Anticipation Note	\$1,001,095.67
Warrant 6-22-4 Debt Service	\$ 1,250.00
Warrant 6-22-5	\$ 14,231.26

Second, Mr. Clemens.

AYES: ALL. Motion carried.

Mrs. Spinelli, Treasurer, reviewed the financial statements, warrants and payroll records for the June 10th and the June 24th, 2022, payrolls. Ms. Boyer will approve all outstanding payroll registers at the next meeting.

DIRECTOR'S REPORT

- **Pride Displays:** The Board of Trustees of the Smithtown Library recently voted to remove all LGBTQIA+ and related Pride displays from the Children's Room in their (4) branches. As a result, patrons from all across Suffolk County, as well as SCLA, PLDA (statement attached), NYLA and the Long Island Pride Alliance, have been expressing their disapproval of this decision and NYS Governor, Kathy Hochul, has asked the Department of Human Rights to investigate the library for additional violations. In support of the Harborfields Library's continuing efforts towards equality, the library has received many positive comments from patrons. One patron wrote a beautiful "thank you" email to Mr. Athanas and the staff of the library stating that our commitment to the practice of providing equal access to opportunities and resources for people who might otherwise be excluded or marginalized has made a positive difference in the life of her son, who identifies as a member of the LGBTQIA+ community.
- **Civil Service:** As some of our staff members retire, we have continued to work with Civil Service to promote from within when we can, as well as to hire new employees. Unfortunately, the process with Civil Service continues to be difficult. We are very pleased to announce that Valarie Henrichson will begin working full-time in Reference on July 8th. Additionally, Mary Kim will be moving from Children's to work between both the YA and Reference Departments and Ally Schaefer will also now be working full-time in Children's. Thankfully we have many employees who have now been trained in numerous departments and can help out when and where they are needed.
- **Director's Meeting @ Bayport-Blue Point Library:** Mr. Athanas recently attended a meeting at Bayport-Blue Point Library and encourages people to take a day trip to visit this beautiful library, which is a former convent that has been renovated into a library. It offers gardens, a café, and a nature walk where you can take it all in. The following was discussed at the meeting:
 - The Suffolk Cooperative Library System will be installing a new generator that is capable of powering their entire building. This will allow them to continue to serve the Libraries in Suffolk in the event of a power outage.

June 23rd, 2022 Board Minutes – Page 2**DIRECTOR'S REPORT – Continued**

- The county-wide stats show that attendance and material circulation at libraries is increasing back to pre-COVID numbers.
- The borrowing of audio books has increased by 30% over the past year.
- SCLS has purchased an additional "Library Bus" except it is the size of a sprint van, rather than a large bus. This size is more suited to smaller venues since it does not require 40' of parking space. The technology will be similar but on a smaller scale.
- **Upgrade to Security Cameras:** Mr. Athanas has been working with Johnson Controls, a company on NYS Contract, which installs digital security cameras and systems. Our current analog security system is over 15 years old and has limited reach and retrieval capabilities. Johnson Controls will be walking the building to provide an assessment and Mr. Athanas will provide estimates to the Board at the next Board meeting.
- **Interior/Exterior P.A. System:** P.M. Communications has just finished upgrading our current P.A. System and the system now has the ability to make announcements to the exterior of the building as well. This will enable first-responders and administration, if necessary, to better communicate during fire drills and other emergency situations. Mr. Athanas also noted that he, Kevin Crowley and Linda Meglio can access the P.A. system directly from their cell phones.

ASSISTANT DIRECTOR'S REPORT

- **Breakroom Update:** The staff breakroom refresh is almost complete with the recent addition of a large TV and new furniture. Mrs. Meglio is working on getting new vending machines, which will hopefully be housed in the closet of the breakroom and we intend to purchase new soft seating to complete the update.
- **Sustainability Committee:** The library has established it's own garden plot at the Robert Kubecka Memorial Organic Garden on Dunlop Road in Huntington. Recently, staff members Susan Matthews, Mary Kim and Ikuko Kang were able to harvest snap peas and radishes, which were donated to the Long Island Cares food pantry.
- **Diversity & Inclusion:** As a part of the sustainability focus, Mrs. Meglio is working towards helping the library to become more socially responsible. Since there is a part of our community that is not taking advantage of the many programs and services that the library offers, Mrs. Meglio would like to bring the services to them by establishing book stations at the local laundromats in South Greenlawn, and materials put at these stations would include books in both Spanish and English. Mrs. Meglio would also like to reestablish the library's ESL "Friendly Conversation" Group.
- **Utilities Assessment:** After reviewing the library's energy and natural gas usage, we have noted a significant decrease in the kilowatt hours and therms used over the past year in comparison to prior years. Obviously, replacing the boiler, lighting and the numerous HVAC systems throughout the library has enabled us to be more energy efficient on the whole.
- **E-Waste Collection:** This Saturday, June 25th, 2022, the library will be offering an E-Waste Collection from 9:30am to 1:30pm so that patrons may bring their outdated computers, and electronic equipment to be recycled safely. We also thank Sam Lellis for his continuing efforts to work with companies on doing this on a regular basis for our outdated/unused toners, computers and electronic equipment from within the library.
- **Policies:** Mrs. Meglio will be working with Lamb & Barnosky on updating our Workplace Violence Policy, which is currently out-of-date. Additionally, Mr. Athanas noted that the staff will be asked to do additional online training regarding this topic.

DEPARTMENTAL REPORTS

The Board reviewed and discussed the Departmental Reports regarding May, 2022, activities.

PERSONNEL REPORT

Motion by Mrs. Shore to accept the retirement letter from Mrs. Susan Matthews dated June 7th, 2022, as attached.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

Motion by Mrs. Shore to accept the resignation letter from Haseeb Altaf dated June 17th, 2022, as attached.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

Motion by Mr. Clemens to accept the Personnel Report dated June 23rd, 2022, as attached.

Second, Mrs. Shore.

AYES: ALL. Motion carried.

CORRESPONDENCE

The Board reviewed a "thank you" letter from the Centerport Garden Club and a Memorandum from Lamb & Barnosky regarding the "Extension of Authority to Conduct Remote Public Meetings", as attached.

OLD BUSINESS**PAYMENTS FOR PROGRAMS**

The Board discussed the current procedures regarding patron payments for program participation. The Board would like to continue with the current procedure, where patrons only pay for programs which offer a take-home craft or food item and that they should only be charged a fee which covers the costs of any food or material supplies used by them during the program. Additionally, the Board would like to add an automated call reminder to patrons regarding any program for which they are registered to avoid having "no-shows".

June 23rd, 2022 Board Minutes – Page 3

NEW BUSINESS

Motion by Mrs. Shore to change time of the Board meeting on Thursday, August 25th, from 7:00 p.m. to 9:30 a.m.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

ADJOURNMENT

Motion by Mr. Clemens, seconded by Mrs. Shore, to adjourn the meeting. There being no further business, the meeting was adjourned at 8:24 p.m.

Respectfully submitted,

Katherine Rath for
David Clemens, Secretary