

BOARD of TRUSTEES
Regular Meeting
July 28, 2022 – 7:00 p.m.

Board Members Present: Renee Boyer, President
David Clemens, Vice President
Jennifer Shore, Financial Officer
Ellen Rieger, Secretary

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

Absent: Dr. Joyce Hilgeman, Trustee
Cristina Spinelli, Treasurer

PLEDGE OF ALLEGIANCE

The meeting was called to order at 7:00 p.m. by Renee Boyer, 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 June 23rd, 2022, as presented.

Second, Mrs. Rieger.

AYES: ALL. Motion carried.

Motion by Mrs. Shore to approve the minutes of the Annual Reorganization Meeting of July 12th, 2022, as presented.

Second, Mrs. Rieger.

AYES: ALL. Motion carried.

FINANCIAL REPORTS

Motion by Mrs. Shore to approve the financial reports for the period ended June 30th, 2022, as presented.

Second, Mrs. Rieger.

AYES: ALL. Motion carried.

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

Supplemental Warrant for Payroll, dated June 30th, 2022, in the amount of \$204,910.54.

Warrant 7-22-1 (Approved 7/12/22)	\$ 765.30
Warrant 7-22-2	\$ 258,973.55
Warrant 7-22-3 Gift Fund	\$ 2,792.15

Second, Mrs. Rieger.

AYES: ALL. Motion carried.

Mrs. Spinelli, Treasurer, reviewed the financial statements, warrants and payroll records for the July 8th and the July 22nd, 2022, payrolls. Mrs. Shore, Financial Officer, reviewed the payroll records for the July 8th and the July 22nd, 2022, payrolls.

DIRECTOR'S REPORT

- **Mary Manelski:** The Library recently lost one of the founding members of the Friends of HPL Book Shop, Mary Manelski. Mary was an asset to the library, and to the Friends, and helped to raise thousands of dollars for the library during her tenure as a volunteer. She will be missed by all those who knew her.
- **Dr. Hilgeman:** Board member, Dr. Joyce Hilgeman, recently underwent a knee replacement and is recovering well.
- **Staff News:** Unfortunately, the staff at the library has been experiencing significant losses over the past month. Our thoughts are with each of our staff members and their families during these difficult times.
- **Repair & Painting in the Little Book Shop & GCHA:** Eric of E.B. Painting just completed the painting and repairing of some crumbling plaster areas in the Little Book Shop and in the GCHA office. He also patched and painted the ceiling where the fixtures had been replaced in the LMR hallway. He did a great job and it has significantly refreshed the look of the rooms.
- **Greenlawn Nights:** The library participated in the Greenlawn Civic Association's annual *Greenlawn Nights* event on July 27th and received positive feedback from members of the community. SCLS kindly provided the SLED bus and kids were able to play video games, watch TV and have pictures taken using the green screen. We also gave out free leftover promotional items from Summer Reading Clubs of the past. Mr. Athanas and Mrs. Meglio thanked Patty Moisan, Valarie Henrichson, Mary Kim, Ally Schaefer, Brian Lambert and (4) of our dedicated pages, Madison Page, Max Stratton, Michael Considine and Colette Albertson, for their help with the event. It was a great night and allowed the library and its staff to truly connect with the Harborfields Community, as well as to bond with each other through their incredible teamwork.
- **Outdoor Concert:** The Library hosted its first outdoor concert since the pandemic and we had an amazing turnout of approximately (200) people. Susan Hope rented the Town of Huntington's "showmobile" for the band, The Liverpool Shuffle, and everyone was able to enjoy the great music of The Beatles. Thank you to Susan for all of her hard work in coordinating this fantastic program. With the help of the GCA, we hope to schedule future outdoor concerts on the same evening as the Greenlawn Nights event.

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- **Outdoor Benches:** The newly updated areas on the Broadway side of the library recently received a brand new bench courtesy of our sustainability committee and their efforts in encouraging the staff to recycle plastic and in asking our community members to contribute to the effort by also recycling their plastic. We were able to send 500 lbs. of plastic and received a Trex bench in return. We will also see some additional new benches installed in the same area in the coming weeks.
- **New Computers:** We have been diligently working to update and install new computers at all of the service desks. New patron computers will be rolled out over the next few months. We are also working on making laptops available for patrons so that they may borrow them while in the library. Mr. Athanas thanked Sam Lellis for his hard work helping with these projects.
- **Digital Signage:** Mr. Athanas is working with the Library's website vendor, LibraryMarket, to develop a page that will highlight all of the Library's daily events as they appear on our website's calendar. Once this is created, we plan to install digital signs at Circulation, in the Children's Room, Young Adult Room and in the Large Meeting Room wing close to the Broadway entrance.
- **Smithtown Library Pride Displays:** Mr. Athanas, in company with a few Directors from our zone, attended the Town of Smithtown Library's Board of Trustees' meeting regarding the decision to remove books pertaining to Pride Month. Hundreds of Smithtown patrons attended and (27) members of the community requested to speak. There were also representatives from the LGBTQIA+ Alliance and social workers in attendance. Unfortunately, due to the sensitive and highly emotional nature of the subject, the library required additional security, metal detectors at the entrances and police. The Board did ultimately rescind their decision to remove these displays but the vote was not unanimous and there may be further repercussions for their library in the future.
- **CBS News Sunday Morning:** Mr. Athanas showed a video about the changing landscape of libraries across the country.

ASSISTANT DIRECTOR'S REPORT

- **Community Outreach – Diversity & Inclusion:** Mrs. Meglio went to the laundromat on Broadway in South Greenlawn and spoke with the owner about establishing a bookshelf for patrons that may want to read while in the facility. She will be including some Spanish language books, flyers and other materials as well. She is also planning on speaking with the Joshua Baptist Church regarding possible outreach efforts that the library may put in place for the community.
- **The Longest Table:** Mrs. Meglio came to the library the morning of the registration for the Longest Table and remarked that Susan Hope and Margaret Staib, president of the Friends of the Library, did an outstanding job in making this process seamless for the community. The Longest Table will take place on the 17th of September. As of the morning of the registration, there were 36 tables of 50 total tables reserved for the event. You must be a member of the GCA or the Friends to register.
- **Breakroom Update:** Mrs. Meglio showed pictures of the completely updated staff breakroom. The new vending machines, furniture, TV and artwork are all in place and the staff is truly enjoying the space.
- **Sustainability Committee:** The library has established its own garden plot at the Robert Kubecka Memorial Organic Garden on Dunlop Road in Huntington and Mary Kim, Kim McCarthy and Ikuko Kang have been diligently working with the teens from the *Junior Friends* on keeping everything looking great. As a part of the effort, the teens raised monarch butterflies for release in the garden because these butterflies have recently been put on the endangered species list by the IUCN.
- **Sustainable Libraries Initiative:** Mrs. Meglio congratulated South Huntington Library for recently receiving their official certification as a "sustainable library". She also noted that we are well on our way to receiving our certification and noted that the library, with the help of our amazing community members and staff, was able to collect the 500 lbs. of plastic required to make and receive a free Trex bench for our outdoor seating area, which arrived in July.
- **Sustainability Webinar:** Mrs. Meglio attended a recent webinar given by Rebecca Smith Aldrich, Executive Director of the Mid-Hudson Library System, who is a frequent national and international presenter and writer on the topic of leading libraries forward in smart, practical, and effective ways. She discussed the Sustainable Libraries Initiative and gave some tips on achieving certification.
- **Little Free Pantry:** The Little Free Pantry has been delivered! Since it is made of unfinished wood and a metal roof, Samantha Athanas, member of the Harborfields High School Key Club, has been assisting Mrs. Meglio with painting and sealing it and we intend to order a plaque as well. Mrs. Meglio will continue to work with the Key Club on getting it up and running and stocked with free items.
- **Long Range Planning:** Mrs. Meglio has been working with Mr. Athanas on long-range planning and they should have a 3-year plan in place in the coming months.
- **Staff Transitions:** Mrs. Meglio was happy to announce that Mary Kim is doing an outstanding job in the Young Adult Department since her transition from Children's. She also wanted to acknowledge that both Kellie Franceschini and Mrs. McCarthy continue to do amazing work and that they were exceptionally deserving of their recent promotions to Librarian II. And finally, she said that many of our pages will be returning to college and wished them well.
- **EAP Supervisory Training:** Ms. Schnepf, Mrs. Wickers, Mrs. Franceschini and Mrs. McCarthy will be attending a Supervisory Training seminar in August sponsored by EAP.
- **Summer Reading Club:** It is official that our Summer Reading Club participation is back to pre-COVID levels and has seen a 50% increase in attendance. Children's has 445 participants, Adult – 272 and Young Adult – 167. She thanked the staff for their incredible work with decorations and prizes.

DEPARTMENTAL REPORTS

There were no Departmental Reports this month due to Summer Reading Club activities.

PERSONNEL REPORT

Motion by Mrs. Shore to accept the Personnel Report dated July 28th, 2022, as attached.

Second, Mrs. Rieger.

AYES: ALL. Motion carried.

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STATISTICS

Attendance at the library has significantly increased based on door counts, web hits have increased and program participation is up overall.

CORRESPONDENCE

The Board reviewed a “thank you” email from Jane Irving, as attached.

OLD BUSINESS

There was no old business to discuss.

NEW BUSINESS

NYSED CONSTRUCTION GRANT

Mr. Athanas presented a slideshow and proposal from Johnson Controls, who is on NYS Contract, for the replacement of our current security camera system. Due to the age of our current system, as well as the lack of coverage and unclear video, Mr. Athanas believes that it is of the utmost importance to put a better security system in place for the safety of our patrons and staff. If we are approved for a grant, we could receive up to 50% of the total cost of the project. However, Johnson Controls also recommends that we maintain a service contract or yearly license for the system, which would be an additional expense.

Motion by Mrs. Rieger to approve the update of our current security camera system through Johnson Controls, as proposed, as well as to apply for a NYSED Construction Grant to offset some of the costs of the replacement.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

BYLAWS REVIEW

The Board of Trustees reviewed the library’s Bylaws but did not make any changes.

MISSION STATEMENT REVIEW

The Board reviewed and discussed our current Mission Statement, originally adopted in 2009, and would like to make significant changes but would like to revisit after they have had time to draft some perspective revisions. However, Mrs. Meglio recommended making two immediate changes, which appear below in bold lettering, to the current statement until such time that a new one can be adopted.

*“The Harborfields Public Library is dedicated to providing **equal** access to information, ideas and knowledge through books, programs, technology and other resources. We welcome and support **all members of** our community in their pursuit of education, culture and enrichment activities.”*

Motion by Mrs. Shore to adopt the proposed changes to the Mission Statement, as noted above, effective immediately.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

EXECUTIVE SESSION

Motion by Mrs. Shore to move into Executive Session at 8:34 p.m. to discuss the medical, financial, credit or employment history of a particular employee.

Second, Mrs. Rieger.

AYES: ALL. Motion carried.

Motion by Mrs. Shore to return to the Regular Order of Business at 8:45 p.m.

Second, Mrs. Rieger.

AYES: ALL. Motion carried.

Motion by Mrs. Rieger to promote Christine Maloney, currently working part-time, to a full-time Library Clerk position in the Circulation Department effective September 3rd, 2022.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

ADJOURNMENT

Motion by Mrs. Rieger, seconded by Mrs. Shore, to adjourn the meeting. There being no further business, the meeting was adjourned at 8:45 p.m.

Respectfully submitted,

Katherine Rath for
Ellen Rieger, Secretary