

**BOARD of TRUSTEES**  
**Regular Meeting**  
**July 29, 2021 – 10:00 a.m.**

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

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

**Absent:** Ellen Rieger, Vice President  
Cristina Spinelli, Treasurer

**PLEDGE OF ALLEGIANCE**

The meeting was called to order at 10:07 a.m. by Dr. Joyce Hilgeman, President.

The regular order of business was suspended so that Joseph deGroot of deGroot Designs, Inc., could present his landscape design plan for the Broadway Entrance / side of the building. He discussed sustainability features including use of the storm water runoff for self-watering of certain plantings, as well as possibly keeping some of the healthy plants and trees that fit well with his design. The Board would like to walk the exterior of the building at our next meeting to get a better concept of the plan and, since the plan is quite extensive, we may break-up the project into stages. Additionally, if the cost of the project exceeds the threshold, we may need to go out to bid. Regardless, Mr. deGroot recommended that the Board make a final decision about the trees and shrubs by the September Board meeting in order to follow Fall and Spring transplanting and planting guidelines.

**PUBLIC PARTICIPATION**

There was no public participation.

**CALL FOR NEW BUSINESS**

- Deaccession Report
- Reexamination of the COVID Micro-cluster Plan
- Industrial Appraisal Estimate

**APPROVAL OF MINUTES**

Motion by Ms. Boyer to approve the minutes of the Regular Meeting of June 24, 2021, as presented.

Second, Mrs. Shore.

AYES: ALL. Motion carried.

Motion by Mrs. Shore to approve the minutes of the Reorganizational Meeting of July 8, 2021, as presented.

Second, Ms. Boyer.

AYES: ALL. Motion carried.

**FINANCIAL REPORTS**

Motion by Mrs. Shore to approve the financial reports for the period ended June 30, 2021, as presented.

Second, Ms. Boyer.

AYES: ALL. Motion carried.

Motion by Mrs. Shore to approve the payment of the following Warrants for July 29, 2021:

Supplemental Warrant, dated June 30, 2021, in the amount of \$164,632.04.

Warrant 7-21-2 Payroll	\$ 188.12
Warrant 7-21-3	\$ 214,911.67
Warrant 7-21-4 Gift	\$ 2,000.00
Warrant 7-21-5	\$ 3,889.88

Second, Ms. Boyer.

AYES: ALL. Motion carried.

Mrs. Spinelli, Treasurer, reviewed the financial statements, warrants and payroll records for the July 9 and July 23, 2021, payrolls and Ms. Boyer, Finance Officer, reviewed and approved the Payroll Registers for the July 9 and July 23, 2021, payrolls.

**DIRECTOR'S REPORT**

- Mr. Athanas shared a video of the release of the Bobwhite Quails raised by the YA Department and patrons. They were successfully released at Caleb Smith Park in July and their release into the wild should help to reduce the deer tick population.
- Mr. Athanas offered all Board members a "behind-the-scenes" tour of the library to see all of the great building projects that have been completed, as well as to see the areas of the library that are usually only accessible to staff. Any Board member interested should contact Mr. Athanas to set up a convenient time.
- The Greenlawn Civic Association invited the library to participate in the Greenlawn Nights festival on August 4th as a form of community outreach and Mrs. Moisan took the lead on the project. The library, with the help of Mrs. Moisan, Mrs. Hope, Ms. Gabrielle and Miss Schaefer, was able to secure the SLED from SCLS and some of them travelled to SCLS to have a tour to go over the capabilities of this tech-heavy bus. The sled will enable community members to connect to Wi-Fi, as well as to enjoy Nintendo Mario Kart Olympics on the exterior

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

...TV. They will also be able to have a Summer Reading Club themed green-screen picture taken, use tablets connecting to the library's website, participate in giveaways, etc. It should be a great night for the community with the help of the library. Mr. Athanas also thanked Mrs. Matthews for inviting us, Mrs. Wickers and Mrs. Meglio for volunteering their services and Ms. Schnepf for her help with organizing the technology.

- Mr. Athanas noted that the Board should expect an invitation to the dedication ceremony for the new Half Hollow Hills Community Library building, which is almost complete. Mr. Athanas will provide dates as they become available.
- The Resource Sharing Code, which is the parent committee to SCLS, has an established set of rules for how countywide libraries should deal with each other. There has been a move within Suffolk County libraries to no longer submit fines to each other for lost or damaged books. Therefore, SCLS will no longer be billing or receiving money for lost / damaged inter-library Loans. (See letter attached). However, individual libraries may still bill patrons directly for lost / damaged items and for fines.
- Mr. Athanas received a letter from Kevin Verbesey at SCLS discussing the huge increase in circulation numbers over the past few months, which shows a marked improvement over numbers during the COVID pandemic. The circulation of hard materials increased by 438% and there as 41% increase in \_\_\_\_\_. It was also not a surprise that there was a decrease of 5% in downloads for the same period. (See letter attached).
- A huge thank you to the teen volunteers, and to Mrs. Meglio and Mrs. McCarthy, for their help with weeding the donated books in the Friends' Book Shop. We are receiving many more donations than ever before and without the help of these dedicated teens, we could not offer such a high-quality selection of titles to our patrons.

#### **DEPARTMENTAL REPORTS**

The Board reviewed and discussed the Departmental Reports from Mr. Athanas and from Mr. Martinez, Head of Security.

All other Departments were excused from submitting Board Reports to concentrate on the Summer Reading Club activities.

Mr. Clemens discussed some security protocols, including the possibility of creating a welcome desk, and also noted his appreciation for Mr. Crowley's work on installing some emergency lighting units throughout the library.

#### **PERSONNEL REPORT**

Motion by Mr. Clemens to accept the resignation letter from Ryann Dopfel, dated July 27, 2021, as attached.

Second, Mrs. Shore.

AYES: ALL. Motion carried.

Motion by Mrs. Shore to accept the Personnel Report dated July 29, 2021, as attached.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

#### **STATISTICS**

The Board reviewed and discussed the statistical reports.

#### **CORRESPONDENCE**

A letter from the library's attorneys, Lamb & Barnosky, LLP, was distributed. This letter, dated June 25, 2021, states that the library is no longer authorized to hold remote public Board meetings and that we are now held to the pre-pandemic rules regarding public access to meetings.

Mr. Athanas also distributed a handout regarding the "Trustee Handbook Book Club", which highlights virtual workshops offered on different chapters of the Trustees' Handbook. If you are unable to attend the workshop online, video of the presentations will be made available.

#### **OLD BUSINESS**

Mr. Athanas shared the updated By-Laws on the enlarged screen, which had the highlighted changes that Bob Cohen, the library's attorney, had made and the Board briefly discussed these revisions.

Motion by Mr. Clemens to accept the revised By-Laws, as attached.

Second, Ms. Boyer.

AYES: ALL. Motion carried.

#### **NEW BUSINESS**

##### **DEACCESSION REPORT**

Motion by Mrs. Shore to accept the Deaccession Report, dated July 29, 2021, as attached.

Second, Ms. Boyer.

AYES: ALL. Motion carried.

##### **COVID MICRO-CLUSTER PLAN**

The library adopted a COVID Micro-Cluster Plan on November 24, 2020, as a result of the evolving pandemic. Now, due to additional changes made by the CDC and NYS as a result of the Delta Variant and the spike of cases occurring again in NY and across the country, Mr. Athanas may need to revise the original adopted version of this plan. Additionally, due to growing concerns about the susceptibility of unvaccinated individuals, NYS is now requiring all state workers to get vaccinated or to undergo weekly testing. Although the library does not currently mandate that its employees must be vaccinated, this may change in the future. Therefore, in order to avoid requiring an emergency meeting of the Board of Trustees, Mr. Athanas will keep the Board apprised of any necessary changes as they occur via email and/or phone calls.

**INDUSTRIAL APPRAISAL COMPANY**

The last full appraisal of the library's assets was performed in 2016. Since that appraisal, we have had the Teen'Scape renovation and have added (2) Quiet Rooms, which are both significant capital improvements. Mr. Athanas inquired as to the cost of a complete update and the company came back with an estimate of more than \$3,000. Since our auditors do utilize this report, as does our insurance company, Mr. Athanas is concerned about having all of our assets properly documented but will inquire with both our auditors and our insurance brokers as to the customary length of time between full appraisals. As it stands now, we do get basic updates from Industrial Appraisal every other year.

**PUBLIC PARTICIPATION**

There was no public participation.

**ADJOURNMENT**

Motion by Mr. Clemens, seconded by Ms. Boyer, to adjourn the meeting. There being no further business, the meeting was adjourned at 11:25 a.m.

Respectfully submitted,

Katherine Rath for  
David Clemens, Secretary