



BOARD of TRUSTEES
Regular Meeting
August 26, 2021 – 10:00 a.m.

Board Members Present:

Joyce Hilgeman, Ph.D., President

Ellen Rieger, Vice President

David Clemens, Secretary

Jenny Shore, Trustee

Library Staff Present:

Ryan Athanas, Library Director

Susan Matthews, Head of Reference

Patricia Moisan, Head of Youth Services

Jody Kantianis, Senior Library Clerk

Katherine Rath, Senior Account Clerk

Absent:

Renee Boyer, Finance Officer

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 staff members, Susan Matthews & Patricia Moisan, could discuss the Sustainable Libraries Initiative (www.sustainablelibrariesinitiative.org) with the Board of Trustees. Within the past month, Harborfields Library has formed a team of passionate staff participants who are interested in focusing their leadership to enable our library, and ultimately our community, to become more environmentally sound, socially equitable and economically feasible. Since the library has already undertaken and completed quite a few capital projects that are significantly improving the library's energy consumption, and have also adopted health and wellness programs, donation programs, the Seed Library and many others, we are already on our way to attaining our goal of becoming a "certified sustainable" library. The staff team will continue to brainstorm and will be working with the Sustainability Coordinator at SCLS and an appointed mentor with the hopes of qualifying as a certified sustainable library within the next 2-3 years. The team will keep the Board apprised of reaching milestones towards certification and welcomes all ideas for ways to help our community through these efforts. They also noted that they welcome the Board's participation in their "Great Giveback" project on October 15th, which will be sort of a swap meet where people can donate their gently used items and take one in return. All leftover items that are not claimed will be donated to local organizations helping those in need.

Following the Sustainable Libraries Committee presentation, Joseph deGroot of deGroot Designs, Inc., further discussed his original landscape design plan, as well as the revised plan, for the Broadway Entrance / side of the building and took the Board on a tour of the area so that he could point out what would be removed, retained and replanted, where new plantings will reside, as well as where the new paved areas will be. He recommends beginning the project in the end of September or the beginning of October to optimize the fall planting season.

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 Meeting of July 29, 2021, as presented.

Second, Mrs. Rieger.

AYES: ALL. Motion carried.

FINANCIAL REPORTS

Motion by Mrs. Shore to approve the financial reports for the period ended July 31, 2021, as presented.

Second, Mrs. Rieger.

AYES: ALL. Motion carried.

Motion by Mrs. Shore to approve the payment of the following Warrants for August 26, 2021:

Supplemental Warrant, dated July 31, 2021, in the amount of \$166,305.10.

Warrant 8-21-1	\$ 117,171.84
Warrant 8-21-2 Gift	\$ 2,340.00

Second, Mrs. Rieger.

AYES: ALL. Motion carried.

Mrs. Spinelli, Treasurer, reviewed the financial statements, warrants and payroll records for the August 6 and August 20, 2021, payrolls.

DIRECTOR'S REPORT

- **Sustainable Library Initiative** - Susan, Patty and a committee of staff volunteers are committed to involve our library with the *Sustainable Libraries Initiative*. "The Sustainable Libraries Initiative (SLI) is an award-winning project to create leadership and provide tools to mobilize libraries to think and act sustainably. We strive to do this work in a way that builds awareness and consensus while inspiring action by members of the library ecosystem to own their role as sustainability leaders in their communities. Our ultimate goal? To ensure our communities thrive, can bounce back from disruption, and are infused with new and better life for everyone." Mr. Athanas thanked Susan,



DIRECTOR'S REPORT (CONTINUED)

- ...Patty and the committee members for their enthusiasm and for helping guide the library through this process.
- **Library Tour** - Board Member Renee Boyer had a very nice Tour of the Library. She met many of our staff members and toured, among other places, the new boiler room, and lower level storage.
 - **Break Room & Literacy Rooms** – Our staff break room is mostly comprised of furniture left over after various improvements to the public areas of the library. OfficeWorx, the vendor that supplied the recently updated furniture in Reference, has been asked to give options for replacing the furniture with modern, easily cleaned (much of the furniture is cloth), matching furniture. The two "Literacy Rooms" in Reference are underutilized and currently have unsuitable furniture in them dating from pre- 2005 renovation. We are looking to update the rooms with new furniture and AV equipment to give the ability to allow a patron to attend remote meetings/interviews and work collaboratively. The Board recommended that we establish a policy about limiting usage of the Literacy Rooms by patrons if they are in high-demand once renovated and due to many community members now looking for a place to "work from home" or run their businesses. They would also like to have a security camera in the room to discourage misuse of the room.
 - **Greenlawn Nights!** On Wednesday, August 4th, the library took part in an event organized by the Greenlawn Civic Association called, "Greenlawn Nights." Broadway was closed from 6:30PM until 9:30PM with various businesses setting up tables along the street. The Library arranged for the SLED (Suffolk Libraries Empowering Discovery) Library bus for the night. We provided Wifi, gaming, library card sign-ups, raffles, button making and a green screen picture station for attendees. A big thank you to staff members Sue Hope, Ally Schaefer, Melissa Gabrielle, Patty Moisan, Donna Wickers, Valarie Henrichson, James Anderson, Susan Matthews for helping to make the night a success. **From the Civic Association:** "We would like to thank you and the library staff for helping to make the Greenlawn Nights such a success! And everyone loved the library bus! It is always great to work with the library on community events. Thank you again. Sincerely, Rachael Risinger, Jennifer Rogdakis, Jane Irving.
 - **Assemblyman Brown and Senator Gaughran** - The Library has contacted Assemblyman Brown and Senator Gaughran to seek additional funding for the Landscape Project.
 - **Elaine Tolle** – Elaine Tolle, former Head of Reference for the library (pre- 2005 renovation), lost her husband, Bob, recently. Mr. Athanas noted how much of a positive impact Elaine Tolle had on his career when he started working at the library in 1997 and how Bob Tolle was a "true gentleman."

DEPARTMENTAL REPORTS

Department Heads were excused from submitting Board Reports this month so that they may concentrate on Summer Reading Club activities. They will return to submitting reports in September.

PERSONNEL REPORT

Motion by Mrs. Rieger to accept the resignation letters from Samuel Lellis (8/12/21), Katie Mohlmann (8/23/21), Christopher Sheehan (8/18/21), Alissa Barber (not dated), and Neldi Gilot (8/24/21), as attached.

Second, Mrs. Shore.

AYES: ALL. Motion carried.

Motion by Mrs. Rieger to accept the Personnel Report dated August 26, 2021, as attached.

Second, Mrs. Shore.

AYES: ALL. Motion carried.

STATISTICS

The Board reviewed and discussed the statistical reports.

CORRESPONDENCE

The Board reviewed an email from "Farmer Barbara (Minerd)" thanking Susan Matthews for creating the Library Seed Catalogue which enabled her to grow zucchini for the first time.

OLD BUSINESS

DEGROOT DESIGNS, INC. LANDSCAPE DESIGN

Mr. Athanas discussed the quotes from deGroot Designs, Inc., for the cost of the completed landscape design of the Broadway side of the building which includes (3) individual projects; (1) removal of existing plant material, transplanting of usable plant material and debris removal, (2) front foundation planting and (3) masonry to include two separate paver seating areas .

Motion by Mrs. Shore to move forward with the landscape design for the Broadway side of the building in phases as noted and separately quoted.

Second, Mrs. Rieger.

AYES: ALL. Motion carried.

NYS CONSTRUCTION AIDE GRANT – LIGHTING & ENERGY EFFICIENCY UPDATE

Mr. Athanas discussed the proposal for an energy-efficiency renovation on the meeting room side of the building as our submission for NYS Construction Aide. The proposed project will largely impact the efficiency and costs associated with lighting the Meeting Room Wing of the library. The lightning in this wing is, in some places, utilizing fixtures that are over sixty years old with high-wattage incandescent lighting. The resulting power needs and heat produced by these fixtures has a negative impact on the library's electric and heating/cooling budget. In addition, the expected life of LED fixtures far exceeds fluorescent and incandescent lighting. This will free maintenance staff from their current monthly bulb replacement routine and ensure that the library is adequately lit at all times for patron safety. The installation of new LED fixtures will be a maintenance cost savings, energy savings and make a positive environmental impact. Mr. Athanas has been working with RENU on getting quotes for this project and they have informed us that we may be able to "piggyback" on a current Bay Shore School District bid, which



OLD BUSINESS (Continued)

allows other municipalities to utilize their bidding. Mr. Athanas has a call into the library's attorney to discuss this process.

Motion by Mrs. Rieger to submit the Lighting & Energy Efficiency Update as the 2021-2022 NYS Construction Aide Grant project in keeping with our desire to be an environmentally conscious library focused on sustainability.

Second, Mrs. Shore.

AYES: ALL. Motion carried.

NEW BUSINESS

GREENLAWN-CENTERPORT HISTORICAL ASSOCIATION AGREEMENT

Motion by Mrs. Rieger to have the President of the Board of Trustees, Dr. Joyce Hilgeman, sign the Annual Greenlawn Centerport Historical Association (GCHA) Agreement for September 1st, 2021 – August 31st, 2022, as attached.

Second, Mrs. Shore.

AYES: ALL. Motion carried.

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 12:39 p.m.

Respectfully submitted,

Katherine Rath for
David Clemens, Secretary