

BOARD of TRUSTEES
Regular Meeting
September 22, 2022 – 9:30 a.m.

Board Members Present: David Clemens, Vice President
Jennifer Shore, Finance Officer
Joyce Hilgeman, Ph.D., Trustee

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

Absent: Renee Boyer, President
Ellen Rieger, Secretary
Cristina Spinelli, Treasurer

PLEDGE OF ALLEGIANCE

The meeting was called to order at 9:33 a.m. by Mr. David Clemens, Vice 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 August 25th, 2022, as presented.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

FINANCIAL REPORTS

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

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

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

Supplemental Warrant for Payroll, dated August 31st, 2022, in the amount of \$212,921.21.

Warrant 9-22-1	\$ 140,350.02
Warrant 9-22-2 Gift Fund	\$ 2,869.40

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

Mrs. Spinelli, Treasurer, reviewed the financial statements, warrants and payroll records for the September 2nd and the September 16th, 2022, payrolls. Jenny Shore, Finance Officer, reviewed and approved the Payroll Registers for the August 5th, August 19th, September 2nd and the September 16th, 2022, payrolls.

DIRECTOR'S REPORT

- **Head of Circulation:** Mrs. Donna Wickers, our current Head of Circulation, will be retiring on October 22nd after serving the library and the residents of Greenlawn for the past 33 years. She is one of only (3) remaining employees that were hired by former Director, Trudy Brown. We are currently waiting on Civil Service regarding the official duty statement and title before interviewing for her replacement. It is impossible to put into words Donna's positive impact on the Library, community and all of us that had the honor to work with her. To say that Donna will be missed is an understatement. We wish her all the best in her retirement.
- **Homeless Training – "Resolving Conflict with Empathy":** We now have access to the Homeless Training's online courses. These self-paced online training modules provide staff development opportunities to all Suffolk County Public Library staff in the area of resolving conflicts and de-escalation. Thank you to Patchogue-Medford Library, Suffolk's "Central Library", for sharing this valuable resource. More info to come on how we will be using this resource.
- **New Labeling in the Library:** Thank you to Ally Schaefer for sharing her "Cricut skills" with the library. She has been able to use the Cricut to make vinyl lettering to add the library's hours to all entrance doors, create a "Stroller Parking" area in Children's, and to make our Sustainable Libraries Initiative sharing area downstairs look super inviting!
- **Digital Signage:** We are finally moving to digital signage in the building! The new monitor in the lobby will replace the posters and the daily program sheets, helping to fulfill our goal of sustainability. We will install a similar, smaller monitor in the Meeting Room Wing in the coming months. All monitors will be on timers that will turn them on in the morning and off in the evening.
- **Judy Boshnack:** Thank you to Judy Boshnack for sharing her love of cooking with our patrons. We get a significant number of compliments from patrons regarding her cooking programs and they always note how wonderful Judy is as a teacher.
- **Public Participation:** Mr. Athanas is working with our attorney, Bob Cohen, on making some changes to our current policy on public participation during Board meetings.
- **Legislative Update:** Mr. Athanas attended an SCLS Director's meeting at the Montauk Library on Friday, September 16th, where it was announced that The New York Library Association will be asking New York State for \$147 million in aid, up from the current \$97 million. They are also asking for \$69.6 million in construction aid versus the current \$34 million.

September 22nd, 2022 Board Minutes – Page 2

- **Electric Vehicle Charging Stations:** Many libraries in Suffolk County are moving towards installing two or more EV charging stations in their parking lots for resident use. Due to the high demand for project related services, SCLS has hired an outside architect who is willing to work with all cooperative libraries as a project manager. Libraries will be responsible to pay for his services, all equipment, and any construction fees related to the project. SCLS is also working with Suffolk County to determine how much of the cost of the electric the county will reimburse.
- **Blood Pressure Kits:** Blood Pressure Kits are now available to be checked out through our *Library of Things*. Thank you to Karen McHugh for organizing this important program for our library. (34) Libraries are currently participating in this program and it has been very popular and well-received by Harborfields patrons.
- **The Great Giveback – Support Our Furry Friends:** This year for the Great Giveback, the Children's Room is encouraging children and their families to bring in food items, blankets, towels, toys, etc. that we will donate to the Little Shelter Animal Rescue and Adoption Center of Huntington. We will have a donation bin in the Children's Room so families can come in and donate the requested items from October 1st to October 31st.
- **The Great Giveaway:** This event will be held on Friday, October 14th from 9:30 a.m. to 3:00 p.m. in the Circular Driveway on Broadway. If you have useable items in your home that are too good to throw away, perhaps someone in our community could put them to good use. By donating, you will be reducing waste, saving precious resources and keeping usable things out of the landfill. In addition, you'll benefit our community by donating and upcycling.
- **Long Island Aquarium:** Countywide, libraries have sold over \$425,000 in vouchers for the Long Island Aquarium. We hope to continue to offer these discounted vouchers for our patrons in the future. The Aquarium is very grateful for our support.
- **Longest Table:** The Longest Table event on September 17th was once again a huge hit with the community. Thanks to Susan Hope, Jenn Handler, Kim McCarthy, Ernie Martinez, Kevin Crowley, Mike Cronin and the entire Maintenance Department for their work in making the event a success.
- **Trustee – Mandated Training:** Beginning January 21st, 2023, a new mandate goes into effect that will require each of our Trustees to complete (2) hours of training annually.

ASSISTANT DIRECTOR'S REPORT

- **Sustainability:** After lots of hard work this year, the Sustainability Committee announced that the library has increased its stprogress towards a sustainability designation from 3% to 60%. Mrs. Meglio and the entire committee recently met with their sustainability mentor, Lisa Kropp, who is also a Harborfields resident, President of NYLA and the Director of the Lindenhurst Public Library, and she was able to provide some great ideas on ways to become a model for the entire community. As a part of this goal, the committee donated a Trex bench that we earned through recycling plastic bags and film to the Town of Huntington. The Town of Huntington, in turn, has said it will also begin to participate in this recycling program by offering drop off points at town locations.
- **Sustainability – Reaching the Entire Community:** With the help of retiree Susan Matthews, the painting skills of Mike Cronin, and Cricut skills of Ally Schaefer, we were recently able to put a beautiful lending cart in the laundromat in South Greenlawn and Valarie Henrichson is also working on establishing an English conversation group at the library. This group will be held every Tuesday night and has been promoted in the laundromat with flyers.
- **Repair Café:** Mrs. Meglio recently attended a webinar covering the establishment of a "Repair Café" within the library. We are currently looking for volunteers, hopefully retired engineers, who would be willing to help people repair their broken items. If you know of anyone who would like to volunteer, please have them call Mrs. Meglio.
- **Friends of the Library:** Mrs. Meglio attended the monthly Friends meeting and was happy to field questions about the upcoming security camera project. The members also discussed that they are intending to run (2) Open Houses – one in the morning in October and a second in the evening in November in order to attract new members.
- **Little Free Pantry:** The Little Free Pantry is complete, thanks to Mike Cronin's carpentry and painting help, and we will be installing it this week – location TBD. The high school Key Club is planning a food drive in order to stock it in the coming weeks. Donations are always welcome and a dedication will be planned soon. Future plans may also include offering a vegetable bin in the summer months so that people may enjoy fresh fruits and vegetables.
- **Hazard Reduction Team:** Mrs. Meglio is working on establishing a Hazard Reduction Team. In conjunction with the approval of the new Workplace Violence Program, Mrs. Meglio believes that insuring a safe working environment is imperative for the morale of our staff and patrons.
- **Mug Press:** The library borrowed the sublimation mug press from SCLS and will be offering staff to make a mug to keep at work in order to reduce paper waste. Mrs. Meglio also installed a mug rack in the staff lounge where the mugs may be kept.
- **PSEG Rebate:** Thanks to Mrs. Meglio and RENU Contracting for submitting paperwork to PSEG for a rebate. With their help, we were able to obtain a \$1,680 rebate from PSEG for our LED lighting update in the Meeting Room Wing.

DEPARTMENTAL REPORTS

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

PERSONNEL REPORT

Motion by Mrs. Shore to accept the Personnel Report dated September 22nd, 2022, as attached.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

STATISTICS

The library boasted a 50% increase in building usage between July and August.

September 22nd, 2022 Board Minutes – Page 3

CORRESPONDENCE

The Board reviewed a Memorandum from Lamb & Barnosky regarding the “Return to In-Person Public Meetings”, as well as a letter from SCLS regarding the SCLS Trustee Nominating Caucus, which will be held at our library on Thursday, October 27th @ 9:15 a.m., as attached.

OLD BUSINESS

MISSION STATEMENT

This has been tabled until all Board members are present.

3-YEAR STRATEGIC PLAN

This item was moved in the agenda and was discussed after Executive Session was concluded. Please see below.

MINIMUM STARTING SALARIES:

The Board discussed the proposed Schedule of Minimum Starting Salaries. Due to the immediate necessity of this update, the Board reviewed this schedule for 2022-2023. In the future, this schedule will be presented at the annual reorganizational meeting in July.

Motion by Mrs. Shore to accept the updated Schedule of Minimum Starting Salaries for 2022-2023, as attached.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

NEW BUSINESS

SCLS PROPOSED RESOURCE SHARING CODE AMENDMENTS

The Board discussed the Suffolk County Cooperative Library System’s “Proposed Resource Sharing Code Amendments”, as attached.

Motion by Mrs. Shore to accept SCLS’s “Proposed Resource Sharing Code Amendments”, as attached, and to allow Library Director, Ryan Athanas, to sign the ballot accordingly.

Second, Dr. Hilgeman.

AYES: All. Motion carried.

KNIGHTS OF COLUMBUS NATIVITY, MEET-AT-THE-TREE & MENORAH LIGHTING

This has been tabled until all Board members are present.

BOARD OF ELECTIONS EARLY VOTING SITE

Due to construction at the Greenlawn Fire Department, the Board of Elections has found itself without a location to hold early voting for the upcoming November 8th, 2022, elections and has officially requested that we allow the early voting to be held at the library instead. Unfortunately, due to the early voting being held over the course of 7 days, and election workers requiring 24-hour access to the library, we may need to make special accommodations in order to keep the library safe. However, the BOE has said they are willing to reimburse any fees associated with these accommodations.

Motion by Mrs. Shore to allow the Board of Elections to use the library for early voting for the November 8th election if Mr. Athanas is able and willing to make the required accommodations in order to insure that the library can operate normally and safely during the dates requested.

Second, Dr. Hilgeman.

AYES: All. Motion carried.

EXECUTIVE SESSION

Motion by Mrs. Shore to move into Executive Session at 11:10 a.m. to discuss the medical, financial, credit or employment history of a particular employee.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

Motion by Mrs. Shore to return to the regular order of business at 11:22 a.m.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

The Board discussed part-time Network Systems Specialist, Sam Lellis, and employees who have committed to retiring in 2022.

3-YEAR STRATEGIC PLAN (OLD BUSINESS)

The Board further discussed the 3-Year Strategic Plan for 2022-2025, which is now required by NYS as a part of the Minimum Standards for Libraries, and specifically reviewed the proposed changes and/or additions as presented.

Motion by Mrs. Shore to accept the Harborfields Library 3-Year Strategic Plan for 2022-2025, as attached.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

ADJOURNMENT

Motion by Mrs. Shore, seconded by Dr. Hilgeman, to adjourn the meeting. There being no further business, the meeting was adjourned at 11:42 a.m.

Respectfully submitted,

Katherine Rath for
Ellen Rieger, Secretary