

BOARD of TRUSTEES
Regular Meeting
September 23, 2021 – 7:00 p.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
Jody Kantianis, Senior Library Clerk
Katherine Rath, Senior Account Clerk

Absent: Ellen Rieger, Vice President
Cristina Spinelli, Treasurer

PLEDGE OF ALLEGIANCE

The meeting was called to order at 7:15 p.m. by Dr. Joyce Hilgeman, President.

PUBLIC PARTICIPATION

One member of the community was in attendance, Mr. Ken Patrick Johnson.

CALL FOR OLD BUSINESS

- Landscaping on Broadway
- RENU Project – Motion

CALL FOR NEW BUSINESS

- Resuming charging patrons for program fees

APPROVAL OF MINUTES

Motion by Mr. Clemens to approve the minutes of the Regular Meeting of August 26, 2021, as presented.

Second, Ms. Boyer.

AYES: ALL. Motion carried.

FINANCIAL REPORTS

Motion by Ms. Boyer to approve the financial reports for the period ended August 31, 2021, as presented.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

Motion by Ms. Boyer to approve the payment of the following Warrants for September 23, 2021:

Supplemental Warrant, dated August 31, 2021, in the amount of \$173,050.78.

Warrant 9-21-1	\$ 125,368.47
Warrant 9-21-2 Gift	\$ 1,150.00
Warrant 9-21-3	\$ 38,400.00
Warrant 9-21-4	\$ 6,000.00

Second, Mr. Clemens.

AYES: ALL. Motion carried.

Mrs. Spinelli, Treasurer, reviewed the financial statements, warrants and payroll records for the September 3 and September 17, 2021, payrolls and Ms. Boyer, Finance Officer, reviewed and approved the Payroll Register for the August 6, August 20, September 3 and September 17, 2021, payrolls.

DIRECTOR'S REPORT

1. **Newsletter Comic Strip:** Peter Sostarich has worked for the library over (12) years having started as a page in Adult Reference. A few years ago, Peter was hired as a PT Technical Services Library Clerk. He now works for us as well as Huntington Public Library Tech Services. Art and cartoon work (he calls them doodles) are his passion. Mr. Athanas asked Peter if he would be interested in doing a serialized library newsletter cartoon. It is a fun way to advertise the library to the community. His doodle appeared for the first time in our October newsletter and he is very excited and honored to have his work represent the library.
2. **History of Building:** Mr. Athanas had a slide show of pictures of the library after the dedication of the building's cornerstone in 1924, a postcard picture from 1928 and one from the 1930's. These pictures showed the building prior to any landscaping being in place on the Broadway side of the building and also showed how beautiful the architectural details of the building were before they were covered by the overgrowth of trees and bushes.
3. **Construction Aid 2021-2022:** The Suffolk Cooperative Library System (SCLS) has received (20) grant applications that requested \$14,989,754 in aide. SCLS has a total of \$2,163,403 to recommend for grants. Mr. Athanas submitted our Construction Aid request on September 3, 2021 asking for \$47,000. Final decisions will be made by September 10, 2021.
4. **Harborfields High School Vocation Program:** We are working with Richard Luft, the HFCSV Vocational Supervisor, in setting up an internship that will run (2) days per week, for (2) hours per day. Students in the life skills classroom will come to the library and be assigned to specific tasks like pulling books for book bundles and pulling book requests. The district will provide supervision of the students at all times as well as provide complete insurance coverage. Thank you to Patty Moisan who is taking the lead with this worthwhile program.
5. **Staff Appreciation:** The Library will once again hold an Employee Recognition Celebration. All Board members are invited to attend. Co-sponsored by the Friends of the Library, this celebratory breakfast is for all the hard work, patience, understanding, flexibility and support that staff has had for the community, as well as for each other, over the last year and half. Also, due to pandemic restrictions last year, we were unable to honor some of our staff for reaching work-milestones. Judy Boshnack – (10) Years, Melissa Gabrielle – (10) Years, Kellie Franceschini – (10) Years, Maureen Coyle – (20) Years. Thank you to our new Employee Appreciation Committee for coordinating this event.
6. **Kitchen Meeting Room:** The refrigerator, stove and dishwasher in the Kitchen Meeting Room are quite old and we are looking at possible replacements that will not only be safer, but will also benefit our current sustainability project by being significantly more energy efficient. These items will also be helpful in enhancing our current cooking programs for patrons.
7. **SCLS Director's Meeting:** SCLS is working on their (5) year plan of service. It will be approved and submitted to the State at the next SCLS Board meeting. The SCLS Annual Budget is taking shape. State Aid, which makes up a significant portion, is projected to be flat. Overall there should not be an increase.
8. **Teen Volunteers:** Mr. Athanas showed pictures of our teen volunteers creating beautiful seasonal pinwheel wreaths and gifting them to some of the residents of Paumanack Village.

DEPARTMENTAL REPORTS

The Board reviewed and discussed the Departmental Reports regarding June through August (2021) activities and were happy to note that we had significant participation in the Summer Reading Clubs. The Board also noted that Departmental Reports are appreciated each month and that they enjoy reading about staff members, library programs and initiatives.

PERSONNEL REPORT

Motion by Mr. Clemens to accept the resignation letters from Emilia Vuono, dated August 27, 2021, and Yasmin Lamour dated August 30, 2021, as attached.

Second, Ms. Boyer.

AYES: ALL. Motion carried.

Motion by Mr. Clemens to accept the Personnel Report dated September 23, 2021, as attached.

Second, Ms. Boyer.

AYES: ALL. Motion carried.

STATISTICS

The Board reviewed and discussed the statistical reports and noted the new statistic highlighting the significant number of Notary Public Services provided to our patrons by Jennifer Handler. Mr. Athanas complimented Mrs. Handler for her excellent customer service.

CORRESPONDENCE

The Board reviewed (2) emails from Kevin Verbese regarding the electric vehicle charging stations and the suspension/amendment to the Open Meetings Law, as attached. There was also a Thank You note from Elaine Tolle and a recipe from a cooking program with Reference Librarian, Karen McHugh.

OLD BUSINESS

LANDSCAPING ON BROADWAY

Landscaping on Broadway: Due to there being different phases involved in the landscaping project on Broadway, Joe de Groot recommended that we break the project up into (3) parts; masonry, site preparation and planting. Irrigation was a later addition.

1. **Masonry:** At the last meeting of the Friends of the Library, Mr. Athanas proposed that this year the library pay for the Museum Pass program out of the regular budget's program line and instead, ask for a restricted donation of \$10,000 to be put towards the masonry and outdoor furniture portion of the Landscape Project. The Friends kindly agreed to assist us with this donation. While de Groot will be doing the masonry work, the funding for this portion will be paid for by the Friends, which is \$6,000. Furniture will be purchased accordingly from the remaining budget of \$4,000.
2. **Site Preparation:** Joe de Groot provided a "Site Preparation List" so that our Landscaper, Trees and Bricks Landscaping Company, can complete that portion of the project with guidance from Mr. de Groot. In addition to all of the ground cover along the building, they will be removing several overgrown hollies, a few blighted dogwoods and several foundation evergreens. They will also remove the (2) Bradford pear trees on the street. All stump grinding, topsoil and seeding will be included. This estimate was significantly lower than other proposals and came in at \$4,100.
3. **Planting:** de Groot Landscape Design will be tasked with the transplanting of the existing perovskias, ornamental grasses, hydrangeas and nepetas. They will also complete all of the new plantings, topsoil and design.
4. **Irrigation:** There will eventually be an irrigation cost incurred for this area, as sprinkler heads have to be moved, added and reconfigured. This estimate is forthcoming.

RENU LIGHTING & ENERGY EFFICIENCY UPDATE

Mr. Athanas discussed the new proposal from RENU for an energy-efficiency renovation on the meeting room side of the building as our submission for NYS Construction Aid. The proposed project will largely impact the efficiency and costs associated with lighting the Meeting Room Wing of the library and 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 has asked them to further itemize the proposal so that we may "tweak" items as necessary. They have informed us that we may be able to "piggyback" on a current Bay Shore School District bid, which our attorney confirms is true, although requires an updated Board resolution as follows:

Motion by Mrs. Shore...

RESOLVED, that the Harborfields Public Library, in connection with accepting bids/proposals for the Library's anticipated ceiling and lighting replacement project, hereby adopts the terms, conditions and specifications of a certain bid for General Building Maintenance awarded by the Bayshore Union Free School District on 1/25/2018, and extended through 1/25/2022, which explicitly allows for other public entities to "piggyback" on to and use the bid documents for their own public projects.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

NEW BUSINESS

CHARGING PATRONS FOR PROGRAM FEES

Since the beginning of the pandemic, and the reopening of the library following the pandemic, Harborfields has been waving all fees charged to patrons for programs, including fees for exercise programs, supplies for craft programs, fees for cooking programs, etc. Prior to the pandemic, the library charged patrons for some programs, typically to cover the cost of the instructors' fees, and the cost of goods and materials for craft programs that are used by patrons for take-home or make-at-home crafts. These fees only covered exactly what the library paid to supply these materials.

The Board acknowledges at this time that they would like our patrons to continue to receive instructional programs for free, including exercise classes, but that patrons should be responsible to cover the cost of goods and materials that they will use for items that they will make-at-home or take home from the library for their personal use following a program. These costs do not include payments to the instructor, which will continue to be covered by the library.

PUBLIC PARTICIPATION

Mr. Ken Patrick Johnson said a few words about his interest in the library and how he feels that the library is truly important to the members of the community.

ADJOURNMENT

Motion by Ms. Boyer, seconded by Mrs. Shore, to adjourn the meeting. There being no further business, the meeting was adjourned at 8:30 p.m.

Respectfully submitted,

Katherine Rath for
David Clemens, Secretary