



LIBRARY BOARD of TRUSTEES
Regular Meeting
January 22, 2026 – 10:00 a.m.

Board Members Present: Jennifer Shore – President, Ellen Rieger – Vice President, Renee Boyer – Finance Officer, Dr. Joyce Hilgeman – Secretary, David Clemens – Trustee

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

Absent: Cristina Spinelli – Treasurer

PLEDGE OF ALLEGIANCE

The meeting was called to order at 10:02 a.m. by Jennifer Shore, President.

PUBLIC PARTICIPATION

There was no public participation.

CALL FOR NEW BUSINESS

- Greenlawn Civic Association Traffic & Safety Committee

APPROVAL OF MINUTES

Motion by Mrs. Rieger to approve the minutes of the regular Board Meeting minutes of December 22nd, 2025, as presented.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

FINANCIAL REPORTS

Motion by Mrs. Rieger to approve the financial reports for the period ended December 31st, 2025, as presented.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

Motion by Mrs. Rieger to approve the payment of the following Warrants for January, 2026:

Supplemental Warrant for Payroll, dated December 31st, 2025, in the amount of \$188,093.01.

Warrant 1-26-1	\$	158,997.09
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Warrant 1-26-2 Gift	\$	4,949.88
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Warrant 1-26-3 Capital	\$	66,975.00
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Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

Mrs. Spinelli, Treasurer, reviewed the financial statements, warrants and payroll records for the January 2nd, January 16th and January 30th, 2026, payrolls. Ms. Boyer, Finance Officer, also reviewed and approved the records for the January 2nd, January 16th and January 30th, 2026, payrolls.

DIRECTOR'S REPORT

- 1. 2024 NY Construction Grant:** Although this grant is closed and the Library has received the NYS funding, the library has yet to receive the PSEG rebate.
- 2. 2025 NYS Construction Grant:**
 - i. Bathrooms:** Most of the work is complete on both restrooms, although there are still some tweaks needed for the HVAC system. Both automatic doors still also require some adjustments. The installation of the stall dividers is scheduled for today.
 - ii. Kitchen:** The Kitchen Meeting Room has been reopened for public use and the changes have been well-received by patrons and staff.

DIRECTOR'S REPORT (continued)

- 3. 2026 NYS Construction Grant:** The new split HVAC unit for the LAN Room has been installed by Thermal Solutions. Although the actual work is complete, we are still awaiting funding from New York State. Once we receive the 90% check, we can apply to close the grant and receive the final 10% later in the year.
- 4. Snow:** This continues to be a challenging year due to the significant snowfall. The library purchased a battery-powered snow removal device to help with the smaller accumulations on the steps and ramps.
- 5. Telecom:** SCLS recently conducted a preliminary site visit with *Lightpath*. The current fiber drop comes from a pole on Broadway, diagonally across our front lawn, under the newly paved circular driveway, under the new landscaping, into the crawl space, up into the closet in Studio 31, where it terminates and then goes up into the attic, along the gallery to the LAN Room, where it terminates and then goes to the firewall and the rest of our network backbone. The major difficulty occurs where the 1924 building meets the 2005 renovation. This will be the 3rd fiber run to the building and no company will re-use any existing lines or equipment. After this assessment, it was determined that *Lightpath* should be able to proceed without disturbing our lawn or drive. The new system will be up and running with the current system until the official switchover in July.
- 6. Staff:**
 - a.** HPL welcomed Richard Arena to the team at **Reference**.
 - b.** Patricia Moisan is interviewing two additional candidates for a **Children's** position. With two employees out with injuries, staffing has been a challenge.
 - c.** HPL is still looking for a part-timer for the Maintenance Department who can help with snow removal!
- 7. NYS Budget:** Mr. Athanas shared an email from Kevin Verbese, Director of SCLS, regarding state & federal library funding and important library issues for the coming 2026-2027 fiscal year.
- 8. Shirley Conlin:** HPL was sad to learn of the passing of retiree, Shirley Conlin. Shirley was truly one-of-a-kind and perhaps the most voracious reader in our community. Shirley began working for the library in 1981, becoming full time in 1990. Shirley led the Circulation Department for a number of years and retired in 1998. She was quickly rehired as a call-in, staying with the library for another 15+ years, finally retiring in 2014. Shirley continued to be a fixture at the library, attending programs, running book clubs and chatting with staff. Shirley gave (33) dedicated years of service to the Harborfields Community and was a mentor and friend to those that were lucky enough to work with her. She will certainly be missed by all.

ASSISTANT DIRECTOR'S REPORT

- **Friends of the Library:** The Memorandum of Understanding was presented to the new Friends President, Ellen Flynn, and signed at the January meeting. Karen McHugh has been acting as the staff liaison and is doing a fantastic job guiding the Friends along. Thanks to the creativity of several members of the Friends who have been putting together beautiful raffle baskets. While these baskets were originally only raffled off at the monthly Sunday concerts, they are now also being put on display at Circulation and are getting a much bigger response. Also, thanks to community member, Andy Jalakas, who donated (2) tickets to the Engeman Theater for the Friday, February 13th performance of *Ring of Fire on Fire*, the Johnny Cash bio musical. The tickets are included in the Valentine's-themed basket at Circulation.
- **Friends "Mock Mah Jongg Tournament":** As a fundraiser for the Friends, Karen McHugh is planning to host a "Mock Mah Jongg Tournament" sometime in April with Lorie Siegel, also known as "Maj with Lor", who has had success hosting these tournaments at local libraries and in Huntington Village at the Main St. Board Game Café.

ASSISTANT DIRECTOR'S REPORT (continued)

- **Passing of Shirley Conlin:** Long-time employee, friend, avid reader and community member, Shirley Conlin, passed away on January 10th. Flowers were sent on behalf of the library. Donations in her memory were directed to the Friends of the Library. A friend of Shirley's reached out to us asking if we could somehow share this news. With permission from Shirley's family, Olivia Madigan created a post that appeared on the library's Facebook page.
- **Farewell to staff members KC Miller and Kirstin Zarko:** Kirstin Zarko resigned her position at Circulation and KC resigned his position as a part-time Custodian.
- **Board of Elections:** The Suffolk County Board of Elections will be at HPL on February 26th from 10AM-7PM to introduce new voting machines that will be used for the first time at the upcoming local primaries in June. Patrons are free to come in, learn about the machines, and test them out to prepare for the upcoming elections.
- **Strategic Plan 2026 – 2029:** Mrs. Meglio recently shared the 2023 – 2026 plan with all HPL Department Heads and asked for their input as to what their goals and vision are for the next three years, 2026–2029.
- **Furniture upgrade:** Waldner's Furniture Representative, Nancy Magrini, will be coming by with samples of material finishes for the Teen and Children's Rooms on Tuesday, January 27th.
- **Friends Bus Trip to Museum of the City of NY & Arthur Avenue:** The Friends will host a bus trip to the Museum of the City of NY, with lunch at Mario's Restaurant, and shopping on Arthur Avenue. The trip is scheduled for March 18th.
- **Repair Café:** The library's annual *Repair Café* will take place on February 28th from 1:00–4:00 p.m.

DEPARTMENTAL REPORTS

The Board appreciated the staff's monthly Departmental Reports and noted, in particular, contributions from Mrs. Lockwood, Mrs. Moisan and Mrs. Henrichson. Of particular interest was the positive feedback received from patrons towards the relocation of the iPads in the Children's Department. The Board also noted how happy they were to read the compliments paid by Brian Adams to Adam Braun, who was very recently hired as a part-time Librarian in the Reference Department.

PERSONNEL REPORT

Motion by Dr. Hilgeman to approve the resignation letter from Kirstin Zarko and the Personnel Report dated January 22nd, 2026, as attached.

Second, Mrs. Rieger.

AYES: ALL. Motion carried.

CORRESPONDENCE

- Acknowledgement letters with accompanying donations from Barbara Feinstein & the Irene R. & Nathaniel M. Aycock Foundation.
- Article entitled "Nearly 200K Headed to Huntington, Commack Area Libraries for Long-Delayed Repairs" posted by the Huntington Patch on December 24, 2025.

STATISTICS

The Board reviewed and discussed the statistics for December, 2025, and noted the significant increase in cumulative library visits over last year's visits, the uptick in new library cards issued and the tremendous increase in e-book usage.

OLD BUSINESS

CAROL ALBANO MEMORIAL & HPL BROADWAY ENTRANCE SIGN

Mr. Athanas presented some pictures of preliminary designs created by Janice Davis of Janice Davis Designs for Carol Albano’s reading area in Children’s. The library ultimately asked for a combination of two designs that were originally provided and the Board recommended changes to the colors used and to the shape of the sign. Ms. Davis was also moving in a more whimsical direction for the Broadway entrance directional signage. After review of these designs, recommendations for a more formal sign were made by the Board. Mr. Athanas will discuss these changes with Ms. Davis and ask for additional designs to be created.

GREENLAWN CENTERPORT HISTORICAL ASSOCIATION (GCHA)

The library recently renewed a lease with the GCHA. Since there have been many changes within the GCHA over the past few years, and because the GCHA is a tenant of the library, Mrs. Rieger recommended that Mr. Athanas invite members of the Board of the GCHA to a future library Board meeting.

NEW BUSINESS

GREENLAWN CIVIC ASSOCIATION

The GCA Traffic & Safety Committee recently met with Mr. Athanas to discuss some changes that may affect the library. Primarily discussed was the possibility of allowing people to park on Broadway, directly in front of the library, which is currently a “No Parking” zone, with some allowances for sightlines when exiting the front circular driveway. Mr. Athanas presented the information to the Board of Trustees and noted that this committee will be hosting a public meeting in March to further discuss the current issues affecting traffic & safety in Greenlawn.

FRIENDS OF HPL – MEMORANDUM OF UNDERSTANDING

Mrs. Meglio discussed the Friends of HPL Memorandum of Understanding, an operating agreement between The Friends of the Harborfields Public Library and the Harborfields Public Library. Since the Friends have a newly elected Executive Board, Mrs. Meglio would like all parties to sign an updated MOU.

Motion by Mrs. Rieger to approve the signing of the Memorandum of Understanding with The Friends of the Harborfields Public Library, as presented.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

2026-2027 PROPOSED OPERATING BUDGET

Mr. Athanas provided the Board with a draft of the proposed 2026-2027 annual operating budget, which had also been emailed to the Board for review in the weeks preceding the meeting, with additional detailed financial data regarding specific lines in the proposed budget.

Motion by Mrs. Rieger to go into Executive Session @ 11:50 a.m. to discuss the medical, financial, credit or employment history of a particular person or persons.

Second, Ms. Boyer.

AYES: ALL. Motion carried.

Motion by Mrs. Rieger to return to the regular order of business at 12:06 p.m.

Second, Ms. Boyer.

AYES: ALL. Motion carried.

BE IT RESOLVED that the proposed annual appropriation for the total operating budget for the Public Library of Harborfields Central School District, Greenlawn, New York, for the fiscal year beginning July 1, 2026, be established at a total of \$5,494,682, with the amount to be raised by taxes equaling \$5,396,332, which represents a 1.70% overall tax increase.

2026-2027 PROPOSED OPERATING BUDGET (continued)

Motion by Mrs. Rieger to approve the 2026-2027 operating budget as presented and attached.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

Furthermore, Mrs. Shore and her fellow Trustees thanked the HPL Staff for their dedication to providing outstanding customer service to the members of the community. In an effort to more effectively serve the growing needs of the community, the Board would like to revise the operating hours of the library.

Motion by Mrs. Rieger to adjust the operating schedule, effective July 1st, 2026, as follows: Monday through Thursday – 9:30 a.m. to 9:00 p.m., Friday – 10:00 a.m. to 6:00 p.m., Saturday – 9:30 a.m. to 5:00 p.m. (*) & Sunday – 1:00 p.m. to 5:00 p.m. (Sunday hours are in effect September through June). (* Saturday hours to be clarified at the February Board meeting).

Second, Ms. Boyer.

AYES: ALL. Motion carried.

2026-2027 SCHEDULE OF HOLIDAY CLOSINGS & BOARD MEETING DATES

The proposed schedule was distributed. Approval is tabled until the February Board meeting.

PUBLIC PARTICIPATION

There was no public participation.

ADJOURNMENT

Motion by Dr. Hilgeman, seconded by Ms. Boyer, to adjourn the meeting. There being no further business, the meeting was adjourned at 12:15 p.m.

Respectfully submitted,

Katherine Rath for
Dr. Joyce Hilgeman, Secretary