

iv. The Town of Huntington sent out a release, “The Town is grateful to all the libraries within the Town who are also opening their facilities as warming centers during this weather emergency.”

b. **2nd Precinct Monthly “Community Meeting”:** HPL is now the host for the 2nd Precinct’s Community Meetings, alternating every other month with South Huntington Public Library. Meetings will be in the mornings, 10AM – 11AM. South Huntington’s meetings will be in the evening. Mr. Athanas attended the first meeting on January 7th and found it to be very informative. Concerned members of our community, the Civic Associations, and School Districts, all had representatives attend. Inspector Kevin Williams spoke about the efforts of the police in the precinct, the types of crime that occurred during the previous month and overall statistics. The good news that it seems that 2024 marked a reduction in almost every category of crime. Directors were also introduced to all of the Officers that patrol the area, the COPE Officers and the School Resource Officers.

c. **Longest Table:** Mr. Athanas met with representatives from the Greenlawn Civic Association to discuss the future of the Longest Table event. The Boards of the GCA and the Friends of the Library have both had a changeover, so coupled with a lower turnout last year, it is an opportunity to reset. In addition, the number of volunteers has decreased, which puts more responsibility on Library Staff. Mr. Athanas, Mrs. Meglio & Susan Hope are compiling a list of tasks that are performed by staff, and plan to meet with representatives from the Friends and GCA.

2. Building:

a. **EV:** Mr. Athanas was happy to report that HPL’s new EV station is powered-up and awaiting configuration. On Friday, January 17th, PSEG turned off the power to the building so CPE, the electrician contracted by PISO, could connect the new service dedicated to the charging station. Unfortunately, when the power was restored to the building, there was some equipment that did not immediately connect. IT staff worked with our vendor, SourcePass, and network issues were solved by 10:30PM. Some security cameras and HVAC units had to be reset manually. Everything is now up and running. *See additional discussion & motion under “Old Business”.

b. **MTG Room Wing Reno:** We had a meeting with the project’s Architect, John Tanzi, to discuss some of the details for the Kitchen Meeting Room and the bathrooms, including fixtures, types of tile, heating and ventilation. Another meeting is scheduled for next week. The purpose of these meetings is to, in general terms, pick the various materials and finalize the scope of the project to then go out to bid. Final selections will be determined as the project progresses.

3. **Centennial Posters:** Sarah Schnepf has uploaded all of the history posters that had been created for our Centennial Celebration to our website: <https://www.harborfieldslibrary.org/centennial>.

4. **Time Capsule:** Mr. Athanas ordered a stainless steel, sealed and weatherproof time capsule. The size of the cornerstone and time capsule will determine what can be placed inside, so this is the first step.

5. **Family Service League:** Congratulations to Peggy Boyd for receiving the Champion of Compassion Award from the Long Island Coalition for the Homeless! During her speech, she thanked the Harborfields Public Library staff for their extraordinary compassion towards unhoused members of the community.

ASSISTANT DIRECTOR’S REPORT

- Members from the Library’s Sustainability Committee, who attended the NYLA conference this past November, have been receiving extremely favorable feedback regarding their presentation.
- Mrs. Meglio plans to attend Library Advocacy Day on Wednesday, February 5th, and will take the bus provided by SCLS.
- Mrs. Meglio is coordinating a presentation at the high school with ENL teacher, Anna Cervini, for Wednesday, February 26th. Ms. Cervini is running a series of workshops called *Parent University* for new,

and not-so-new, parents in our community. We have been invited to give a presentation highlighting currently available library resources. Mrs. Meglio asked Sarah Schnepf, Patty Moisan and Kim McCarthy if they would be interested in sharing what each of their departments has to offer. Anna has reached out with two possible dates for us to discuss our presentation with her and a colleague before we present to the community.

- Mrs. Meglio is currently working on the NYS Annual Report, which is due in early March.
- Mrs. Meglio is in the process of planning for a staff training day on how to address parents of unattended children. The training will take place next week, possibly Friday morning, before we open to the public.

DEPARTMENTAL REPORTS

The Board discussed the monthly Departmental Reports and noted that Elizabeth Lockwood's reports should possibly be shared with other libraries. Her writing style, and overall content, are exceptional. Mr. Athanas then thanked Elizabeth for her exemplary leadership and positive impact with the Circulation Department.

PERSONNEL REPORT

Motion by Mrs. Rieger to approve the resignation letter from Camille Lach, dated January 14th, 2025, and the Personnel Report dated January 23rd, 2025, as attached.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

CORRESPONDENCE

Correspondence included 1.) a letter and accompanying donation (\$1,000) from the Irene R. & Nathaniel M. Aycock Foundation stating, "in appreciation of the work that you do in the community" & 2.) letters from Joanne Albano thanking the Board of Trustees & Library Staff for their gestures of sympathy regarding the passing of her mother, and former Library Director, Carol Albano.

STATISTICS

The Board reviewed and discussed the statistics for December, 2024.

OLD BUSINESS

***EV Parking Fees (as discussed during Director's Report):**

The Board discussed the plan for collecting fees from those using the new EV charging stations.

Motion by Mr. Clemens to allow Mr. Athanas to establish a charging structure for EV Chargepoint usage as appropriate, after assessment of associated electric and administrative costs.

Second, Mrs. Rieger.

AYES: ALL. Motion carried.

NEW BUSINESS

BUDGET DISCUSSION

Mr. Athanas provided the Board with a draft of the proposed 2025-2026 annual operating budget, which had also been emailed to the Board for review in the weeks preceding the meeting.

Motion by Mrs. Rieger to go into Executive Session @ 11:09 a.m. to discuss the medical, financial, credit or employment history of a particular person or persons.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

Motion by Dr. Hilgeman to return to the regular order of business at 11:34 a.m.

Second, Mr. Clemens.

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, 2025, be established at a total of \$5,373,486, which represents a 1.99% tax increase.

Motion by Mrs. Rieger to approve the 2025-2026 operating budget with amendments as discussed.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

Mr. Clemens and his fellow Trustees thanked the Administrative Staff for their dedicated work on budgeting for the 2025-2026 fiscal year and for the exceptional presentation.

Additionally, the members of the Board were recently informed that the incumbent, Renee Boyer, intends to once again run for the Board of Trustees for the 2025-2030 term.

2025-2026 SCHEDULE OF HOLIDAY CLOSINGS & BOARD MEETING DATES

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

MEMORIAL DEDICATION FOR CAROL ALBANO

The Board discussed options for a memorial honoring former Library Director and friend, Carol Albano. As donations in her name continue to be received, this item is tabled until further discussions can be had with the Friends of HPL, who have been receiving the donations, and with her daughter, Joanne.

LIBRARY VISA CREDIT CARD ACCOUNT PAYMENTS

Due to problems with the credit card company receiving our check payments late as a result of problems with processing on their end & with mail delivery schedules, it is necessary to make these monthly payments electronically in order to avoid interest charges and late fees.

Motion by Mrs. Rieger to allow Mr. Athanas or Mrs. Rath to make payments for all library VISA credit card accounts electronically, through the credit card company's secure payment site, for 3-months or until Mrs. Rath can present additional information requiring an extension of this period.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

FRIENDS OF HPL MEMORANDUM OF UNDERSTANDING

At the Friends meeting on January 13th, Mrs. Meglio presented a Memorandum of Understanding customized from a template from the American Library Association. After review by the library's attorney, which included some suggested revisions, she felt it appropriate to present it to the Library Board for approval and signature before it is finalized and signed by all parties.

Mrs. Rieger and Mrs. Shore thanked Mrs. Meglio for her due diligence on establishing this document and for working with the Friends on important issues.

PUBLIC PARTICIPATION

There was no public participation.

ADJOURNMENT

Motion by Dr. Hilgeman, seconded by Mr. Clemens, to adjourn the meeting. There being no further business, the meeting was adjourned at 11:51 a.m.

Respectfully submitted,

Katherine Rath & Patricia Fellmeth for
Dr. Joyce Hilgeman, Secretary