



**LIBRARY BOARD of TRUSTEES**  
**Regular Meeting**  
**January 25, 2024 – 10:00 a.m.**

**Board Members Present:** David Clemens - Vice President, Ellen Rieger – Secretary, Joyce Hilgeman, Ph.D., - Trustee  
**Library Staff:** Ryan Athanas - Library Director, Linda Meglio - Assistant Director, Katherine Rath - Senior Account Clerk  
**Absent:** Renee Boyer - President, Jenny Shore – Finance Officer, Cristina Spinelli – Treasurer

**PLEDGE OF ALLEGIANCE**

The meeting was called to order at 10:03 a.m. by David Clemens, Vice President.

**PUBLIC PARTICIPATION**

Mr. Ken Patrick Johnson was in attendance.

**CALL FOR NEW BUSINESS**

There was no new business added to the agenda.

**APPROVAL OF MINUTES**

Motion by Mrs. Rieger to approve the minutes of the Board meeting of December 21<sup>st</sup>, 2023, 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 31<sup>st</sup>, 2023, as presented.  
Second, Dr. Hilgeman. AYES: ALL. Motion carried.

Motion by Mrs. Rieger to approve the payment of the following Warrants for January, 2024:

Supplemental Warrant for Payroll, dated December 31<sup>st</sup>, 2023, in the amount of \$187,219.67.

Warrant 1-24-1 \$ 162,322.98

Warrant 1-24-2 Gift Fund \$ 8,767.16

Second, Dr. Hilgeman. AYES: ALL. Motion carried.

Mrs. Spinelli, Treasurer, reviewed the financial statements, warrants and payroll records for the January 5<sup>th</sup> and the January 26<sup>th</sup>, 2024, payrolls. Mrs. Shore, Finance Officer, will review these items at the next Board meeting.

**DIRECTOR'S REPORT**

- **Retiree Updates:** The library staff mourns the recent passing of beloved former employees, Elizabeth Iber and Carol Bloomgarden and, former Library Director, Trudy Brown. We acknowledge each of these women for their tremendous contributions to HPL.
- **Building Supervisor:** Mr. Athanas, Mrs. Meglio and the library Board members thanked Building Supervisor, Michael Cronin, for his exceptional work throughout the library. Along with Mrs. Moisan, he recently organized and decluttered a large storage closet in the Children's programming room and will be working on organizing the lower-level storage area as well. Additionally, his entire department's efficient snow removal during the first storm of winter made the property and building safe for patrons and staff and was greatly appreciated by all.
- **Personnel:** Mr. Athanas thanked Reference Librarian, Valarie Henrichson, for her work with homebound outreach, the English Conversation Group, sustainability efforts, and for her updates regarding the HFCSD through her participation with the PTA. Mr. Athanas also extended his congratulations to part-time Children's Librarian Trainee, Yusra Ashraf, for completing her degree and being promoted to Librarian I. Finally, a big thank you to Karen McHugh and Iris Lin for their work on providing quality programming across both the Adult, and now Young Adult, Departments.
- **Technology Updates:** The server replacement and cloud-based backup (Acronis) are officially complete.
- **Konica Minolta Copiers:** The new color copiers for patron use were installed in Circulation and one of the black & white copiers, which we now own, was moved to the Children's staff office to increase convenience for staff.
- **Employee Handbook:** The Administration will be making some final edits to the Employee Handbook and anticipates a draft being handed off to our attorney, Bob Cohen, for review during February.

## Board Minutes – 1/25/24 – Page 2

- **Directors' Zone Meeting:** The Director of the Elwood Library, Susan Goldberg, has announced that she intends to retire this coming June.
- **Early Voting Law:** Also discussed at the Director's Zone Meeting was the new Early Voting Law (Chapter 481) establishing the New York Early Mail Voter Act which takes effect on January 1, 2024. This applies to all elections moving forward, including our Budget Vote & Trustee Election, and establishes an additional method of voting early by mail. We will be working with our attorney on ensuring all proper procedures are in place.
- **Community:**
  - The Greenlawn Civic Association sent out their annual newsletter and the library was prominently featured in many of their photos and recaps. We also received a thank you from them regarding the Library's efforts with the annual *Meet-at-the-Tree* event.
  - Mr. Athanas and Mrs. Meglio will be keeping track of progress regarding changes to crosswalks, speed monitors and other pedestrian and driving-related changes on Broadway.
  - The Library partnered with the HFCS D by posting information in our lobby regarding their 2024 Bond Project. Dr. Manning, District Superintendent, provided detailed posters regarding the various capital improvement projects proposed and was grateful for our cooperation. The vote was successful for the school district.
- **Publicity:** The Library was recently featured in an article on Medium.com called "Long Island Libraries Prove That They Are More Than Just A Place of Books", written by a student from Stony Brook University, Eesha Butt. Quotes from Mr. Athanas and Mary Kim are included, as well as a picture of our "Reading Railroad" train.
- **Show & Tell:** Mr. Athanas shared a library newsletter from the 1970's.

## ASSISTANT DIRECTOR'S REPORT

- **Policy Updates:** Mrs. Meglio has been working with our attorneys on a new Information Display/Distribution Policy, as attached.
- **Newsletter E-mail Blasts:** Mrs. Meglio is assisting Mr. Athanas by coordinating the email blasts of our newsletter to our patrons.
- **ALA LibLearnX Conference:** Mrs. Meglio and Mrs. McCarthy attended the ALA LibLearnX Conference in Baltimore in January. LibLearnX, an active-learning experience, featured more than 100 educational programs in eight primary content areas, including Books and Authors, Collection Services, Community Outreach and Engagement, Health and Wellness, Leadership and Management, Library Programs and Services, Readers' Advisory, and Technology Innovation. Both felt empowered by what was learned during their attendance.
- **Sustainability:** Department Heads and staff will be meeting to discuss ideas for offering more sustainable prize and giveaway options for the 2024 Summer Reading Club.
- **Vanderbilt Motor Parkway Display:** The Library is hosting a gallery display on the history of the Vanderbilt Motor Parkway. Having just celebrated its 115<sup>th</sup> Anniversary on October 10<sup>th</sup>, 2023, the Motor Parkway held its first races on the newly constructed nine miles of the Long Island Motor Parkway in 1908. The Sweepstakes races were the preliminary races for the big Vanderbilt Cup Race after which, the Motor Parkway was officially open to the public for business.
- **Studio 31:** Staff training is planned for the equipment in Studio 31. There will also be a list of procedures developed to ensure smooth utilization so that we may begin to allow patrons to book time in the studio.

## DEPARTMENTAL REPORTS

The Board reviewed and discussed the Departmental Reports, particularly noting that Mrs. Lockwood's report was inspiring to read.

## PERSONNEL REPORT

Motion by Mrs. Rieger to accept the resignation email from Aidan Doctor dated January 9<sup>th</sup>, 2024, and the Personnel Report dated January 25<sup>th</sup>, 2024, as attached.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

**Board Minutes - 1/25/24 – Page 3****CORRESPONDENCE**

The Board reviewed a “Thank You” letter from Mimosa Jones Tunney and a letter from The Irene R. & Nathaniel M, Aycock Foundation, who made a generous donation to the library.

**STATISTICS**

The Board reviewed the statistics for December, 2023, and noted the significant increase in circulation of juvenile fiction books.

**OLD BUSINESS**

There was no old business to discuss.

**NEW BUSINESS****CHANGE OF MEETING DATES**

Due to a conflict with the HFCSO winter vacation, some Board members are unable to attend the monthly meeting on February 22<sup>nd</sup>, 2024, as previously scheduled.

Motion by Dr. Hilgeman, pending approval by Ms. Boyer and Mrs. Shore, to change the February Board meeting to Tuesday, February 27<sup>th</sup>, 2024 @ 7:00 p.m.

Second, Mrs. Rieger.

AYES: ALL. Motion carried.

Due to changing the date of our annual Budget Vote and Trustee Election to April 16<sup>th</sup>, Budget Information Hearings may not be held more than 14 days prior to the vote. Therefore, the originally scheduled date in March must be changed per our attorney. Additionally, the Board would like to hold the monthly Board meeting immediately following the Budget Information Hearing per our normal annual procedures and forego holding a separate meeting in March.

Motion by Mrs. Rieger, pending approval by Ms. Boyer and Mrs. Shore, to change the dates of our annual Budget Information Hearing and monthly Board meeting to Thursday, April 4<sup>th</sup>, 2024 @7:00 p.m. and 7:30 p.m. respectively.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

**INFORMATION DISPLAY/DISTRIBUTION POLICY**

The Board discussed the Information Display/Distribution Policy, which had been previously presented to our attorneys for review and approval.

Motion by Mrs. Rieger to accept the new Information Display/Distribution Policy, as attached.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

**SOCIAL WORKER**

As discussed at previous Board meetings, many Suffolk County Libraries are opting to employ an in-house Social Worker for their patrons. With societal demands and pressures increasing, the Family Services League has offered to partner in hiring a Social Worker who would be deployed to cooperating libraries. The cost to each library would be based upon the number of hours required by each individual library within the cooperative group. The initial Libraries in the cooperative group are Northport-East Northport, Harborfields, Huntington and South Huntington. Harborfields is initially scheduled for 4 hours a week, which would require a contribution of approximately \$7,800 towards the total salary of this individual. This social worker would be officially employed by the Family Services League and would be paid directly by them.

Motion by Dr. Hilgeman for Harborfields to participate in sharing expenses related to a library social worker program through the Family Services League.

Second, Mrs. Rieger.

AYES: ALL. Motion carried.

**2024-2025 BUDGET**

Mr. Athanas provided a draft of the proposed budget for July 1<sup>st</sup>, 2024 – June 30<sup>th</sup>, 2025, and discussed the background for all changes by individual budget line.

- Mr. Athanas noted that the “tax cap” was set by NY State at 2% for this coming fiscal year. With the tax base growth factor for our community and the carryover from last year, the Library’s allowable levy limit can go to 3.73% without piercing the cap. However, after reviewing the budget projections for the current year,...

**Board Minutes - 1/25/24 – Page 4**

...Mr. Athanas believes that the Library can achieve its objectives of continuing its high standards of service and building integrity by setting the overall tax increase at 1.96%.

- Mr. Athanas also noted that we have some upcoming Capital projects that need to be considered in the budget, including EV Parking and the repair and/or replacement of some sidewalks and curbs around the library.

The Board required additional information regarding individual salary lines before approving the budget.

**EXECUTIVE SESSION**

Motion by Mrs. Reiger to move into Executive Session at 11:26 a.m. to discuss the medical, financial, credit or employment history of a particular employee.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

Motion by Dr. Hilgeman to return to the regular order of business at 12:03 a.m.

Second, Mrs. Rieger.

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, 2024, be established at a total of \$5,268,432, which represents a 1.96% tax increase.

Motion by Mrs. Rieger to approve the 2024-2025 operating budget, as attached.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

Motion by Mrs. Rieger to note in the official minutes of the meeting that the Board of Trustees acknowledges the exemplary performance of the Administrative Staff of the Harborfields Public Library.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

**2024-2025 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 Mrs. Rieger, seconded by Dr. Hilgeman, to adjourn the meeting. There being no further business, the meeting was adjourned at 12:12 p.m.

Respectfully submitted,

Katherine Rath for  
Ellen Rieger, Secretary