



LIBRARY BOARD of TRUSTEES
Regular Meeting
December 22, 2025 – 10:00 a.m.

Board Members Present: Jennifer Shore – President, Ellen Rieger – Vice President, Renee Boyer – Finance Officer, David Clemens – Trustee

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

Absent: Dr. Joyce Hilgeman – Secretary, Cristina Spinelli – Treasurer

PLEDGE OF ALLEGIANCE

The meeting was called to order at 10:06 a.m. by Jennifer Shore, President.

PUBLIC PARTICIPATION

There was no public participation.

CALL FOR NEW BUSINESS

- Library Advocacy Day
- GCHA Rental Agreement
- 2026–2027 Operating Budget

APPROVAL OF MINUTES

Motion by Mrs. Rieger to approve the minutes of the regular Board Meeting minutes of November 25th, 2025, as presented.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

FINANCIAL REPORTS

Motion by Mrs. Rieger to approve the financial reports for the period ended November 30th, 2025, as presented.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

Motion by Mrs. Rieger to approve the payment of the following Warrants for December, 2025:

Supplemental Warrant for Payroll, dated November 30th, 2025, in the amount of \$189,018.53.

Warrant 12-25-1	\$	125,269.87
Warrant 12-25-2 Gift	\$	4,420.44
Warrant 12-25-3 Debt Service	\$	411.75

Second, Mr. Clemens.

AYES: ALL. Motion carried.

Mrs. Spinelli, Treasurer, reviewed the financial statements, warrants and payroll records for the December 5th and December 19th, 2025, payrolls. Ms. Boyer, Finance Officer, also reviewed and approved the records for the December 5th and December 19th, 2025, payrolls.

DIRECTOR'S REPORT

1. MEETINGS:

SCLS Quarterly Member Library Director's Meeting – Roger's Memorial Library 12/19/2025:

- **Suffolk Hall of Fame:** Would like to partner with Public Libraries for a display of local athletes.
- **Freedom to Read Act:** Legislation has been vetoed by Gov. Hochul. It would have combatted censorship and book banning by giving school librarians the power to curate diverse, inclusive, and developmentally appropriate book selections for students. It is believed that she vetoed the law due to

expected implementation challenges, unallocated financial resources, and potential conflicts with existing law or other jurisdictions.

- **NYLA:** Asking for \$181.32m in State Aid & \$175m in Construction.
- **SCLS:** Longtime SCLS Outreach Coordinator, Valerie Lewis, will be retiring next year. Alex Blend will be moving from the Sustainable Libraries Initiative to take over as Outreach Coordinator and Rebecca Miller, who was once in charge of *Library Journal*, will be taking over the SLI position.
 - SCLS has their full-building generator installed and will soon be working with NYS Grant money to replace their HVAC units.
- **Telecom Update:** (52) Libraries have signed on to be a part of the *Lightpath* contract. Libraries will start being contacted to discuss implementation (fiber drop from street to building), as the contract begins in July of 2026.
- **Livebrary.com:** There will be changes to the service in an attempt to lower wait times and get a handle on the costs. In the county this year, we are looking at 4.15 million e-items circulating and 3.5 million hard items. This represents a 7.9% increase.
 - Changes will include decreasing checked-out items to (6) down from (7), and holds to (4) down from (5). This will affect the top 15% power users only.
 - As a part of Overdrive, there will also be a new e-resource added called *GroundNews*. This is supposed to be a neutral, non-political and click-driven news source.
- **Civil Service:** There is a new Head of Personnel at civil service, who oversees the analysts. With each new person, there seems to be a renewed emphasis on items in duty statements.
- **NYS Report:** The software that compiles the data for the annual NYS Report was powered by Baker and Taylor. With B&T going out of business, we are not sure how the state will replace this platform. Libraries are required by law to submit a state report, not only for funding with the state and feds, but ultimately for our ability to tax and receive revenue from the community.

2. **BUILDING:**

Renovation Project:

- **Bathrooms:** Most of the work is complete, but we are still awaiting the plumber and the stall dividers.
- **Kitchen:** Most of the work is complete, but we are still are awaiting the plumber and the tile work for the backsplash.

Other:

- **PSEG Rebate for EV:** We still have not received our PSEG rebate for \$20,000. PISO has reached out to PSEG for an update and is resubmitting our paperwork.
- **Snow:** Our first snowfall of the year was December 14th. Thank you to Mike, KC and Pete, for their hard work. This was a challenging snowfall due to the extremely cold temperatures.

3. **STAFF:**

- **Reference Department:** We welcome Adam Braun, Librarian I, to our team at Reference. The second open position will also be filled beginning next month.
- **Children's Department:** Patricia Moisan interviewed two potential candidates for a part-time position in the Children's Department. With two employees out with injuries, staffing has been a challenge.
- **Staff Appreciation Breakfast:** Three people were recognized for their milestones – Mike Cronin for 20-years, Kim McCarthy and Karen McHugh for 10-years respectively. Thank you to Dr. Hilgeman for attending.

ASSISTANT DIRECTOR'S REPORT

- **Friends of the Library:** Kicked off the month with a well-attended *Friends of the Library* meeting. Officer elections were held, and the library is pleased to announce the following slate of officers: Ellen Flynn – President, Ken-Patrick Johnson – Vice President, Joyce Pardee – Secretary, and Barbara Oster – Treasurer. Susan Hope will assume responsibility for Membership.
- **Staff Appreciation:** The “Staff Appreciation Breakfast” was held on Tuesday, December 9th. We celebrated the 10-year anniversaries of Karen McHugh and Kim McCarthy, as well as Mike Cronin’s 20-year anniversary. The breakfast was generously funded by our *Friends of the Library*.
- **Holiday Party:** This year’s holiday party was held at *Off Broadway*. It was wonderful to see new staff members bonding with colleagues. Sarah Brown joined us from GCHA, and Ellen Flynn, our newly elected Friends President, also stopped by. We were happy to welcome former colleague Donna Wickers and her husband, Jim.
- **Meeting with Waldner’s Furniture:** On Thursday, December 18th, Mr. Athanas and Mrs. Meglio met with Nancy Magrini from Waldner’s to discuss replacing seating in Teen’Scape, and the possible addition of a larger table to replace the existing high-top. Kim McCarthy has observed a shift in how teens are using the space, with a preference for spreading out rather than clustering at high-top seating. The lobby area near the vending machine was also discussed, where the current high-top seating presents safety concerns for young children. A lower table with appropriate seating would be more suitable. Finally, with the participation of Mrs. Moisan, a tour of the Children’s Room was conducted to discuss replacing six computer chairs. Most of the current seating in the Children’s and Teen Rooms was purchased approximately ten years ago and is due for a refresh.
- **Sunshine:** The Sunshine Committee sent flowers to Ellen Blanchard and Yusra Ashraf, part-time Children’s Librarians, who are recuperating from recent injuries. We look forward to their returns.
- **Instagram & Facebook:** Mrs. Meglio noted that our recent social media content has been exceptional, especially the posts about the “Black Friday Sale” at the library where everything is FREE. She thanked Olivia Madigan for her ingenuity and credits these great posts for the tremendous increase in “likes”, comments and views on the accounts, reaching 3,000 views in November.

DEPARTMENTAL REPORTS

The Board appreciated the staff’s monthly Departmental Reports and noted, in particular, contributions from Ms. Gabrielle’s and Mrs. McCarthy’s reports. They also recognized that they are sorry to see Kirsten Zarko, Circulation Clerk, leave the library as she moves to a new community and noted that her positive presence will be missed. They wish her & her family much happiness in their new home.

PERSONNEL REPORT

Motion by Mrs. Rieger to approve the Personnel Report dated December 22nd, 2025, as attached.

Second, Ms. Boyer.

AYES: ALL. Motion carried.

CORRESPONDENCE

- Thank you letters from Melissa Giove – Reflections Chair, Matthew Fey – Eagle Scout Candidate, Anna Zaharia, LCSW-R – Social Worker/McKinney Vento Liaison (K-12) at Washington Drive Primary School & The Greenlawn Civic Association.

STATISTICS

The Board reviewed and discussed the statistics for November, 2025, and noted the increase in library visits and in website usage.

OLD BUSINESS

CAROL ALBANO MEMORIAL

Mr. Athanas, Mrs. Meglio and Mrs. Moisan met with Janice Davis from *Davis Designs* to discuss the “Carol’s Corner” memorial sign, as well as an additional HPL sign for the recently updated Broadway entrance. Ms. Davis submitted a proposal for her services to create and submit designs for consideration, which would then be presented to the Board for final approval. The proposal, as attached, requires a deposit for her to begin this process. The deposit for the Carol Albano Memorial sign design, and any associated fabrication and installation fees if approved, will be paid from proceeds in the Gift Account donated in Carol’s memory. The deposit for the design of the HPL sign, and any associated fabrication and installation fees if approved, will be paid separately from building improvement funds.

Motion by Mr. Clemens to approve the proposal from *Davis Designs* to begin the design process for (2) signs and to approve the required deposit as outlined.

Second, Ms. Boyer.

AYES: ALL. Motion carried.

NEW BUSINESS

POLICY REVIEW

The Board reviewed the existing Meeting Room Policy, last revised in September of 2005, and discussed the recommended changes based upon current concerns and standards as suggested by library administration, and by the library’s legal counsel, Bond, Schoeneck and King, PLLC.

Motion by Ms. Boyer to approve the revised Meeting Room Policy, as attached.

Second, Mrs. Rieger.

AYES: ALL. Motion carried.

HPL SIGN FOR BROADWAY ENTRANCE

Please see above discussion under “Carol Albano Memorial” regarding the proposal from *Davis Designs*, which includes the design fee for this sign.

2026 LIBRARY ADVOCACY DAY

Mr. Brian Adams has recently requested to attend the 2026 Library Advocacy Day in Albany on February 2nd and 3rd to advocate for library funding and policy. This event brings advocates to meet legislators, emphasizing libraries’ importance for funding, intellectual freedom, and community access. Since Mr. Athanas will not be attending this year, Mr. Adams would like to attend in his place in order to represent HPL at this important rally.

Motion by Ms. Boyer to approve travel & hotel expenditures for Brian Adams, Adult Services Librarian, for the 2026 Library Advocacy Day in Albany, NY, based upon current estimates, customary maximums and budgetary limitations, as discussed.

Second, Mrs. Rieger.

AYES: ALL. Motion carried.

GCHA RENTAL AGREEMENT

Motion by Ms. Boyer to sign the Annual Rental Agreement between the library and the Greenlawn–Centerport Historical Association for the period of August 31st, 2025 through August 30th, 2026, as attached.

Second, Mrs. Rieger.

AYES: ALL. Motion carried.



2026-2027 PROPOSED OPERATING BUDGET

Mr. Athanas will send the proposed budget to the Board of Trustees via e-mail in the beginning of January. Due to the timing of the newsletter and legal notices, the budget must be approved at the January, 2026, meeting.

PUBLIC PARTICIPATION

There was no public participation.

ADJOURNMENT

Motion by Mrs. Rieger, seconded by Mr. Clemens, to adjourn the meeting. There being no further business, the meeting was adjourned at 11:23 a.m.

Respectfully submitted,

Katherine Rath for
Dr. Joyce Hilgeman, Secretary