



LIBRARY BOARD of TRUSTEES
Regular Meeting
February 27, 2024 – 7:00 p.m.

Board Members Present: David Clemens - Vice President, Jenny Shore – Finance Officer,
Joyce Hilgeman, Ph.D., - Trustee

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

Absent: Renee Boyer - President, Ellen Rieger – Secretary, Cristina Spinelli – Treasurer

PLEDGE OF ALLEGIANCE

The meeting was called to order at 7:00 p.m. by David Clemens, Vice President.

PUBLIC PARTICIPATION

There was no public participation.

CALL FOR NEW BUSINESS

There was no new business added to the agenda.

APPROVAL OF MINUTES

Motion by Mrs. Shore to approve the minutes of the Board meeting of January 25th, 2024, as presented.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

FINANCIAL REPORTS

Motion by Mrs. Shore to approve the financial reports for the period ended February 29th, 2024, as presented.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

Motion by Mrs. Shore to approve the payment of the following Warrants for February, 2024:
Supplemental Warrant for Payroll, dated January 31st, 2024, in the amount of \$169,343.99.

Warrant 2-24-1 \$ 263,426.52

Warrant 2-24-2 Gift Fund \$ 1,200.00

Warrant 2-24-3 Capital \$ 1,800.00

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

Mrs. Spinelli, Treasurer, reviewed the financial statements, warrants and payroll records for the February 2nd and the February 16th, 2024, payrolls. Mrs. Shore, Finance Officer, reviewed and approved the Payroll Registers for January 5th, January 19th, February 2nd and the February 16th, 2024, payrolls.

DIRECTOR'S REPORT

- **Staff Updates:** Part-time Technical Services Clerk, Brian Lambert, is leaving HPL after accepting a full-time position at Northport Library. He will be sorely missed. With his departure, Melissa Gabrielle will be taking on more responsibilities in Tech Services and less in Children's which will necessitate hiring a part-time Librarian for Children's. We will also be assessing the need to hire a replacement Clerk for Tech Services once Melissa settles into the new workload. Allowances for both a part-time Clerk and part-time Children's Librarian were included in the 2024-2025 proposed budget. COVID cases amongst staff are still occurring and schedules are being altered to cover absent personnel as necessary.
- **Technology Updates:** Mr. Athanas ordered (5) new staff PC's for the Adult Librarians' Office complete with Windows 11 to replace computers that were more than (7) years old.
- **Studio 31:** The physical space is ready to go. We have assigned Daniel Coster, part-time Librarian Trainee in Adult Reference, to assist us with overseeing the room and to be the point person with the technology and staff training.
- **Employee Handbook:** The manual has been submitted to our attorney, Bob Cohen, for review and we are expecting recommendations in the coming month.
- **Budget Vote & Trustee Election:** Due to the Presidential Primary on April 2nd, we will not have tabulator machines but have reserved privacy booths & a ballot box from the Suffolk County Board of Elections. We will also rent iPads for voter sign-ins through Bold Systems since this is now the norm with most libraries across Suffolk and is more sustainable. After receiving appropriate language and approvals from our attorneys, paper ballots for the vote will be printed in-house.
- **Facility Updates:**
 - All lights in the Long Island Room were recently upgraded to LED.
 - Rose Woodwork will be completing repairs to the double door frame separating the Gallery from the Meeting Room Wing which has weakened over time. Both doors will be fully safe operational once completed.
 - We hope to upgrade our accessible doors to the Ann St Ramp, including safety sensors and a switch if possible in order to better accommodate those with physical limitations. Proposals are forthcoming.
- **Snow Storm Closure:** Thank you to Linda Meglio for expertly handling the recent emergency closing due to the snow storm during Mr. Athanas' absence. Thank you to the maintenance staff for their hard work on the snow removal, allowing the library to reopen in a safe and timely manner.

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- **2023 NYS Annual Report for Public & Association Libraries:** Mr. Athanas thanked Mrs. Meglio for her invaluable help in taking over organizing the reporting required for 2023.
- **Request for Reconsideration of Library Material:** Mr. Athanas discussed the possibility of the Board of Trustees forming an internal committee that would review Requests for Reconsideration of Library Material.

ASSISTANT DIRECTOR'S REPORT

- Mrs. Meglio is taking over the monthly newsletter e-blasts and Seed Garden newsletter.
- Mrs. Meglio thanked Mike Cronin for the fantastic job done with the painting of the Quiet Study Rooms. Mrs. Meglio also ordered posters from ALA and frames that really complete the look. Overall, the rooms look more polished and professional.
- Mrs. Meglio applied for a grant from the ReWild organization and is happy to report that they accepted HPL's initiative in planting more native plants and in educating patrons on the importance of native plants, especially regarding pollination. The grant is not a monetary one, but will cover the cost of plantings and a design for the space out front.
- Mrs. Meglio has spoken to Susan Matthews and a master gardener from the Suffolk Alliance for Pollinators about conducting outdoor plant swaps once-a-month, from June to September, weather permitting.
- Mrs. Meglio arranged to have Meaghan Obergh from the Long Island Coalition of the Homeless come to HPL to conduct a staff workshop about how to handle situations involving the homeless in the library. The presentation will be offered on Friday, March 1st at 9:00 a.m. Colleagues from the Northport and Huntington libraries will also be included in the presentation.
- This month, HPL said good-bye to Claudia Fortunato-Napolitano from the GCHA who resigned her position as Executive Director and who was assisting with the hundred-year anniversary of the library building. She was a bright light and will be missed. With her departure, Mrs. Meglio is now in touch with the Town of Huntington Historian, Robert Hughes, who believes that HPL should be receiving the historical marker sometime in March. Information about holding an installation celebration the first weekend in September will be shared once plans are confirmed.
- Mrs. Meglio worked on the 2023 NYS Annual Report for Public and Association Libraries this year and learned a significant amount about its requirements. She plans on using her new-found knowledge in upcoming annual reporting cycles.
- Mrs. Meglio congratulated the Young Adult Battle of the Books Team for their hard work and dedication in placing 2nd in the competition. Although Longwood Library's team took 1st place, the Harborfields team won the most votes for the "team you would like to be on if you couldn't be on your own team".

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- Mrs. Meglio shared information regarding the 2024 Oscar Nominated Short Film entitled “The ABC’s of Book Banning”, which will be shown at the Huntington Cinema Arts Centre in March.
- Recently the mother of a teen Mrs. Meglio knew years ago stopped in to say hello and provide an update on her son. Mrs. Meglio found it especially heartwarming to hear how well he is doing, how fondly this patron remembered the time her son spent in library programs as a teen, and how welcoming the room was for him. Another recent grad stopped in to say hello, which provided an important reminder that the relationships fostered at the library are valued and make a lasting impact on the lives of our patrons.

DEPARTMENTAL REPORTS

The Board reviewed and discussed the Departmental Reports.

PERSONNEL REPORT

Motion by Mrs. Shore to accept the resignation letter from Brian Lambert dated February 9th, 2024, and the Personnel Report dated February 27th, 2024, as attached.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

CORRESPONDENCE

There was no correspondence this month.

STATISTICS

The Board reviewed the statistics for January, 2024, and once again noted the significant increase in circulation of juvenile books, as well as the 4% increase in building usage.

OLD BUSINESS**2024-2025 SCHEDULE OF HOLIDAY CLOSINGS & BOARD MEETING DATES**

The Board of Trustees was presented with a list of Holidays, Closings and Board meeting dates for the 2024-2025 fiscal year.

Motion by Mrs. Shore to adopt the 2024-2025 Schedule of Closing and Holiday dates, as attached.

Second, Dr. Hilgeman.

AYES: All. Motion carried.

SOCIAL WORKER

Mr. Athanas shared the Professional Service Access Agreement between the Family Service League and the Harborfields Public Library to engage a Social Worker “Contractor” to provide access to short-term counseling and case management to patrons of the Library. Agreement, as attached.

NEW BUSINESS**AUTHORIZATION TO PAY TIME-SENSITIVE INVOICES**

Motion by Mrs. Shore to allow Katherine Rath, Senior Account Clerk, to release checks prior to the Board meeting on April 4th, 2024, due to the time-sensitive nature and to avoid interruption of services and/or late fees, for the list of payees attached. All checks and invoices will be reviewed by the Library's Director and Treasurer, and a Warrant report will be emailed to the Board of Trustees, prior to releasing these payments.

Second, Dr. Hilgeman.

AYES: All. Motion carried.

EARLY MAIL BALLOT APPLICATION

Our attorneys at Bond, Schoeneck & King recently notified us that there was a new election law regarding "Early Mail Ballot Applications" that must be adopted prior to our Budget Vote and Trustee Election, per Proposed Resolution 24-04 – Resolution to Approve Early Mail Ballot Application for School Districts.

Whereas, on September 20, 2023, the Governor signed into law Chapter 481 of the laws of 2023 which provided for the New York Early Mail Voter Act; and

Whereas, Chapter 481 authorizes the use of early mail ballots in school elections; and

Whereas, Chapter 481 provides that an early mail ballot application for use by school districts "shall be in a form prescribed by the State Board of Elections" (hereinafter "the State Board"); and

Whereas, the attached sample reflect the consensus of the State Board staff's review of said application;

Now Therefore Be It Resolved, that the State Board does hereby approve the sample early mail ballot application for school districts as attached herewith and directs staff to distribute said sample immediately to school districts and applicable agencies advising them to use the attached sample forthwith.

Motion by Mrs. Shore to accept Proposed Resolution 24-04 – Resolution to Approve Early Mail Ballot Application for School Districts, as above.

Second, Dr. Hilgeman.

AYES: All. Motion carried.

2023 NYS ANNUAL REPORT FOR PUBLIC & ASSOCIATION LIBRARIES

Mrs. Meglio reviewed and discussed the 2023 NYS Annual Report for Public and Association Libraries. Report is not attached, but is available to all Board members in PDF format upon request.

Motion by Dr. Hilgeman to approve and submit the NYS Annual Report for Public and Association Libraries for 2023, as presented.

Second, Mrs. Shore.

AYES: All. Motion carried.

Board Minutes – 2/27/24 – Page 6**EV PARKING PROJECT**

Motion by Mrs. Shore to authorize proceeding with the EV Charging Stations Project as a part of the 2024 NYS Construction Grant subject to classification under the State Environmental Quality Review Act (SEQRA) per the attached SEQRA RESOLUTION. The Board further authorizes the use of funds assigned for Capital Improvement and NYSED Construction Grant funds to facilitate implementation.

Second, Dr. Hilgeman.

AYES: All. Motion carried.

2024-2025 BUDGET BROCHURE

The Board reviewed the 2024-2025 Budget Brochure, which will be made be available to the public on Friday, March 8th, 2024 and will be available on the library's webpage, at all public desks and in the Business Office.

Motion by Mrs. Shore to approve the 2024-2025 Budget Brochure as presented and attached.

Second, Dr. Hilgeman.

AYES: All. Motion carried.

PUBLIC PARTICIPATION

There was no public participation.

ADJOURNMENT

Motion by Mrs. Shore, seconded by Dr. Hilgeman, to adjourn the meeting. There being no further business, the meeting was adjourned at 8:17 p.m.

Respectfully submitted,

Katherine Rath for
Ellen Rieger, Secretary