

- ii. The online training was entitled "Unattended Children: How to Talk to Parents About Their Children's Behavior." While it was most appropriate for the Children's Room staff, it did cover practices when approaching people that can be of use to all staff.

b. Huntington/Smithtown Zone Meeting:

- i. Half Hollow Hills Community Library will be hosting this year's Trustee Training Workshop.

- c. Longest Table:** The library has arranged a meeting between representatives from the Greenlawn Civic Association, Friends of the Library and Library Staff for Thursday, March 6th, to discuss the Longest Table event.

2. Building:

- a. EV:** As the usage and costs associated with the EV station are reviewed, Mr. Athanas believes there will need to be an adjustment made to the amount charged for usage.

- i. **Currently:** First 2-hours are free and \$3.00 an hour flat fee for any additional usage.

- ii. **Proposed:** Increase to \$0.25 per hour plus \$0.25 per kilowatt hour (KWH).

1. Every electric car consumes electric at different rates. For instance, a Chevy Volt takes 3.6 kilowatts of power per hour (KWH) and a Tesla takes 7.3 kilowatts per hour.
2. To offer the service, the library pays \$370 a year for the equipment and \$600 a year for the service plan with PSEG. In addition, the library covers a 10% fee per transaction. Lastly, the library also covers a \$0.50 a day fee to have the new meter.
3. Based on the data collected so far, and after speaking with a customer service rep from PSEG, the library's true KWH cost is in the range of \$0.30-\$0.55 per KWH.

- b. MTG Room Wing Reno:** John Tanzi, Architect, prepared our *Notice to Bidders* to be published in the legal notices section of the Long Islander. Our attorney, Bob Cohen, and our insurance provider, Borg & Borg, reviewed the document and subsequently, an insertion order was submitted to the Long Islander. It is scheduled to be published February 27th. There will also be a walkthrough with potential bidders on March 18th and the deadline for submission of all bids is March 25th. Mr. Athanas invited Mr. Tanzi to attend the next Board meeting.

ASSISTANT DIRECTOR'S REPORT

- Mrs. Meglio attended Library Advocacy Day on Wednesday, February 5th, with Mary Kim and Kim McCarthy, via a bus provided by SCLS. Although Assemblymen Keith Brown and Mario Mattera were not present, all met with Keith Brown's intern to express concerns. All enjoyed being among colleagues from across the state to rally for support of libraries.
- Mrs. Meglio attended a Suffolk Alliance of Pollinators (SAP) meeting at Cornell Cooperative Extension with HPL retiree, Susan Matthews. At the meeting, garden groups and passionate gardeners discussed native plants and their importance to the environment. Libraries were mentioned as places that provide education, programs, seed libraries etc.
- Mrs. Meglio completed the submission for the 2024 NYS Annual Report for Libraries with varied information being contributed from most departments within the library. She noted that there seem to be changes to the report each year including adding, deleting or changing questions.
- Mrs. Meglio attended the Assistant Directors' Roundtable meeting at Bayport/Bluepoint Library and received some good ideas for staff development and training, especially regarding emergency procedures, which we started to review this past fall and will continue to review in the coming months.
- Mrs. Meglio coordinated a presentation about the many resources available at the library for a "Parent University" seminar at Harborfields High School with the help of staff members Patty Moisan, Kim McCarthy and Sarah Schnepp. (30) or so people attended, including many families and new language learners. Mrs. Meglio noted that many of the documents provided to attendees were in alternate languages, which was important for the new language learners. Mr. Athanas also shared with the Board

that our website converts text into many other languages, and will also read text aloud, by clicking the orange circle with the person icon in the top righthand corner of the homepage.

DEPARTMENTAL REPORTS

The Board discussed the monthly Departmental Reports and thanked the staff for their submissions.

PERSONNEL REPORT

Motion by Dr. Hilgeman to approve the resignation letter from Andrea Holohan, dated January 30th, 2025, and the Personnel Report dated February 27th, 2025, as attached.

Second, Ms. Boyer.

AYES: ALL. Motion carried.

CORRESPONDENCE

Correspondence included 1.) a letter from the Family Service League thanking the library for donating blankets for those in need. The blankets referenced were made as a part of a Young Adult Community Service Program run by Mrs. Kim & Mrs. McCarthy & 2.) a letter from Huntington Tri-Village Little League stating that their Little League Parade will take place on Sunday, April 6th, and that they request to gather in our front circle to line up for the parade. All agreed.

STATISTICS

The Board reviewed and discussed the statistics for January, 2025.

OLD BUSINESS

Carol Albano Memorial Dedication – Discussion

The Board discussed ideas for a memorial(s) honoring former Library Director and friend, Carol Albano. In addition to a memorial dedication, Ms. Boyer mentioned the possibility of hosting literacy programs in her name since she was a passionate advocate of the cause. Further discussions with all appropriate parties will continue.

NEW BUSINESS

2024 NYS ANNUAL REPORT FOR PUBLIC & ASSOCIATION LIBRARIES

Mrs. Meglio presented, and the Board discussed, the 2024 NYS Annual Report for Public and Association Libraries. The report is not attached, but was provided to all Board members prior to the meeting for review and is available to view upon request.

Motion by Ms. Boyer to approve and submit the NYS Annual Report for Public and Association Libraries for 2024, as presented.

Second, Dr. Hilgeman.

AYES: All. Motion carried.

2025-2026 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 2025-2026 fiscal year.

Motion by Ms. Boyer to adopt the 2025-2026 Schedule of Holidays, Closings and Board Meeting dates, as attached.

Second, Dr. Hilgeman.

AYES: All. Motion carried.

2025-2026 BUDGET BROCHURE

The Board reviewed the 2025-2026 Budget Brochure, which will be made be available to the public on Friday, February 28th, 2025, and will be available on the library's webpage, at all public desks, and in the Business Office.

Motion by Ms. Boyer to approve the 2025-2026 Budget Brochure, as attached.

Second, Dr. Hilgeman.

AYES: All. Motion carried.

2025-2026 BUDGET VOTE & TRUSTEE ELECTION – PAPER BALLOTS

Mrs. Rath, Acting District Clerk of the Library's Budget Vote & Trustee Election, presented information regarding the past costs and use of a Board of Elections provided electronic tabulator machine and machine-programmed ballots. Due to the expense of both, and based upon the 2024-2025 vote where a ballot box and manual ballots were used successfully, Mrs. Rath recommended that the library continue to use a ballot box and manual ballots in order to save costs.

Motion by Dr. Hilgeman to use a Board of Elections provided ballot box and manual ballots for the upcoming 2025-2026 Budget Vote and Trustee Election.

Second, Ms. Boyer.

AYES: All. Motion carried.

PETTY CASH FUND

Due to rising costs of items, and a desire to discontinue credit card use as much as possible, Mrs. Rath recommended increasing the amount of on-hand petty cash from \$500.00 to \$1,000.00, so that the library can reimburse employees in a timely manner. All petty cash is secured in a locked vault, is balanced weekly, and any reimbursements are verified by our Treasurer on a monthly basis and by independent auditors annually.

Motion by Dr. Hilgeman to increase the Petty Cash fund from \$500.00 to \$1,000.00 effective March 27th, 2025.

Second, Ms. Boyer.

AYES: All. Motion carried.

POLICY REVIEW

3D PRINTING POLICY & REQUEST FORM

The Board reviewed and discussed the proposed revisions to the 3D Printing Policy & Request Form.

Motion by Ms. Boyer to approve the revised 3D Printing Policy & Request Form, as attached.

Second, Dr. Hilgeman.

AYES: All. Motion carried.

CASH RECEIPTS POLICY

The Board reviewed and discussed the proposed revisions to the 2014 Cash Receipts Policy.

Motion by Ms. Boyer to approve the revised Cash Receipts Policy, renamed **Financial Transactions Policy**, as attached.

Second, Dr. Hilgeman.

AYES: All. Motion carried.

PUBLIC PARTICIPATION

There was no public participation.

ADJOURNMENT

Motion by Ms. Boyer, seconded by Dr. Hilgeman, to adjourn the meeting. There being no further business, the meeting was adjourned at 11:39 a.m.

Respectfully submitted,

Katherine Rath for
Dr. Joyce Hilgeman, Secretary