



LIBRARY BOARD of TRUSTEES
Regular Meeting
May 23, 2024 – 10:00 a.m.

Board Members Present: Renee Boyer – President, Jenny Shore – Finance Officer, Ellen Rieger – Secretary, Joyce Hilgeman, Ph.D. – Trustee

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

Absent: David Clemens – Vice President, Cristina Spinelli – Treasurer

PLEDGE OF ALLEGIANCE

The meeting was called to order at 10:04 a.m. by Renee Boyer, President.

PUBLIC PARTICIPATION

The regular order of business was suspended so that the newly appointed Executive Director of the Greenlawn-Centerport Historical Association, Sarah Brown, could meet the Library’s Board of Trustees. Sarah began working in her new position in April and is looking forward to meeting community members and to digitizing the GCHA’s archival materials. There was no additional public participation.

CALL FOR NEW BUSINESS

- 2024 Yom Kippur Holiday

APPROVAL OF MINUTES

Motion by Dr. Hilgeman to approve the minutes of the regular Board meeting of April 25th, 2024 as presented.
Second, Mrs. Shore. AYES: ALL. Motion carried.

FINANCIAL REPORTS

Motion by Mrs. Shore to approve the financial reports for the period ended April 30th, 2024 as presented.
Second, Mrs. Rieger. AYES: ALL. Motion carried.

Motion by Mrs. Shore to approve the payment of the following Warrants for May, 2024:
Supplemental Warrant for Payroll, dated April 30th, 2024, in the amount of \$173,337.90.

Warrant 5-24-1	\$ 158,630.15
Warrant 5-24-2 Gift Fund	\$ 6,406.48
Warrant 5-24-3 Debt Service	\$ 513.00
Warrant 5-24-4 Tax Anticipation Funds	\$ 308,735.72

Second, Mrs. Rieger. AYES: ALL. Motion carried.

Mrs. Spinelli, Treasurer, reviewed the financial statements, warrants and payroll records for the May 10th and the May 24th, 2024, payrolls. Mrs. Shore, Finance Officer, reviewed and approved the payroll registers for the May 10th and the May 24th, 2024, payrolls.

DIRECTOR’S REPORT

- **Craft & Flea:** Thank you to Jenn Handler for organizing and running another successful Friends of the Library Craft & Flea event.
- **Vote:** On May 21st, the Harborfields Central School District passed their budget of \$96.25m, which represented a 2.44% tax cap levy compliant increase. Trustees elected include incumbents, Susan Broderick

and Dr. Eve Meltzer-Krief. Rachel Risinger was elected to fill the position vacated by Suzie Lustig, who did not run for re-election.

- **Technology / Facility:** Our Library is a member of the Partnership for Automated Libraries in Suffolk (PALS) along with (52) other libraries. We all share the Integrated Library System (ILS), by Innovative Interfaces, called Sierra. The database containing all of the patron and material records for the (52) members of PALS was moved from the Amazon Web Services (AWS) cloud storage to proprietary Innovative cloud storage. Our staff involved in the migration did a great job preparing the library for the transition. Thank you to Melissa Gabrielle in Tech Services, Elizabeth Lockwood in Circulation and Sarah Schnepf in Reference. Our IT team did some of the back-end work to configure our software as per PALS specs. The transition exceeded the anticipated downtime which kept access to Sierra, Overdrive and other systems down into our open hours. Our staff seamlessly transitioned to our backup procedures and our patrons likely did not know! Thank you to our Staff.
- **Sidewalks:** Bushes have been removed adjacent to the Wyckoff Street entrance. The next step is to install the new sidewalk that will connect the town sidewalk along Wyckoff Street to the Library's sidewalk. In addition, the library will be adding a connecting piece of sidewalk on the Ann Street side of the building and a piece to allow better access to Pickle Park from the Library parking lot.
- **Landscape:** Joe DeGroot replaced two Crape Myrtle trees and installed piping from our downspouts to guide water away from the plantings near the Broadway entrance. Mike Cronin and Vinny Caputo worked on camouflaging the piping, which is now better hidden within the landscape.
- **Capital Improvements:** We are meeting with our architect, John Tanzi, on May 30th to discuss some of the Capital Improvement projects that are on our Strategic Plan. This includes a remodel of our Meeting Room bathrooms for accessibility, a remodel of our very popular and outdated Kitchen Meeting Room and possibly adding solar panels. We will get some broad estimates so we can focus on one project for which we can apply for a NYS Construction Grant.
- **Employee Handbook and On Boarding:** After the adoption of the 2024 edition of our Employee Handbook, we are going to investigate a modern "On Boarding" procedure, including all handouts, forms and polices for new employees. Hosting the handbook online will allow better access, integrate links to other polices, be more sustainable and allow the Administration and/or Board to make updates without having a complete revision every 7-years.

ASSISTANT DIRECTOR'S REPORT

- **Historical Marker:** The historical marker has arrived thanks to the Friends of the Library's contribution to fund its purchase. It will be installed by the Town of Huntington at the end of the summer to commemorate the 100th Anniversary of the Broadway School, which became the Harborfields Public Library in 1976. A dedication ceremony is tentatively being planned for September 7th. Mrs. Meglio also thanked Robert Hughes, Huntington Town Historian, for his help with the entire process.
- **Re-Wild Grant:** Plants from the *ReWild* grant were picked up and planted by two volunteers from the *ReWild* organization along with teen volunteers and staff.
- **Library Staff T-Shirts:** The library submitted a group order for navy t-shirts for staff participating in outreach so that they are easily identifiable as staff during events. (28) staff members signed up for shirts.
- **Walk the Block:** The library's walking group, that meets on Tuesday and Thursday mornings, has been a success. 7-to-8 people have been participating each week and seem to be enjoying the exercise and company. It's a great opportunity to meet members of the community and share experiences.
- **Social Media:** The Library's social media platforms really showcase the power of communication! Jenn Handler is quite skilled with creating social media posts and when she posted pictures of the volunteers planting native plants and the *Walk the Block* group, we had a hugely favorable response. Jenn is also

working with the *Friends* on their newly-launched social media page. The updated social media policy will cover the Friends, as well as the library.

- **Elwood Public Library SLI Certified:** On May 3rd, Mrs. Meglio attended Elwood Public Library's Sustainable Library Certification ceremony. For a small library that rents their building, it was a great accomplishment that they were able to successfully and creatively achieve their certification. Congratulations, Elwood!
- **SLI Mentor:** It was just a year ago that HPL received its certification as a Sustainable Library. Upon a request from the SLI committee, Mrs. Meglio is mentoring two libraries – one rural library in Iowa and another in Indiana – as they proceed in the certification process. It's interesting to see the challenges mid-western libraries face, as their biggest challenges seem to be the major storms resulting from climate change.
- **Studio 31:** Mrs. Meglio has been working with Librarian Trainee, Dan Coster, on P/R materials. Additionally, Conor Atkinson, a community member and recent graduate of The Hart School with a double major in Musical Composition and Music Production Technology, is interested in hosting an audio recording program in July.
- **Cars & Coffee:** The second annual Cars & Coffee event will take place on June 2nd. It was such a positive experience in 2023, so Mrs. Meglio is working on promoting the event and hopes it will be successful.
- **Long Island Library Conference:** Mrs. Meglio recently attended the Long Island Library Conference where she met and spoke to the vendor from *Library Aware*. Since she's been sending the e-newsletter blasts, she's experienced a few issues and hoped that they could offer staff training. Additionally, she found the conference's presentations to be relevant, including the information on facing book banning challenges happening across the country, and a presentation about how to evaluate the library's circulation efficiency through display and shelving options.
- **Summer Library Tour:** Mrs. Meglio and several staff members attended a Zoom meeting regarding this year's Summer Tour of Suffolk County Libraries. It's a little different than last year's because it will include an icon specific to our library (a cougar) that visitors will have to find before they get their passports stamped. Once again, the "Stamp Station" will be at Circulation, but the icon will be hidden somewhere in the library to encourage visitors to really look around and take it all in.
- **Summer Reading Club:** This year's slogan is "Adventure Begins at the Library". Children's will embrace a pirate theme, YA has chosen a jungle theme and the Adult theme will be archaeology, similar to Indiana Jones. Should be an exciting summer!
- **Shredding Event:** The library's shredding event on April 27th was super popular as always. There were more than (300) cars dropping off and everyone was grateful for the service. It was also noted that our staff was thrilled that it FINALLY didn't rain for a change.

DEPARTMENTAL REPORTS

The Board reviewed and discussed the Departmental Reports highlighting April activities.

PERSONNEL REPORT

Motion by Mrs. Shore to accept the resignation letter from Cole Wadler, dated May 13th, 2024, and the Personnel Report dated May 23rd, 2024, as attached.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

CORRESPONDENCE

There was no correspondence this month.

STATISTICS

The Board reviewed the statistics for April, 2024 and noted that there was an impressive increase in program attendance.

OLD BUSINESS

NYLAF (New York Liquid Asset Fund)

Following the motion made at the April 25th Board meeting, the Library Administration was able to meet with NYLAF in order to further discuss opening an investment account for the library. As a part of the vetting process, Mr. Athanas had previously contacted Al Coster of our accounting firm, Baldessari & Coster, and the library's attorney, Mr. Robert Cohen of Bond, Schoenick & King, but NYLAF also made it a point to note that SCLS had just opened an account with their firm as well. During the meeting, NYLAF provided all necessary paperwork and noted that they require the Board to pass an expanded resolution beyond what was passed in April.

Motion as attached, made by Mrs. Rieger and seconded by Mrs. Shore, passed unanimously with (4) Trustees present voting "AYE". There were no NAYES.

Additionally, since this is a new relationship, the Board of Trustees would like to make a conservative initial investment of \$250,000, with further deposit amounts to be discussed at later meetings.

NEW BUSINESS

BALDESSARI & COSTER ANNUAL AGREEMENT

The Board reviewed the proposed 2024-2025 agreement from Baldessari & Coster, the library's accountants. It was noted that there has been no change to the maximum fee of \$12,250 over last year's contract for the annual audit and related services.

Motion by Mrs. Shore to authorize Mr. Athanas, Library Director, to sign the Proposal of Services Agreement from our auditors, Baldessari & Coster, dated April 17, 2024, as attached.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

Social Media Policy

Motion by Mrs. Rieger to approve the Social Media Policy, as attached.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

Yom Kippur Holiday 2024

Motion by Mrs. Shore to revise the originally approved date of closing the library for Yom Kippur from Friday, October 11th, 2024 to Saturday, October 12th, 2024.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

PUBLIC PARTICIPATION

There was no public participation.

ADJOURNMENT

Motion by Dr. Hilgeman, seconded by Mrs. Shore, to adjourn the meeting. There being no further business, the meeting was adjourned at 11:19 a.m.

Respectfully submitted,

Katherine Rath for Ellen Rieger, Secretary