

BOARD of TRUSTEES
Regular Meeting
June 22, 2023 – 10:00 a.m.

Board Members Present: Jenny Shore, Finance Officer
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
David Clemens, Vice President
Cristina Spinelli, Treasurer

PLEDGE OF ALLEGIANCE

The meeting was called to order at 10:12 a.m. by Jenny Shore, Finance Officer.

PUBLIC PARTICIPATION

There was no public participation.

CALL FOR NEW BUSINESS

- Concrete Repair

APPROVAL OF MINUTES

Motion by Dr. Hilgeman to approve the minutes of the Board Meeting of May 25th, 2023, as presented.

Second, Mrs. Rieger.

AYES: ALL. Motion carried.

FINANCIAL REPORTS

Motion by Mrs. Rieger to approve the financial reports for the period ended May 31st, 2023, as presented.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

Motion by Mrs. Rieger to approve the payment of the following Warrants for June, 2023:

Supplemental Warrant for Payroll, dated May 31st, 2023, in the amount of \$177,286.20.

Warrant 6-23-1	\$ 125,793.30
Warrant 6-23-2 Gift Fund	\$ 1,650.00
Warrant 6-23-3 Capital	\$ 51,606.16
Warrant 6-23-4 Debt Service	\$ 1,250.00
Warrant 6-23-5 Tax Anticipation	\$ 509,767.78

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

Mrs. Spinelli, Treasurer, reviewed the financial statements, warrants and payroll records for the June 9th and the June 23rd, 2023, payrolls and Mrs. Shore, Finance Officer, reviewed and approved the Payroll Registers for the June 9th and the June 23rd, 2023, payrolls.

DIRECTOR'S REPORT

- **Building Maintenance:** Many building items that were installed or updated 20+ years ago are beginning to show wear and tear. Mr. Athanas, Mrs. Meglio and Mr. Cronin will be walking the building and compiling a list of potential projects and will present them to the Board for consideration. The more pressing items will be those that carry safety concerns.
- **Minimum Wage Schedule:** part of the newly adopted NYS Budget, Governor Hochul has signed legislation to increase New York's minimum wage beginning January 1, 2024 to \$16 per hour and the wage will gradually increase through 2026 to \$17 per hour. This is similar to what happened in 2016-2017 when the library raised the minimum wage for Pages, so following that protocol, the library will again raise the wage for Pages in January to match NYS guidelines. Wages for 2027 have not yet been determined but any increases will be tied to inflation.
- **Town of Huntington Road Repair:** Pete Mueller, a member of our maintenance staff, informed Mr. Athanas of a growing pothole at the Wyckoff Street entrance. Mr. Athanas informed the Town of Huntington through their online reporting system by filling out a form and attaching pictures and the pothole was repaired the following day. We were extremely impressed with the timeliness of their response and are glad to have the hole repaired.
- **Broadway Entrance Column Repairs:** Unfortunately, the columns at the Broadway entrance are in worse repair than originally thought and after detailed inspection, were found to be structural. RENU, the restoration company that did our LED lighting conversion project, are provided a quote for the job. We have one additional estimate expected from Fidele Construction who was recently able to inspect the columns. Their estimate will be presented at the July Board meeting.
- **Common Vote Date for Libraries:** The list of common vote dates for Budget Vote and Trustee Elections for libraries in Suffolk County was provided by SCLS and includes all dates through 2028. Please note that the scheduled date for 2024 is Tuesday, April 2nd. Since the Harborfields Central School District 2023-2024 calendar is not yet available, we will be sure to note if this date conflicts with any school vacations and make changes at a future meeting if necessary.

June 22nd, 2023 Board Minutes – Page 2**DIRECTOR'S REPORT (Continued)**

- **Lower Level Hot Water Heater:** The water heater located in the lower level storage area recently failed and required immediate replacement since it supplies water to the lower level staff bathrooms and break room. Both John McLaughlin Plumbing and W.T. Hickey Electrical were called and were able to complete the emergency installation of the new unit without issue.
- **Paving of the Broadway Parking Circle:** The paving of the Broadway Parking Circle is complete and has improved the curb appeal of the library tremendously. Besides the curb appeal, making the entrance and exit wider and the overall smoother surface has added a measure of safety, while bringing the curb height up to code and adding the cutout ramp has increased accessibility for those needing it. Finally, relining of the parking spots has added additional spaces for our patrons. Overall, it was an extremely worthwhile project for the library!
- **Summer Reading Club Promotional Video – Together We Grow Readers:** The Summer Reading Club video filmed by the Children's Department can be viewed on YouTube @ <https://www.youtube.com/watch?v=yIWGMQzheRo>. Children 4 years old through those entering Grade 6 in September can join both in person and virtually between Monday, June 26th and Friday, August 11th. Patrons can visit the Children's Room to join or register online through READsquared to explore the wonders of nature and our community through books and activities.

ASSISTANT DIRECTOR'S REPORT

- **End of School Activity:** The end of the school year as always is a busy time in the library and this year proved to be no different. The study booths and rooms were heavily in use. The new vending machine was discovered and popular during Regents testing weeks.
- **Sustainability:** The Sustainability presentation is nearly complete. The Green Team will meet one more time to review and submit.
- **Recycling:** In keeping with sustainability, our rep from Winter Bros said that they will accept clean copy paper in addition to the cardboard and newspaper in our new bin. Mr. Cronin put out the blue recycling bins for paper in public and staff locations.
- **Pollinator Pathway:** Last month, members of the Green Team and a teen volunteer planted some native plants in a space out front that had been cleared. Mrs. Meglio registered the Harborfields Library to be included in the Northeast Pollinator Pathway and the library recently received a plaque designating it as such. Mr. Cronin has already installed in the garden.
- **Brainfuse:** Brainfuse will be conducting a training session for staff for the beginning of the new school year, either in person or as a webinar. Brainfuse is the online tutoring service offered through SCLS that engages patrons of all ages through online homework help, writing lab assistance, test prep, video lessons and study tools. It is not only designed to help K-12 students but it is a great support for job seekers and veterans.
- **Training Session:** Elizabeth Lockwood, Melissa Gabrielle and Mrs. Meglio attended an in-house training from Alexis Camarda and Tory Young from SCLS that gave a general overview of creating lists and gathering statistics. Elizabeth arranged this meeting and it really helped with understanding how to modify searches and gain specific information through Sierra.
- **HF High School Key Club Food Drive:** Big thanks to the members of the Harborfields High School Key Club for running their last successful food drive of the school year. The food items will go in the library's Little Free Pantry.
- **Little Free Vegetable Stand:** Max Stratton's Eagle Scout Project of a Little Free Vegetable Stand should be complete and arriving soon. Max who is also a Library Page ran a community car wash last weekend that helped fund the cost of materials for his project.
- **Library Safety:** In keeping with the Workplace Violence Program, the Hazard Reduction Team reviewed the accident report from last month's tripping incident.
- **Staff Training:** The staff of the library will meet at 9:00 a.m. on Friday, June 30th, to train with Ryan Dowd's Homeless Training Institute on providing support and back-up for a co-worker during a stressful encounter with a patron or community member.

DEPARTMENTAL REPORTS

The Board reviewed and discussed the Departmental Reports regarding May, 2023, activities.

PERSONNEL REPORT

Motion by Mrs. Rieger to accept the Personnel Report dated June 22, 2023, as attached.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

CORRESPONDENCE

The Board reviewed thank you letters from the community regarding library displays, work-based learning and on-the-job training program in the Children's Department, as well as for the library's donation of computers, mice and monitors, as attached.

OLD BUSINESS**TRAINING & TRUSTEE EDUCATION POLICY**

1. Kevin Verbesev will offer a training unit called "Public Library Trustees & The Law" on Thursday, July 13th, 2023 @ 6:30 p.m. at the South Huntington Public Library. Please let Ryan know if you would like to attend.
2. Mr. Athanas distributed a proposed policy for Trustee Education. This policy was written by NYS as an example of what we may want to adopt, but the library can make adjustments as desired. *Approval of this policy will be tabled until the July 27th, 2023 Board meeting.*

SOCIAL WORKER

The Libraries in the Town of Huntington are still working to gauge the interest and costs related to having the services of a social worker available as a service. Since this discussion is still in the earliest stages, information will be presented as the situation develops and is therefore tabled until further notice.

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DISPOSITION OF SURPLUS PROPERTY POLICY

The Board reviewed and discussed the proposed Disposition of Surplus Property Policy at the May 25th meeting and made recommendations for amendments. Mr. Athanas made the appropriate amendments per the Board's direction.

Motion by Mrs. Rieger to accept the amended Disposition of Surplus Policy, 2023, as attached.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

NEW BUSINESS

CONCRETE REPAIR

Mr. Athanas discussed and showed pictures of the library's exterior walks around the perimeter of the building that may need attention. Mr. Cronin, Building Supervisor, contacted Mignones Masonry regarding a quote for the entire job, but had them break the quote into individual sections, so the library can address them over time. After the list was presented, the Board asked that it be prioritized based on areas with safety concerns.

Motion by Mrs. Rieger to accept the proposal from Mignones Masonry for concrete repair surrounding the building, with prioritization of the jobs to be determined by Mr. Athanas, with work to begin in the new fiscal year.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

TRUSTEE OPEN HOUSE

SCLS will offer a Trustee Open House on Monday, July 10th, 2023 from 3:00-7:00 p.m., followed by a New Trustee Workshop @ 7:00 p.m. - flyer attached.

BOARD MEETING TIME CHANGE

Motion by Dr. Hilgeman to change the time of the Board meeting on July 27th from 7:00 p.m. to 10:00 a.m. pending the availability of Board members who could not be in attendance today.

Second, Mrs. Rieger.

AYES: ALL. Motion carried.

EXECUTIVE SESSION

Motion by Mrs. Rieger to move into Executive Session at 11:08 a.m. to discuss the medical, financial, credit or employment history of a particular employee.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

Motion by Mrs. Rieger return to the regular order of business @ 11:17 a.m.

Second, Dr. Hilgeman

AYES: ALL. Motion carried.

Motion by Mrs. Rieger to promote Melissa Gabrielle for taking on expanded duties within the Technical Services Department effective July 1, 2023, with salary increase as discussed.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

The Board also discussed amending current policies regarding borrowing multiple books related to one topic/theme from library displays.

PUBLIC PARTICIPATION

There was no public participation.

ADJOURNMENT

Motion by Dr. Hilgeman, seconded by Mrs. Rieger, 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