



LIBRARY BOARD of TRUSTEES
Regular Meeting
June 26, 2025 – 10:00 a.m.

- Board Members Present:** Jenny Shore – 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:** Ellen Rieger – Vice President, Dr. Joyce Hilgeman – Secretary,
Cristina Spinelli – Treasurer

PLEDGE OF ALLEGIANCE

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

PUBLIC PARTICIPATION

There was no public participation, but Mr. Athanas took a moment to introduce the Board of Trustees to Madeline Markowski, who will be working part-time as a Library Assistant in the Programs & Publicity Department and took over the graphic design of the monthly newsletter.

CALL FOR NEW BUSINESS

- NYS Construction Aid
- Investment Policy
- Shred-It Shredding Service

APPROVAL OF MINUTES

Motion by Mr. Clemens to approve the minutes of the regular Board Meeting minutes of May 22nd, 2025, as presented.

Second, Ms. Boyer.

AYES: ALL. Motion carried.

FINANCIAL REPORTS

Motion by Ms. Boyer to approve the financial reports for the period ended May 31st, 2025, as presented.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

Motion by Ms. Boyer to approve the payment of the following Warrants for June, 2025:

Supplemental Warrant for Payroll, dated May 31st, 2025, in the amount of \$185,783.54.

Warrant 6-25-1	\$	157,587.06
Warrant 6-25-2 (Gift)	\$	1,933.36
Warrant 6-25-3 (Debt Service)	\$	1,250.00
Warrant 6-25-4 (Capital)	\$	23,625.00

Second, Mr. Clemens.

AYES: ALL. Motion carried.

Mrs. Spinelli, Treasurer, reviewed the financial statements, warrants and payroll records for the June 6th and the June 20th, 2025, payrolls. Ms. Boyer, Finance Officer, also reviewed and approved the records for the June 6th and the June 20th, 2025, payrolls.

DIRECTOR'S REPORT

1. **Chalet Motor Inn Property:** Dave Clemens will be giving a quick talk about the history of the Chalet Property after the meeting.

2. Meetings:

a. Huntington/Smithtown Zone Meeting – June 16th:

1. **Trustee Training:** Will take place on October 28th at the Half Hollow Hills Community Library beginning at 6PM.
2. **Partnership of Automated Libraries in Suffolk (PALS):** Cooperatively purchasing a new software suite called LibraryIQ, which analyzes the collection and provides data and reports to better understand the Composition, Circulation & Performance of our collection
3. **Social Worker:** At this time, Family Service League has informed us that there have been no suitable candidates. However, Commack Public Library may be joining our small cooperative. With the additional hours at Commack, it would make the position a FT position at Family Service League.
4. **Zone Directors:** Joanne Albano started her new position as the Director of Commack PL and Jose Hernandez will soon be the new Director at Huntington PL. Elwood announced their new Director will be Beth Sullivan, former head of Children's Services at West Islip Public Library. She starts in the middle of July as Andy Saloman moves to the Assistant Director position at NENPL.

b. SCLS Member Library Director's Meeting – June 20th @ PJEFF Free Library:

1. SCLS Hired someone for the new **Government Relations** position.
2. **Lou DeRobertis**, the long time Network & Computer Services Head at SCLS, is retiring in August. His impact on Library Services and the technology was enormous. He will be missed!
3. **Federal Aid:** Funding for IMLS and NY State Library should be confirmed for this year, since it was approved by Congress. However, this will likely be the end of IMLS. E-Rate funding is before the Supreme Court to decide if the funding, through a telecom tax, is constitutional.
4. **Downloads:** There was a long discussion on the costs and sustainability of downloads. Most users have 1-3 items out at a time. 62k people had 140k items checked out. 43k people had 90k worth of holds.
5. **Civil Service:** Tom Melito's term is up as the Head of Suffolk County Civil Service. This is a political position. Analysts are retiring, putting more strain on current people. Lots of upcoming changes.
6. **Retirements:** Ted Gutman from Emma S. Clark Library, and Mike Squillante from Bayshore, will both be retiring.

3. Building:

- a. **Concrete/Sidewalks:** Work was completed on the Wyckoff (garage) entrance as well as the Ann Street staff entrance.
- b. **Renovation Project:** The project is moving towards a start date, likely in mid-July. Mr. Athanas, Mrs. Meglio and Mr. Cronin met with John Tanzi and members from Fidele Construction to pick out tile and colors in an effort to maintain the historic look of the Meeting Room Wing.

4. Services:

- a. **Notary:** With Jenn Handler leaving, the library has a pause in offering Notary services. Although Kathy Rath has passed the Notary exam, there is still some paperwork that has to be completed before we can open the service back up. Ultimately, we hope that Mrs. Rath will only be utilized as a backup to other staff who will be trying to attain their notary certification.

5. **Bank:** We are officially members of ConnectOne Bank as of June 13th, due to a merger with FNBLI, but have been assured by ConnectOne that very little will change and that they will honor and maintain our current interest rates.
6. **Phone Company:** We have moved to a new carrier, PM Communications, licensing through Optimum. This will be a significant savings for the library and allow us a single point of contact for all things phone related. We also moved our Fire Panel service from Verizon to Optimum.
7. **Dental, Vision & Life:** Corporate Synergies, our insurance brokers, recently negotiated a new contract for the NY Library Consortium due to rising costs associated with MetLife coverage. As a result of the negotiations, HPL is now contracted with *Guardian* for Dental, Vision and Life Insurance. The rates are lower and are locked in at a fixed increase for the next few years. The changeover is good for staff, but created a SIGNIFICANT amount of work in the Business office. With the new rates and a visit from our vendor discussing the new coverage, many staff members changed their coverage or added services, further increasing the work for the Business Office. Mr. Athanas thanked Kathy Rath and Patty Fellmeth for their work on the transition.
8. **Personnel:**
 - a. **Program Department:** Our new Program Department staff is up and running! The July newsletter is their first one! Karen McHugh, Maddy Markowski and Olivia Madigan are a great team!
 - b. **Circulation:** Willem Lynn and Amelia Semple have started training at Circulation. They are both quick learners and Elizabeth Lockwood has been very pleased with their efforts so far.
9. **Outreach:** Huntington PL's Director, Joanne Adam, has long been the point of contact for Zone libraries attending town festivals. Patty Moisan has been HPL's representative and recently attended the town's Pride Festival and the All-Abilities Expo. She also continues to do outreach by hosting story times at Noah's Ark UPK and other Preschools. Thank you to Patty Moisan for her amazing efforts!
10. **Sue Hope Retirement:** The library hosted a wonderful celebration and send-off for Susan thanks to the efforts of Mrs. Meglio and Mrs. McCarthy. Thank you to Dr. Hilgeman and Jenny Shore for attending on behalf of the Board to present Susan with a proclamation, highlighting their appreciation of the tremendous impact she has had on the staff, library patrons and Harborfields community through her work on the monthly newsletter, many programs and through the library's art gallery.

ASSISTANT DIRECTOR'S REPORT

- **Susan Hope's retirement:** Mrs. Meglio spent a few weeks planning Susan Hope's farewell and was able to gather emails from people she worked with over her 28-year career, which included members of the Friends, Book Shop volunteers, instructors, artists and former staff. Both the staff breakfast, and "clap-out" at the end of the day, brought Susan to tears. It was Susan's day and she was so deserving!! Thanks to Elizabeth Lockwood, Kim McCarthy, Vinny Capone and Brian Adams for coming in earlier than usual to help set up. We hope it was a memorable day for her. She will certainly be missed by all.
- **Climate Change and Libraries:** Mrs. Meglio was on a panel that did a presentation called "Climate Change and Libraries" at the Public Library Youth Services Leadership Summit sponsored by Library Journal & School Library Journal held at the Plainview/Bethpage Public Library. Also on the panel was Lisa Kropp, Director of Lindenhurst Library, and Joanna Goldfarb, the Sustainability Innovation Consultant at Ramapo Catskill Library System in Middletown, NY. The summit/conference took place over two days, May 29th and May 30th, and Mrs. Meglio noted that many former colleagues attended. There was even an acknowledgement by the Director of the Plainview/Bethpage Public Library of Susan Holden, former HPL YA Department Head and adjunct professor, who began her career in Young Adult Services.

- **Programming Department:** Mrs. Meglio is happy to see the collaboration between Maddy Markowski, Olivia Madigan and Karen McHugh in the Programming Department. Maddy and Olivia bring such great energy and fresh ideas to the table that she is encouraged about the future of the Department! Additionally, Mrs. Meglio invited Noah Reed, the Marketing and Publicity Coordinator from SCLS, to conduct an informational session for P&P and all interested staff on promoting events & services on social media platforms. The session will be held on Friday, July 3rd at 9:00 AM.
- **New Adult Art Reception:** Harborfields High School art teacher, Jeannie Ritter, approached us about displaying HF grads artwork in the former Long Island Room. We have been showcasing the National Art Honor Society artwork in that area for the past several years, but Jeannie thought it would be a nice idea to invite alumni back to share their work and connect with others. She collaborated with Kim McCarthy to organize a reception that was held this past Tuesday evening. The current artwork is from two former students and the display will run throughout the summer.
- **New Adults:** In an attempt to bring the twenty-something population back to the library, Olivia Madigan will host a book discussion in July catering to this age group, appropriately called “Between Chapters”.
- **Summer Reading Clubs:** “Color Our World” is this year’s theme. Each department has done an outstanding job decorating their rooms. The Suffolk County Library Tour kicks off July 1st. Each participating library received a color swatch and our color is Harborfields Heat Wave. We’ve placed it in a spot for visitors to locate and report back to the station set -up at Circulation where they will get their booklet stamped and color in the box for our library.
- **Summer Concert, Programs and Staff Events:** The concert scheduled for June 25th went on without a hitch and despite the heat, the community came out to enjoy the music from the *HooDoo Loungers*. The first of the (3) scheduled Summer Plant Swaps was a success thanks to volunteers Pam Flamm and Susan Matthews. Teen Librarian Mary Kim ran a successful Sourdough Starter class for staff which was enjoyed by all. Mary Kim and Kim McCarthy attended the pre-prom photo shoot at the Vanderbilt Museum with all of the Pages who are graduating this year.

DEPARTMENTAL REPORTS

The Board discussed the monthly Departmental Reports, always noting their appreciation for our amazing staff.

PERSONNEL REPORT

Motion by Ms. Boyer to approve the Personnel Report dated June 26th, 2025, and the resignation letters from Judy Boshnack, dated May 29th, Keira Lau, dated June 24th, and the retirement letter from Susan Hope, as attached.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

CORRESPONDENCE

There was a thank you note and accompanying picture from the members of the Harborfields High School Career Transition Program, with whom Mrs. Moisan has been working over the past year. There was also a picture highlighting “thank you” signs from the children at Noah’s Ark Nursery School in Centerport, where Mrs. Moisan conducted story times.

STATISTICS

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

OLD BUSINESS

There was no old business to discuss.

NEW BUSINESS

BALDESSARI & COSTER ENGAGEMENT LETTER/AGREEMENT

The Board reviewed the proposed 2025-2026 agreement from Baldessari & Coster, the library's accountants. It was noted that there was a small increase of the maximum fee to \$12,450 for the annual audit and related services.

Motion by Mr. Clemens to authorize Mr. Athanas, Library Director, or Mrs. Meglio, Assistant Library Director, to sign the Proposal of Services Agreement from our auditors, Baldessari & Coster, dated June 2, 2025, as attached.

Second, Ms. Boyer.

AYES: ALL. Motion carried.

MINIMUM STARTING SALARIES CHART

This item has been tabled until the reorganization meeting on July 8th due to the absence of two Trustees.

2025 NYS CONSTRUCTION AID GRANT

Mr. Athanas provided the Board with a list of potential Capital projects that could be included in the request for NYS Construction Aid for 2025 that would also fit into the current Building Improvement budget line, as well as fall below the bidding threshold. The following projects were highlighted:

1. LED Exterior Lighting on the Building
2. Roof Repairs – Slate Roof over the Ann Street Ramp Entrance
3. HVAC Split System – LAN Room (currently more than 20 years old and inefficient)
4. Sidewalk Repairs: Broadway steps, Bicycle Rack Area on Wyckoff, Wyckoff Steps

As the deadline to submit our application for a construction grant is approaching, this topic is tabled for further discussion.

INVESTMENT POLICY

The Board reviewed and discussed the proposed changes to the Investment Policy, last revised July 9, 2024.

Motion by Ms. Boyer to approve the revised Investment Policy (originally adopted 1/30/2007, revised 2/28/2013, revised 9/28/2023, revised 7/9/2024), which now includes ConnectOne Bank, formerly FNBLI, as attached.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

SHREDDING SERVICES

Mrs. Meglio had previously discussed a shredding service offered by a company called *Shred-It*, which is currently offered at neighboring Zone 4 libraries and provides a bi-weekly secure shredding service that is picked up at the library and traceable by patrons utilizing the service.

Motion by Ms. Boyer to contract with *Shred-It* to provide shredding bins and accompanying mobile shredding services at the library for patron usage with fees as discussed.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

PUBLIC PARTICIPATION

There was no public participation.

ADJOURNMENT

Motion by Mr. Clemens, seconded by Ms. Boyer, to adjourn the meeting. There being no further business, the meeting was adjourned at 11:24 a.m.

Respectfully submitted,

Katherine Rath for
Dr. Joyce Hilgeman, Secretary