



LIBRARY BOARD of TRUSTEES
Regular Meeting
June 27, 2024 – 10:00 a.m.

Board Members Present: Renee Boyer – President, David Clemens – Vice 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: Cristina Spinelli – Treasurer

PLEDGE OF ALLEGIANCE

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

PUBLIC PARTICIPATION

There was no public participation.

CALL FOR OLD/NEW BUSINESS

- Employee Handbook
- LILRC Membership Fee
- 2024 Library Construction Aid
- Minimum Starting Salaries

APPROVAL OF MINUTES

Motion by Mrs. Rieger to approve the minutes of the regular Board meeting of May 23rd, 2024 as presented.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

FINANCIAL REPORTS

Motion by Mrs. Rieger to approve the financial reports for the period ended May 31st, 2024 as presented.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

Motion by Mrs. Rieger to approve the payment of the following Warrants for June, 2024:

Supplemental Warrant for Payroll, dated May 31st, 2024, in the amount of \$175,772.50.

Warrant 6-24-1	\$ 133,630.73
Warrant 6-24-2 Gift Fund	\$ 4,493.46
Warrant 6-24-3 Debt Service	\$ 1,250.00
Warrant 6-24-4	\$ 900.53

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

Mrs. Spinelli, Treasurer, reviewed the financial statements, warrants and payroll records for the June 7th and the June 21st, 2024, payrolls. Mrs. Shore, Finance Officer, reviewed and approved the payroll registers for the June 7th and the June 21st, 2024, payrolls.

DIRECTOR'S REPORT

- **NYLAF:** The Library successfully opened the investment account with the New York State Liquid Asset Fund (NYLAF).
- **Book Displays:** In order to prevent the entire contents of a book display being checked out by one patron, books that are cataloged as “on display” are limited to 2 books per patron in the Library’s circulation system.
- **Sidewalks:** The project to install new sections of sidewalk on Ann & Wyckoff Streets is complete.
- **Speedbumps / Crosswalk:** Due to safety concerns for people walking to Pickle Park, the Library will add a speedbump and painted crosswalk in the rear lot closest to the Ann Street exit.

- **EV Update:** Unfortunately, the anticipated June install of the Electric Vehicle (EV) Parking/Charging has once again been pushed due to vendor issues. Our new target date is August, 2024.
- **Upholstery:** Local vendor, Tiza Upholstery in Huntington Station, completed the reupholstering of the chairs in both Quiet Rooms. This saved the library a significant amount in addition to being more sustainable by retaining and reusing the chair frames.
- **Thank you to the Friends of HPL:** A sincere thank you to the Centerport Garden Club for their annual planting of flowers surrounding the Library's American Flag on Broadway. Special thanks to Building Supervisor, Mike Cronin, for repainting and gold-leafing the Garden Club's dedication sign for that area. The Board greatly appreciates Mike's initiative in regularly undertaking these types of special projects.

ASSISTANT DIRECTOR'S REPORT

- **Cars and Coffee:** The library hosted another successful *Cars and Coffee* event on June 2nd. There were twenty cars participating. Thank you to Deli 51 for donating coffee for the event. The event raised \$211 for the Friends.
- **Plastic Film Recycling Program:** We are close to reaching our goal of 1000 lbs of collected clean plastic bags for the Trex recycling program, and in doing so, we will receive a Trex bench that we will raffle off to a lucky person during plastic free July. As we did last year, people who bring in their plastic to be recycled will receive a raffle ticket towards the bench. SCLS is now working with Home Depot to pick up the collected plastic from participating libraries. Last week was our first successful pick up.
- **Shredding Events:** Along the lines of recycling, we often receive requests and inquiries regarding paper shredding for our patrons and are looking into some options. Shredders have issues, being loud, easily overheated, possibly breaking down and then the question of the shredded material that is not recyclable. We are looking into other options from various companies such as Shred-it Containers and Iron Mountain.
- **NYLA Conference Presentation:** A presentation was submitted for consideration to be given at the NYLA Conference in Syracuse this November entitled "***Sustainably Grow Strong Community Alliances.***" We have been accepted and are scheduled to present on Friday, November 8th. Our presentation will focus on the relationships our library has with local government, the GCHA, the GCA, Friends of the Library, School District, Centerport Garden Club, local businesses and non-profits. The presenters will include Linda Meglio, Kim McCarthy, Mary Kim and Ikuko Kang. Their work with the Teens' Junior Friends Group and the Community Garden will be highlighted. The Board of Trustees applauds and encourages all the aforementioned employees to participate in the NYLA Conference based on their past and ongoing dedication to the library's sustainability efforts. They are proud that the staff of HPL has been asked to present on this important topic.
- **Staff Vending Machine:** The vending machine contract for the machine in the staff lounge has been terminated due to low revenue. Although this machine will be removed, we are pleased with the company that maintains the machine in the lobby and staff can take advantage of those items. We hope the increased sales in the lobby vending machine will encourage the vendor to leave the machine at the library for the foreseeable future.
- **Plant Swap:** We held a successful *Plant Swap* at the Library, the first one in a series of three on the third Tuesday of the month in June, July and August. We set up a booth and offered free garden advice thanks to a local gardener. Twenty-to-thirty people attended, good conversations were had and lots of plants were swapped! Special thanks to HPL Retiree, Susan Matthews, and to dedicated patron, Pam Flamm, for their invaluable help & participation.
- **Friends of HPL Outdoor Concert:** The annual outdoor concert featuring Santana cover band, *Milagro*, was incredible, extremely well-attended and could be heard for blocks surrounding the library. Many people noted that *Milagro* sounded as close to the real deal as one could hope. Fun was had by all!

DEPARTMENTAL REPORTS

The Board reviewed and discussed the Departmental Reports highlighting May activities and continue to enjoy reading these reports each month. They thanked all staff, but particularly noted that Ms. Gabrielle's report was excellent and that Mrs. Lockwood, Head of Circulation, should consider authorship because her report was exceptional.

PERSONNEL REPORT

Motion by Mrs. Rieger to accept the Personnel Report dated June 27th, 2024, as attached.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

CORRESPONDENCE

The Board read "Thank You" letters from Sue DeMasi for use of the library's new Studio 31, the Harborfields High School '23-'24 Leadership Class for use of the games from our Lending Library, a local family (Anjali, Clifton, Ava & Clifton III) who noted how warmly they were welcomed by the library staff as new members of the community and from Children's Department patron & avid reader, Clementine.

STATISTICS

The Board reviewed the statistics for May, 2024 and noted that there was an impressive increase in website usage.

OLD BUSINESS

EMPLOYEE HANDBOOK

The Board reviewed and discussed the final revised version of the Employee Handbook, which has been updated over the past year by the library's attorneys and by Library Administration. Although there were no substantial content changes, vague language was improved, policy links were added and links to NYS law citations were introduced where appropriate. The final version will be available online for all staff.

Motion by Mrs. Rieger to accept the revised Employee Handbook, as presented.

Second, Mrs. Shore.

AYES: ALL. Motion carried.

NEW BUSINESS

COVID-19 PROCEDURES

Due to a lack of further necessity, the Board discussed rescinding the library's established COVID-19 Procedures.

Motion by Mr. Clemens to rescind the COVID-19 Procedures as originally established in 2020.

Second, Mrs. Rieger.

AYES: ALL. Motion carried.

SEAL-COATING, REPAIR & RESTRIPING OF PARKING LOT ASPHALT

The library's parking lot has not been seal-coated in a number of years and is showing wear and tear, especially around sinking run-off drains. There are also a significant number of cracks, holes and the asphalt will require restriping. After reviewing the breadth of the project and the estimates received, the Board would like to proceed with the proposals from Orion Asphalt Maintenance since their estimates included more extensive services and were more cost effective than the closest competitor's proposals.

Motion by Mr. Clemens to accept the patchwork, crack, fill, seal-coat and line striping proposals from Orion Asphalt Maintenance, LLC, totaling \$12,500, with work to begin in July and end after the completion of the EV parking project since asphalt will be need to be repaired following that installation.

Second, Mrs. Shore.

AYES: ALL. Motion carried.

FNBLI AUTHORIZATIONS

Motion by Mrs. Rieger to remove ACH blocks on our Payroll and Flexible Spending bank accounts, at the maximum amounts designated and discussed, to prevent rejection of automatic withdrawals by authorized entities.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

Motion by Mrs. Shore to add Linda Meglio, Assistant Library Director, as an authorized user on all library bank accounts so that she can initiate services and/or approve transactions as necessary in the absence of the Library Director.

Second, Mrs. Rieger.

AYES: ALL. Motion carried.

LILRC MEMBERSHIP DUES

Motion by Mrs. Shore to approve our continuing membership in the Long Island Library Resources Council, which will include a 2% annual increase of dues and submit the ballot marked "YES" to LILRC, as provided.

Second, Mrs. Rieger.

AYES: ALL. Motion carried.

HPL MINIMUM STARTING SALARIES

The Board discussed the current Minimum Starting Salaries for HPL and reviewed a comparative chart of the starting salaries of other Zone libraries.

Motion by Mrs. Shore to approve the updated schedule of Minimum Starting Salaries for Harborfields Public Library, for the period of July 1, 2024 through June 30, 2025, as provided.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

2024 NYS CONSTRUCTION AID GRANT

Mr. Athanas provided the Board with an extensive list of potential Capital projects that could be included in the request for NYS Construction Aid for 2024. After discussing the practicality and community impact of the proposed projects, the Board decided to focus on updating heavily used areas in the Large Meeting Room wing, which will also impact areas that should be updated to conform with ADA recommendations and the needs of our patrons.

Motion by Mrs. Rieger to approve the projects, as outlined and attached, to be submitted for the 2024 NYS Construction Aid grant cycle and to contract with John Tanzi, Architect, to complete required paperwork for submission at his established fee.

Second, Mrs. Shore

AYES: ALL. Motion carried.

PUBLIC PARTICIPATION

There was no public participation.

ADJOURNMENT

Motion by Mrs. Shore, seconded by Mrs. Rieger, to adjourn the meeting. There being no further business, the meeting was adjourned at 11:40 a.m.

Respectfully submitted,

Katherine Rath for
Ellen Rieger, Secretary