

Board of Trustees
Annual Reorganization Meeting
Tuesday, July 8, 2025 @ 10:00 a.m.

Board Members Present: Jennifer Shore – President, Ellen Rieger – Vice President
Joyce Hilgeman, Ph.D. – Secretary, David Clemens – Trustee

Library Counsel: Robert Cohen, Esq., Bond, Schoeneck & King, PLLC

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

Absent: Renee Boyer – Finance Officer, Cristina Spinelli – Treasurer

PLEDGE OF ALLEGIANCE

The meeting was called to order at 10:02 a.m. by Jennifer Shore, President.

PUBLIC PARTICIPATION

There was no public participation.

CALL FOR NEW BUSINESS

- Minimum Starting Salaries
- Review of Organizational Chart (Handout)

OATHS OF OFFICE

Mr. Robert Cohen, Attorney from Bond, Schoeneck & King, PLLC, witnessed the reciting of the Oaths of Office by Mr. Athanas, Library Director, Mrs. Meglio, Assistant Library Director, and Mrs. Rath, Acting District Clerk for the Library's Budget Vote for the 2025–2026 fiscal year. Mrs. Spinelli, Treasurer, will take the Oath of Office on Friday, July 25th, 2025. Ms. Boyer, Finance Officer, who was absent for the meeting but re-elected for a second five-year term beginning July 1, 2025, must take the Oath of Office within the first (30) days of the 2025–2026 fiscal year, date to be determined. The original notarized oaths will be mailed to the Suffolk County Clerk and copies will be sent to the Huntington Town Clerk.

NOMINATIONS FOR BOARD OFFICERS FOR 2025–2026

In order to facilitate the smooth transition of officers and duties for the Board for the 2025–2026 fiscal year, effective July 1, 2025, nominations of officers were made as follows:

Motion by Dr. Hilgeman to nominate Mrs. Jennifer Shore as President.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

Motion by Dr. Hilgeman to nominate Mrs. Ellen Rieger as Vice President.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

Motion by Dr. Hilgeman to nominate Ms. Renee Boyer as Finance Officer.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

Motion by Mrs. Rieger to nominate Dr. Joyce Hilgeman as Secretary.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

Motion by Mrs. Rieger to nominate Mr. David Clemens as Trustee-at-Large.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

REORGANIZATION

Motion by Mrs. Rieger to authorize Mrs. Shore, President of the Board of Trustees, to sign the Treasurer's Agreement between Mrs. Cristina Spinelli and the Harborfields Public Library for the period of July 1, 2025 – June 30, 2026, at a new rate of \$1,000 per quarter, as attached.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

Motion by Mrs. Rieger to authorize Mr. Athanas, Library Director, to sign the Retainer Agreement for the firm of Bond, Schoeneck & King, PLLC, as attorneys for the Harborfields Public Library for the fiscal year 2025-2026, on the basis of a retainer fee of \$6,000.00 per annum, payable in monthly installments of \$500.00, as per agreement, and non-retainer services, including litigation, shall be paid by the library at the blended rate of \$225.00 per hour for any attorney from the firm that works on the non-retainer matter, as attached.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

Motion by Mrs. Rieger to authorize Mrs. Shore, President of the Board of Trustees, to sign the 2025-2026 Memorandum of Understanding for Mr. Athanas, Library Director, with revisions regarding compensatory time as struckthrough and initialed. Original document on file in the library's Office of Human Resources.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

Motion by Mrs. Rieger to authorize Mrs. Shore, President of the Board of Trustees, to sign the 2025-2026 Memorandum of Understanding for Mrs. Meglio, Assistant Library Director, with revisions regarding compensatory time as struckthrough and initialed. Original document on file in the library's Office of Human Resources.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

Motion by Mrs. Rieger to designate ConnectOne Bank, formerly the First National Bank of Long Island, as the primary depository bank for the Harborfields Public Library's General Fund, Capital MMA, Capital Checking, Debt Service, Gift, Accounts Payable, Payroll, Flexible Spending and Credit Card (for Square) Accounts for the 2025-2026 fiscal year.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

Motion by Mrs. Rieger to authorize Mr. Athanas, Library Director, Mrs. Meglio, Assistant Library Director, and Mrs. Rath, Senior Account Clerk, to initiate instructions via phone or otherwise for investments, inter-account transfers and wire transfers, and to invest Library funds available in excess of the amount needed for immediate operating expenses, at their discretion.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

Motion by Mrs. Rieger to appoint Mrs. Rath, as Clerk, to take the minutes at the Library Board Meetings subject to the approval of the Secretary of the Board of Trustees.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

Motion by Mrs. Rieger to appoint Mrs. Rath as Records Custodian for the Harborfields Public Library.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

Motion by Mrs. Rieger to appoint Mr. Athanas, Library Director, as Records Access Officer for the Harborfields Public Library and Mrs. Rath, Senior Account Clerk, as Records Access Officer in the absence of the Director of the Library.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

REORGANIZATION (continued)

Motion by Mrs. Rieger...

RESOLVED that the Board of Trustees of the Harborfields Public Library hereby authorizes the use of *Quickbooks* by the following designated employees of the library: Mr. Athanas, Mrs. Rath and Mrs. Fellmeth, provided that a record of all checks, signatures and transactions is maintained by such persons and that all checks and other documents imprinted by means of *Quickbooks*, and all voided checks and documents are entered therein, and such records are available for the Trustees at every meeting and whenever otherwise requested by a Trustee, and that no such checks or signatures are issued or negotiated without the approval of the Board of Trustees; and that these records will be provided to our accountants for review at their request and annually, for auditing purposes; and it is further **RESOLVED** that the persons so designated shall be charged with the responsibility of insuring the security and access to *Quickbooks* by limiting the number of authorized users by securing individual licenses, and by keeping secure all passwords for the persons so designated.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

POLICY REVIEW

CONFLICT OF INTEREST POLICY

The Conflict of Interest Policy (originally adopted 3/25/2014, reviewed 7/2021, 7/2022, 7/2023) was again reviewed by the Board - no revisions were made or suggested - and signed by the (4) Trustees present, Mr. Athanas, Library Director, and Mrs. Meglio, Assistant Library Director, as attached (signatures redacted). Ms. Boyer will sign the policy at a future meeting.

WHISTLEBLOWER POLICY

The Whistleblower Policy (originally adopted 11/25/2014, revised 3/24/22) was reviewed by the Board - no revisions were made or suggested - and signed by the (4) Trustees present, Mr. Athanas, Library Director, and Mrs. Meglio, Assistant Library Director, as attached (signatures redacted). Ms. Boyer will sign the policy at a future meeting.

CODE OF ETHICS POLICY

The Conflict of Interest Policy (originally adopted June 28, 2007, revised January 24, 2013) was reviewed by the Board - no revisions were made or suggested - and signed by the (4) Trustees present, Mr. Athanas, Library Director, and Mrs. Meglio, Assistant Library Director, as attached (signatures redacted). Ms. Boyer will sign the policy at a future meeting.

BYLAWS

The Bylaws of the Harborfields Public Library (originally adopted in 1972, revised July 2021) was reviewed by the Board - no revisions were made or suggested - and signed by the (4) Trustees present, Mr. Athanas, Library Director, and Mrs. Meglio, Assistant Library Director, as attached (signatures redacted). Ms. Boyer will sign the policy at a future meeting.

TRUSTEE EDUCATION POLICY

The Trustee Education Policy of the Harborfields Public Library (originally adopted in July of 2023 in compliance with the New York State Education Law Section 260-D) was reviewed by the Board and signed by the (4) Trustees present, as attached (signatures redacted). Ms. Boyer will sign the policy at a future meeting.

OPEN MEETINGS LAW

The Board of Trustees reviewed the Open Meetings Law Policy, as attached, which can be found on the Harborfields Public Library website, <https://www.harborfieldslibrary.org/policies/open-meetings-law>. The complete Open Meetings Law can be accessed at <https://www.nysenate.gov/legislation/laws/PBO/A7>.

ACCESS TO PUBLIC RECORDS (F.O.I.L.)

The Board of Trustees reviewed the Access to Public Records Policy, originally adopted 3/25/2014, which also includes the Freedom of Information Law Request (F.O.I.L.) form utilized by the library, as attached.

NEW BUSINESS

2025-2026 ORGANIZATIONAL CHART

The Board of Trustees reviewed the internal Organizational Chart showing the relationships between different positions and departments, illustrating the chain of command within the library. With a significant number of recent staff changes, the Board was grateful for the update.

MINIMUM STARTING SALARIES CHART

The Board of Trustees reviewed and discussed the proposed Minimum Starting Salaries Chart for 2025-2026.

Motion by Mrs. Rieger to approve the updated schedule of Minimum Starting Salaries for Harborfields Public Library, for the period of July 1, 2025 through June 30, 2026, as presented.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

JULY 24th BOARD MEETING

Three members of the Board of Trustees will not be able to attend the monthly meeting on July 24th due to unexpected travel. It will therefore be rescheduled in an effort to establish the required quorum. Since one member of the Board is not present at this meeting, we were unable to make a motion with a new date. Three proposed dates were suggested - July 28th, July 29th and July 30th, 2025. Email correspondence will follow to discuss availability of all Board members. The new date will be posted to the library's website prior to the meeting.

PUBLIC PARTICIPATION

There was no public participation.

ADJOURNMENT

Motion by Mrs. Rieger, seconded by Mr. Clemens, to adjourn the meeting. There being no further business, the meeting was adjourned at 10:27 a.m.

Respectfully submitted,

Katherine Rath for
Dr. Joyce Hilgeman, Secretary