



**LIBRARY BOARD of TRUSTEES
Regular Meeting
August 22, 2024 – 10:00 a.m.**

Board Members Present: Jenny Shore – President, Joyce Hilgeman, Ph.D. – Secretary,
David Clemens – Trustee

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

Absent: Ellen Rieger – Vice President, Renee Boyer – Finance Officer
Cristina Spinelli – Treasurer

PLEDGE OF ALLEGIANCE

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

PUBLIC PARTICIPATION

There was no public participation.

CALL FOR OLD/NEW BUSINESS

There was no old or new business added to the agenda.

APPROVAL OF MINUTES

Motion by Dr. Hilgeman to approve the minutes of the regular Board Meeting of July 25th, 2024, as presented.
Second, Mr. Clemens. AYES: ALL. Motion carried.

FINANCIAL REPORTS

Motion by Dr. Hilgeman to approve the financial reports for the period ended July 31st, 2024, as presented.
Second, Mr. Clemens. AYES: ALL. Motion carried.

Motion by Dr. Hilgeman to approve the payment of the following Warrants for August, 2024:

Supplemental Warrant for Payroll, dated July 31st, 2024, in the amount of \$177,136.15.

Warrant 8-24-1 \$ 217,390.67

Warrant 8-24-2 (Gift) \$ 140.52

Second, Mr. Clemens. AYES: ALL. Motion carried.

Mrs. Spinelli, Treasurer, reviewed the financial statements, warrants and payroll records for the August 2nd and the August 16th, 2024, payrolls. Ms. Boyer, Finance Officer, will review and approve the payroll registers for the July 5th and the July 19th, August 2nd and the August 16th, 2024, payrolls at a future meeting.

DIRECTOR'S REPORT

- **Cesspool Pump Rebuild, Lower Level:** Our rebuilt pump has been installed. However, we will need to have the second pump rebuilt in the next budget year.
- **Staffing:**
 - a. **Children's:** We continue to look for a part-time Children's Librarian. We are happy to report that we have some excellent prospects.
 - b. **Technical Services:** We recently hired a part-time Clerk, Rachel Bram, to work in Technical Services. Rachel was a Harborfields Library Page from 2015 to 2016, but went on to get her Master's Degree in Library Science. We hope to expand her duties in the near future.
 - c. **Circulation:** After (15) years working for us as a part-time Recreation Aid, Carole Cronin has been successfully reclassified with Civil Service to a Library Clerk (part-time). It is truly a pleasure to have her join our incredible Circulation Staff. We have also hired Olivia Madigan to fill an opening for a part-time Circulation Clerk position.

- **Social Worker:** We have partnered with the Family Service League and other Huntington area libraries to share the services of a licensed Social Worker. We welcome Gisella Mejia, who will providing services at the Library on Tuesdays from 10:00 a.m. to 1:30 p.m. Gisella, who has a Masters of Social Work from Stony Brook University, and speaks both English and Spanish, comes to us with a vast array of experience in clinical social work and case management.
- **Parking Lot update:** We are happy to report that the seal-coating project was completed in (2) days and included the raising of storm drains that had sunk over the years. Additionally, the library added a painted crosswalk, speed bump and walk/bump signs. Since completion, we have received positive feedback from families that are walking through the parking lot to use the park.
- **Greenlawn Nights:** The 2nd Greenlawn Nights event was held on August 7th. Once again, the library rented the SLED bus from SCLS which added to the success of another great event. We thank our staff, Patty Moisan, Kellie Franceschini, Mary Soergel, Sandy Bucher, Rhiannon Angeles, Yusra Ashraf, Elizabeth Lockwood, Sarah Schnepf, Jill Ferro, Kim McCarthy, Madison Page, Keira Lau, Arlee Peterson & Jessica Dean, for their invaluable participation.
- **Painting:** We contracted with a new vendor, KCD Painting, to replace our long-time vendor, “Eric the Painter”, who recently retired. Planned work will include power-washing, removal of chipped paint areas & repainting of the white trim and columns at the Broadway entrance. We hope to have the project completed prior to the Centennial Celebration.
- **EV Parking Project:** John Tanzi was finally able to report some progress with the EV Parking project vendor. Per the numbers quoted, the library’s portion of the project will be approximately \$34K. We will be using construction grant funds and expect to receive \$20K in the form of a grant from LIPA.
- **Meeting Room Wing:** Our Architect, John Tanzi, is working on obtaining a quote in order to complete the application for a NYS Construction Grant. Since this renovation would include updates to the current outdated bathrooms, and to the heavily used Kitchen Meeting Room, it will be an important project for our library and community. We estimate that the project will cost in excess of \$250k. However, with the help of construction grant funding, the cost to the library would be significantly less.
- **Audit:** Baldessari & Coster, Accountants, performed their independent annual audit of the library last week and all went well. We are looking at an excess of revenues over expenditures. The Board of Trustees thanked Patty Fellmeth and Katherine Rath for their work in providing the foundation for a successful audit.
- **Centennial Celebration:** The Centennial Celebration of our building will take place on Saturday, September 7th @ 11:00 a.m. A few hundred invitations were sent and we are happy to say that we should have a significant turnout based on positive replies. Scheduled events include opening of the 1924 Time capsule, Historical Marker dedication & remarks from invited guests. We hope that it will be a memorable event for the entire Greenlawn-Centerport community. The Board also thanked Vinnie Caputo and Mike Cronin for successfully unearthing the time capsule from the building’s cement cornerstone prior to the ceremony. The Board is grateful for their careful handling of the excavation and tremendous overall effort.

ASSISTANT DIRECTOR’S REPORT

- We reached our goal of collecting 1000 lbs. of plastic, earning our 5th Trex Bench. It coincided nicely with the raffle contest we ran last month during Plastic-Free July where patrons who dropped off their clean, clear plastic received a raffle towards a Trex Bench. Dr. Peter DeLuca was the lucky winner. SCLS will continue picking up the plastic we collect and we will start earning points for another bench in January.
- The last of the three Plant Swaps was held this past Tuesday. Thank you to Susan Matthews and Pam Flamm for volunteering. There were new members to the community that stopped by and it proved to be a nice opportunity to meet people and promote the library.

- The Summer Reading Clubs wrapped up with another successful summer of reading!
 - Adult had 241 participants who read a total of 869 books.
 - Teen had 140 participants with 28 participants having read 8 or more books.
 - Children had 478 participants who read a total of 2,676 books.
- Joe DeGroot recently completed trimming and grooming the grounds. However, while doing so, he noticed there was an issue with our water connection in the Native Garden. We put a call into the sprinkler system vendor and they are expected to repair the issue.
- A little note regarding passive programming, the puzzle table has brought people of all ages to the table and that has been nice to see. Also worth noting is the Vegetable Stand has been well stocked with local produce from the community.
- We received an invitation from Alison Matthews, Business Teacher and Industrial Advisory Board Coordinator from Harborfields High School, to attend the HF High School Career Connect, Trade and Talent Expo on November 19th from 10:00 AM – 12:00 Noon. This event will give high school students an opportunity to explore a variety of careers and trades by bringing together professionals from various industries to showcase their trades, share their career path and provide guidance and insight to interested students. There will be industry exhibits, career exploration sessions, panel discussions and college and apprenticeship information for those attending. Mrs. Meglio & Mrs. McCarthy will share their experiences in the field of Library and Information Science and give an insight to all the aspects of this profession.
- In addition to preparing for the Career Connect, Trade and Talent Expo, our group has been discussing and planning for our presentation titled *Sustainably Grow Strong Community Alliances* at the NYLA conference in November.
- Work continues on the Centennial Celebration. Thanks to Susan Hope, Brian Adams, Jenn Handler and Sarah Brown from the Greenlawn Civic Association. The e-blast invite was sent to our 7,000 subscribers and postcards were sent through the mail to selected people we hope will attend. The overall response has been well received with (50) people responding back within hours after the e-blast was sent.
- We met with Town Historian Robert Hughes this afternoon to discuss the placement of the Historical Marker which will be unveiled at the Centennial Celebration.
- As for the Friends involvement in the September event, Kerin DeSena and Barbara Oster will volunteer at the Friends Table giving away pencils engraved with the 31 Broadway address. Cookies will be supplied by Alexandria Serrano (Urban Coffee). Jill Ferro is our contact with the high school band teacher and is helping pull that together. The Children's Department may offer a small craft.

DEPARTMENTAL REPORTS

There were no Departmental Reports this month due to busy Summer Reading Club activities.

PERSONNEL REPORT

Motion by Dr. Hilgeman to accept the resignation letters from Steven Limbach, dated July 25, 2024, from Jessica Dean, dated August 17th, 2024, and to accept the Personnel Report dated August 22nd, 2024, as attached.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

CORRESPONDENCE

There was no correspondence this month.

STATISTICS

The Board reviewed and discussed the statistics for July & noted the increase in the circulation of materials, number of visits and in the number of programs offered and attended by patrons in all departments.

OLD BUSINESS

There was no old business to discuss.

NEW BUSINESS

GCHA

Motion by Dr. Hilgeman to allow the President of the Board, Jennifer Shore, to sign the Annual Rental Agreement between the library and the Greenlawn- Centerport Historical Association for the period of August 31st, 2024 through August 30th, 2025.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

NYLA

Motion by Mr. Clemens to approve travel & conference expenditures for Ryan Athanas, Linda Meglio, Kim McCarthy, Mary Kim and Ikuko Kang to attend the Annual NYLA Conference in Syracuse from November 6-9, 2024.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

POLICY REVIEW - Breastfeeding Law Change

The Board reviewed the library's current policy on breastfeeding & discussed the recent change to the law, which now dictates that employers are required to provide a paid 30-minute break for pumping, each workday, for up to three years. The HPL Employee Manual has been updated to include this change.

PUBLIC PARTICIPATION

There was no public participation.

ADJOURNMENT

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

Respectfully submitted,

Katherine Rath for
Dr. Joyce Hilgeman, Secretary