



LIBRARY BOARD of TRUSTEES
Regular Meeting
October 23, 2025 – 10:00 a.m.

Board Members Present: Jenny Shore – President, Ellen Rieger – Vice President, Renee Boyer – Finance Officer, 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: Cristina Spinelli – Treasurer

PRE-MEETING TOUR

Members of the Board of Trustees did an assessment of the library’s property and ongoing building improvement project prior to beginning the meeting.

PLEDGE OF ALLEGIANCE

The meeting was called to order at 10:07 a.m. by Jenny Shore, President.

PUBLIC PARTICIPATION

There was no public participation.

CALL FOR NEW BUSINESS

- Policy Review
- Suffolk County Board of Elections
- Banking – ACH Positive Pay

APPROVAL OF MINUTES

Motion by Mrs. Rieger to approve the minutes of the regular Board Meeting minutes of September 25th, 2025, as presented.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

FINANCIAL REPORTS

Motion by Mrs. Rieger to approve the financial reports for the period ended September 30th, 2025, as presented.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

Motion by Mrs. Rieger to approve the payment of the following Warrants for October, 2025:

Supplemental Warrant for Payroll, dated September 30th, 2025, in the amount of \$178,139.65.

Warrant 10-25-1 (Reissued Checks Due to Theft of Mail)	\$	87,849.16
Warrant 10-25-2	\$	163,527.71
Warrant 10-25-3 Gift	\$	1,300.00
Warrant 10-25-4 Capital	\$	89,122.50
Warrant 10-25-5	\$	22,550.00

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

Mrs. Spinelli, Treasurer, reviewed the financial statements, warrants and payroll records for the October 10th and October 24th, 2025, payrolls. Ms. Boyer, Finance Officer, also reviewed and approved the records for the October 10th and October 24th, 2025, payrolls.

DIRECTOR'S REPORT

- 1. Apologies** for missing Mrs. Meglio's September Board Report. She submitted it to Mr. Athanas, but he forgot to add it to the packet.
- 2. Meetings:**
 - a. LILRC's 34th Annual Conference Libraries and the Future – Change is Coming – October 17th:**

Our Library sent (4) people: Ryan Athanas, Linda Meglio, Kim McCarthy and Brian Adams. Speakers included Dr. Sandra Hirsch, Special Assistant to the Provost for AI Initiatives, San Jose State University, who spoke about the future of libraries – “Imagining the Next Generation of Libraries”, and Dr. Rajesh Sing, Division of Library and Information Science from St. John's University, who spoke about the challenges libraries face today.
- 3. Building:**
 - a. Renovation Project:**
 - i.** The walls have been sheet rocked, the HVAC units installed, rough electric & rough plumbing are complete. Stainless steel fabricator for the new ventilation in the Kitchen will be installed next Wednesday. Tile work is progressing and will be completed sometime next week.
 - ii.** The new technology for the kitchen is arriving. The Friends paid for (2) TV's. The 100" TV will be replacing the projection system and a 65" TV will be mounted over the cabinetry so patrons can see demonstrations on the island. A cooktop for the island will be purchased soon.
 - b. Trees:** TOH Parks Maintenance Supervisor, Mark Tyree, has been in contact and is trying to get the TOH to remove two dead trees that overhang Pickle Park from Library property. Still awaiting final word.
 - c. PSEG Rebate for EV:** The library still has not received the PSEG EV Parking rebate for \$20,000. We are working with PISO, the company that installed our ChargePoint EV system. This has required Kathy keeping tables on this and continuing to email both PISO and John Tanzi, our architect. They hope to have the rebate in our hands by the end of the year.
 - d. Brick Repair:** Trees and Bricks Landscaping has completed repair of broken bricks at the main entrance. This area settled and water is consistently forming a pool after it rains. The brickwork, about 15 years old, will need to be addressed soon, as it is all in poor shape.
 - e. Electrical Repair on Wyckoff:** WT Hickey is almost finished with the LED updates on the Wyckoff side of the building. The library is awaiting (3) fixtures for the overhang entering the building.
 - f. Roof Repair:** AJ Roofing's repairs to the slate roof on Ann Street and Broadway are scheduled to begin October 28th.
 - g. Sidewalk Repair:** The library will be scheduling this work as soon as the vendor, Mignones Masonry, is available.
- 4. Shredding Event:** The shredding event was a success but was less crowded than in the past. Since the library added the shredding bins, which are regularly filled to capacity, the need is reduced for this bi-annual program. Thank you to the Program & Publicity Department for their hard work in making the day run so seamlessly.
- 5. Great Give Back Event:** Another great day for the library. Many people attended and were even waiting in line for it to begin. Great to see items being reused rather than discarded.

6. Thank you's:

- a. **Mike Cronin & Vinny Capone.** A HUGE thank you to both Mike Cronin and Vinny Capone for their input, ideas and hard work, which are invaluable to the library. They both continue to go above and beyond for our Library. They have been helping Mr. Athanas with the new A/V setup for the Kitchen Meeting Room, which is saving the library a tremendous amount of money.
 - b. **Melissa Gabrielle:** Melissa has been excelling in Tech Services. With the impending shutdown of our major book vendor, Baker and Taylor, Melissa has been working tirelessly to fill the void with ordering from Amazon and by setting up new accounts with Ingram and Follett for future ordering. She has also presented many refreshing ideas for improvements in recent months.
 - c. **Patty Moisan:** Recently did an excellent job representing HPL at a meeting with NYS Assemblyman Steve Stern, who represents a small piece of our district.
 - d. **Linda Meglio:** Thank you to Assistant Director, Linda Meglio, for her efforts with Sustainability. It has really put our library on the map! Mrs. Meglio is regularly sitting on panels & is being invited to conferences to speak on the topic. She recently conducted a one-hour interview with Newsday!
 - e. **Kathy Rath:** Thank you to Kathy Rath for dealing with recent mail theft issues and banking updates to prevent fraud. The library will be converting to ACH Positive Pay immediately.
 - f. **Karen McHugh:** Doing an impressive job at her new post as the Head of Programs & Publicity.
 - g. **Reference Department:** Staffing is an issue, although we are working on remedying any shortfalls. Reference staff, and staff from other departments, have been filling-in.
 - h. **Brian Adams:** Thank you to Brian Adams for his commitment to outreach, particularly at Paumanack Village. He does an outstanding job helping our community.
7. **NYLA & PLA Conferences:** The library has not received any staff requests to attend the NYLA Conference in November, but has received a few requests for the PLA Conference in February. More information on PLA to follow.
8. **Storybook Halloween:** Our Children's staff has been preparing for their largest annual event, *Storybook Halloween*, which will take place this Sunday from 2-4 p.m. Thanks to the entire Children's staff for their hard work and to Kellie Franceschini for her dedication to making this popular program fantastic.
9. **Civil Service Test for Librarian I:** Scheduled for Saturday, October 25th. We have many staff members taking this test.

ASSISTANT DIRECTOR'S REPORT

- Mrs. Meglio summarized her September Assistant Director's Report since she was not in attendance. (Report attached).
- **AI Presentation:** Will take place on Monday, November 17th from 9:00 - 10:00 a.m. in the Small Meeting Room. All staff and Board members are welcome to join Nick Tanzi, Assistant Director of South Huntington Public Library, who will present an informational session on AI and its impact on public libraries. Nick is an internationally recognized Library Technology Consultant, and author of the books *Making the Most of Digital Collections Through Training and Outreach* (2016) and *Best Technologies for Public Libraries: Policies, Programs, and Services* (2020). Nick is a past column editor for Public Library Magazine's "The Wired Library," and was named a 2025 Library Journal "Mover & Shaker".
- **Emergency Training:** Mrs. Meglio was happy to read the positive feedback in the staff's September Board Reports regarding the emergency training conducted by Michael Griffin from Griffin Global Group. Mr. Griffin's presentation, report and recommendations were greatly appreciated. Mrs. Meglio thanked her colleague, Assistant Director of Westhampton Free Library, Jay Janoski, for recommending Mr. Griffin as a consultant.

- **Cars & Coffee – October 5th:** Kicked off October with the Cars & Coffee event, which was a great success! It was cancelled last spring due to weather conditions, but had a beautiful day this fall. Martyn Rotheram, local patron and employee at BAE (where he has served as a DJ for their company parties), provided DJ services for the event free of charge. There were (30) cars that attended in all and the raised \$323 dollars for the Friends. Bagels were purchased from Country Hot Bagels in Northport, Richters Orchards donated a crate of apples, and the library provided the coffee (thanks to Mike). Olivia Madigan created the signage and ballots to allow attendees to vote for the People’s Choice Award for “Best Car”. Thank you to Michelle Athanas & Ron Meglio for their help with the event.
- **SLJ Day of Dialog Presentation – October 9th:** Kim McCarthy and Mary Kim did a wonderful job presenting *Back to the Garden with Teens: Cultivating Meaningful Programs Through Community Gardens*. Day of Dialog is a national virtual conference and the presentation was seen as a professional development opportunity for librarians and educators throughout the country. While there were some technical glitches to start, the event coordinators were able to share the link from the recording.
- **The Great Giveaway – October 10th:** Coincided with the Suffolk County Libraries *Great Giveback Initiative*. This was the 4th year of participation for HPL and once again, the weather was perfect. This year, rather than have the community drop-off their items and come back later to “shop for free”, community members were able to drop-off and stay, which was a definite improvement. The staff members that volunteered were Ryan Athanas, Melissa Gabrielle, Brian Adams, Karen McHugh and Mary Kim. As always, Mike Cronin and Vinny Capone were a tremendous help, volunteering without even giving it a thought.
- **Native Plants Pick-up – October 16th:** The Library was awarded (10) additional plants. Thanks to Mike Cronin for getting them planted.
- **LILRC 34th Annual Conference Libraries and the Future: Change is Coming – October 17th:** At this year’s conference, the highlights included a wonderful opening session by Dr. Sandy Hirsch, Associate Dean of Academics at San Jose State University. Her book, *Library 2035: Imagining the Next Generation of Libraries*, was recently published. Mrs. Meglio purchased a copy for herself, and to share with staff, as the library begins to look and plan towards the future. Her presentation, *Navigating the Future: Change Management for the Next Generation of Libraries*, highlights learning from the past decade, pandemic, preparing for the unexpected & aligning services to meet the community’s changing needs. The conference closed with a presentation by Clinical Psychologist, Dr. Samuel Cobert.
- **Newsday Article:** Alex Blend (SCLS – Head of the Sustainable Libraries Initiative) and Roger Reyes (SCLS – Assistant Director) contacted Mr. Athanas and Mrs. Meglio asking if they would be interested in sharing some of the library’s sustainable accomplishments with Newsday because they are doing a series about libraries in the *Long Island Life* section of the Sunday paper. Reporter, Ellen Verse, called Mrs. Meglio and was primarily interested in the *Giving Garden*, in addition to all the amazing things HPL has done including EV charging stations, new HVAC, native garden, shredding bins, mason bees, etc. Mrs. Meglio also shared Mary Kim’s contact info with Ellen. She was very interested in seeing the garden and may stop in next Wednesday when Mary, and OMS Science teacher Monica Zenyuh, demonstrate how to harvest the mason bee cocoons.
- **Friends of the Library:** Mrs. Meglio was able to step-in as the library’s liaison at the October meeting, as Mrs. McHugh was on vacation. As discussed at the meeting, since the Friends sponsor most of our Sunday concerts, the Friends intend to have more of a presence at these events going forward. For the last concert, Dale Ketcham put together a beautiful basket that was raffled off.
- **Breast Cancer Awareness Month:** Mrs. Meglio commended Olivia Madigan on her commitment to honoring Breast Cancer Awareness month.

- **Executive Session – September:** If the Board has any questions regarding September’s Executive Session, Mrs. Meglio is happy to discuss upon request.

DEPARTMENTAL REPORTS

The Board appreciated all contributions from the staff’s monthly Departmental Reports and took note of comments regarding the removal of the PVC barrier from the Reference Desk.

PERSONNEL REPORT

Motion by Mrs. Rieger to approve the Personnel Report dated October 23rd, 2025, as attached.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

CORRESPONDENCE

- Thank you from “Martyn” for the *Cars & Coffee* event.
- Thank you from Daryl Grabarek to Linda Meglio, Kim McCarthy and Mary Kim for their presentation at the *Day of Dialog*.

STATISTICS

The Board reviewed and discussed the statistics for September, 2025, and noted the significant increase in website usage.

OLD BUSINESS

WYCKOFF STREET

The Board discussed their findings from the walk of the property, in particular, the sidewalk, landscaping and trees on Wyckoff Street. At this time the Board will not proceed with making a formal, paved cut-through from the exterior sidewalk on Wyckoff to the Main entrance of the library. Handicap parking & sidewalk cut-outs, were also discussed.

CAROL ALBANO MEMORIAL

Mr. Athanas shared a picture of the recently purchased “Reading Haven”, which will be placed in the Children’s Room in Carol Albano’s memory. This uniquely designed haven features a roof imprinted with realistic images of a beautiful spreading tree canopy, and two built-in book display shelves for favorite books, which encourage children to go inside for a relaxing read. This adorable and cozy wooden nook will have an added sign dedicating it to Carol. This new “haven” is expected to be delivered within a few weeks. Ms. Boyer offered to speak with Carol’s daughter, Joanne, regarding this memorial.

NEW BUSINESS

APPOINTMENT OF ABSENTEE BALLOT DESIGNEE & ACTING DISTRICT CLERK – APRIL 14th, 2026

Motion by Mrs. Rieger to appoint Mr. Ryan Athanas, Director of the Harborfields Public Library, or his designee, for the purpose of accepting absentee ballots for the Harborfields Public Library Budget Vote and Trustee Election to be held on Tuesday, April 14th, 2026.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

Motion by Mrs. Rieger to appoint Mrs. Katherine Rath to serve as Acting District Clerk at the Harborfields Public Library Budget Vote and Trustee Election on Tuesday, April 14th, 2026.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

SCLS OPERATING BUDGET – DRAFT

A draft of the proposed SCLS 2026 Operating Budget was provided. A vote will be required at a future meeting.

CHILDREN'S ROOM - IPADS

The library has received some feedback from parents and caregivers regarding the availability of the iPads in the Children's Room. Concerns include the iPads being a distraction for Children when parents are hoping to encourage traditional reading, use of STEM toys, and imaginative play while at the library versus use of electronics. In an effort to address these concerns, Mr. Athanas and Mrs. Moisan have concluded that a few new iPads and launchpads will be made available at the Children's Desk and can be checked out upon request. This will closely follow our mission as a *Family Place Library*. "The overall goal of Family Place Libraries is to develop and institutionalize a family friendly environment by transforming libraries into community centers for literacy, early childhood development, parent education and engagement, family support and community information."

POLICY REVIEW

The following policies were reviewed and/or revised by the Board of Trustees: 1.) Budget, 2.) Deposit of Funds, 3.) Financial Integrity & Accountability, 4.) Public Awareness, 5.) Confidentiality - REVISED.

Motion by Mrs. Rieger to approve the policies as attached.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

SUFFOLK COUNTY BOARD OF ELECTIONS

Beginning January, 2026, the Suffolk County Board of Elections has notified libraries that they will no longer offer equipment and/or support services for library, school or municipal elections. However, they will continue to provide necessary voter registration lists and all labels for Permanently Disabled and Military Absentee Voters. They have also offered to allow libraries to obtain their existing tabulator machines and privacy booths, free of charge, on a first come, first served, basis. Mrs. Rath requested (2) privacy booths but opted to forego getting a tabulator machine due to the excessive cost of licensing and maintenance for these machines. SCBOE has also provided information for an independent company that offers all services, although the fees are high. As it stands, the library intends to continue to utilize paper ballots and will purchase an official ballot box, but will also use BOLD systems for voter sign-in on iPads. This should allow the library to avoid excessive costs associated with our annual vote.

ACH POSITIVE PAY

Based on the library's recent bout with mail and check fraud, ConnectOne Bank has required HPL to utilize their ACH Positive Pay system. This will require an upload of all check numbers, dates, payees and amounts in order for the bank to allow checks to clear our accounts. Mr. Athanas and Mrs. Rath will be trained on this system within the coming week. Unfortunately, we cannot prevent the stealing of mail, but this is a step towards further safeguarding the library's funds.

PUBLIC PARTICIPATION

There was no public participation.

ADJOURNMENT

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

Respectfully submitted,

Katherine Rath for
Dr. Joyce Hilgeman, Secretary