

DIRECTOR'S REPORT

1. Meetings:

a. Suffolk Cooperative Library System Telecom (Bandwidth & Firewalls) 11/24/2025:

- i. Expiring contract with Crown Castle on 6/30/2026. SCLS received quotes from Lightpath, Crown Castle, EM3, Verizon and Optimum. Lightpath was the clear winner for cost as well as for providing a whole solution – bandwidth, firewall and content filtering.
- ii. We currently pay for 500 Mbps of bandwidth at a cost of \$12,200. Our Firewall was paid for by PALS. Lightpath will cost the library \$12,000 annually for 1Gbps, firewall appliance included.
- iii. Over 50 libraries will be included in this 5-year contract.
- iv. New appliance will be cloud based – all settings are in the cloud. If the appliance fails for any reason, a new one is put in place and all settings are restored from the cloud.
- v. Cloud based management – administration can be from anywhere.
- vi. Nassau Library System has been up with Lightpath for about a year.
- vii. Projected 5-year cost for 1Gbps service will be \$12K per year or \$60k Total. If we go to 2Gbps, it will be \$15.5k per year or \$77.5k Total. TBD!!

2. Building:

a. Renovation Project:

BATHROOMS

- i. We are getting closer to completion! The tilework is mostly completed in both bathrooms. HVAC is installed for the first time in the history of these bathrooms (1924 for the Women's Room and 1991 for the Men's Room)! The Men's Room, since it was created in 1991 from a sectioned off piece of a classroom (now Kitchen), was able to have a ceiling height increase. The Women's Room, original to the building in 1924, lost 3" of height due to the addition of HVAC conversion.
- ii. Plumbing is completed in the bathrooms & electrical work is being finished up. Some of the new wall sconce lighting arrived damaged and two of the mirrors arrived damaged. We are awaiting replacements.
- iii. Lighting is LED and has built-in timers to turn on in AM hours and off in PM hours.
- iv. Up next will be the vanities, plumbing fixtures and automatic door installation.
- v. The last piece will be the stall dividers, which unfortunately will not be available until mid-December.

KITCHEN

- vi. Most of the electrical work has been completed. The new vent hood and roof-mounted ventilation system are done. We are awaiting word from the architect regarding the finished look of the vent hood.
- vii. Cabinets are due to be installed today! The floor is due to be installed on Friday. Soon after, we can begin the technology installation.

A heartfelt and tremendous thank you to Mike Cronin for his invaluable contribution to this project. As always, Mike has gone above and beyond by completing all of the additional projects required as a result of the demolition and renovation. He is also working closely with the construction team to oversee the project on a daily basis.

- b. **PSEG Rebate for EV:** We still have not received our PSEG rebate for \$20,000. PISO has reached out to PSEG for an update.

- c. Brick Repair:** There was damage to the 1924 bricks in the courtyard, which are suspected as being the culprits to allowing moisture into the old women's room. There was once a window there and piping for the old HVAC system pre-2003 renovation.
 - d. Electrical Repair on Wyckoff:** WT Hickey finished the Wyckoff exterior building LED conversion, but at our request, they are looking into finding brighter fixtures for the main entrance overhang.
 - e. Roof Repair:** AJ Roofing's repairs to the slate roof on Ann Street and Broadway are complete.
 - f. Sidewalk Repair:** Mignones Masonry has completed their repairs.
- 3. Staff:**
- a.** We welcomed Sam Alafnourian and Sharron McDevitt at Circulation.
 - b.** Children's is still in need of some additional staffing due to some part-time employees being out with injuries. There has been an underwhelming response to the job posting.
 - c.** Adult Reference received an outstanding response to the job postings for part-timers. We hope to hire (2) additional employees to complete the part-time roster by the end of the year.
- 4. Harborfields High School:** The high school was formally celebrated this week after earning a National Blue-Ribbon distinction, a high-honor from the U.S. Department of Education, a recognition that highlights exceptional academic performance and sustained progress in closing achievement gaps. Although the federal program was later canceled nationwide, district leaders held a celebratory recognition ceremony at the Nov. 19th Board of Education meeting to honor the school's accomplishment and the work that led to it.
- 5. Storybook Halloween:** This event was highlighted in many of the Departmental reports, but our staff made it all possible. Special thanks to Kellie Franceschini for her continuing hard work in making the event great and to Patty Moisan for her always tremendous contribution! This event was exceptionally well-attended and is a favorite within the community.
- 6. Departmental Reports:** After reading the reports, it just stands out how everybody is engaged, quietly doing incredible work for the community....
- 7. Peter Hoss Trio:** Shout out to Renee Boyer's son, Peter Hoss. About (65) people attended this amazing jazz concert extravaganza, which was given free of charge to the library and community.

ASSISTANT DIRECTOR'S REPORT

- **AI Presentation:** On Monday, November 17th from 9:00 - 10:00 a.m., Nick Tanzi, Assistant Director of South Huntington Public Library, presented an informational session on AI and its impact on public libraries. His presentation was well attended and well received by staff. In general, Nick spoke of the common use of AI as an assist, such as ChatGPT, but emphasized that the outcome is based on the words or description that you provide. He also discussed AI's impact on sustainability and copyright, which are two major concerns for public libraries.
- **Training:** Mrs. Meglio virtually attended a program on *Anticipating and Resolving Workplace Complaints*, the second in a 3-part series offered through LILRC, the Long Island Library Resources Council. The presentation was given by professor and attorney, Joshua Bienstock, who is from the New York Tech School of Management. The topics presented were:
 - Common Employee Complaints
 - What Can Be Done in Advance to Reduce Complaint
 - How to Respond When an Employee Complains
 - How to Investigate a Complaint
 - How to Resolve a Complaint Internally
 - How to Resolve a Complaint Externally

- **Newsday Article:** As mentioned in last month's report, Newsday ran an article in Sunday's Long Island section regarding libraries that are participating in the Sustainable Libraries Initiative. The article highlighted the work Mary Kim has done with the teens at the community garden and featured the collaboration between Monica Zenyuh and Mary as they conducted a demonstration of the harvesting of Mason Bees.
- **Friends of the Library:** The Friends put together a beautiful basket for the Friends' sponsored concert in November and one for the Craft Fair. The one that was raffled off during the Craft Fair seemed to be a hit, as there was plenty of engagement at their table.
- **The Librarians Movie:** Staff and Board members attended the screening of *The Librarians* at the Cinema Arts Center in Huntington. The screening was a sold-out event. Colleagues from neighboring libraries were also there. The film was incredibly enlightening and informative regarding what libraries around the country are facing surrounding book banning and governmental dictates on the books they deem fit for school libraries.
- **Staff Recognition and Holiday Party:** We will be holding a Staff Recognition Breakfast on Tuesday December 9th at 9:00 a.m. This year we will be recognizing Mike Cronin – 20 years, Kim McCarthy – 10 years and Karen McHugh – 10 years. The Staff Holiday party will be at *Off Broadway* at 5:00 p.m. on Friday, December 12th. All are welcome to attend.

DEPARTMENTAL REPORTS

The Board appreciated all contributions from the staff's monthly Departmental Reports and took note of comments regarding Mary Kim's and Ikuko Kang's work with the English Learners group, the new Adult Battle of the Books, Brian Adams' outreach work with the residents at Paumanack Village, and the positive feedback from parents regarding the relocation of the iPads in the Children's Department. The Board was also particularly impressed with contributions from Elizabeth Lockwood and Melissa Gabrielle.

PERSONNEL REPORT

Motion by Mr. Clemens to approve the Personnel Report dated November 25th, 2025, as attached.

Second, Ms. Boyer.

AYES: ALL. Motion carried.

CORRESPONDENCE

- Letter and generous accompanying donation from The Shore Foundation (Jennifer & Peter Shore).
- Thank you letter from *Birthday-in-a-Duffle* program for the library's contribution to creating "birthday magic" for children in need.
- Letter regarding HACO (from anonymous author).

STATISTICS

The Board reviewed and discussed the statistics for October, 2025, and noted the large increase in door counts signifying heightened library usage.

OLD BUSINESS

CAROL ALBANO MEMORIAL

Mr. Athanas discussed how the library will be introducing signage honoring Carol beyond the installation of the "Reading Haven" in the Children's Department. Mr. Athanas is waiting on designs and renderings for the signage, which will be presented to the Board of Trustees for consideration.

NEW BUSINESS**2026 SCLS OPERATING BUDGET & TRUSTEE ELECTION**

The Board discussed the SCLS Proposed FY 2026 Budget and the election of proposed incumbent candidate, Eileen Sullivan (South Huntington), running for the SCLS Board of Trustees.

Motion by Dr. Hilgeman to approve the SCLS FY 2026 Budget, as attached, and to elect Eileen Sullivan to serve on the SCLS Board of Trustees for the Towns of Huntington and Smithtown for a term beginning January 7th, 2026 & ending December 31st, 2028, and to sign ballots accordingly.

Second, Ms. Boyer.

AYES: ALL. Motion carried.

2026 PLA CONFERENCE

Mr. Athanas received requests from Patricia Moisan and Brian Adams to attend the PLA Conference in Minneapolis, MN, from April 1st-3rd, 2026, as a part of their professional enrichment.

Motion by Mr. Clemens to approve expenditures for Patricia Moisan, Head of Youth Services, and Brian Adams, Adult Services Librarian, to attend the 2026 PLA Conference in Minneapolis, MN, from April 1st-3rd, 2026, based upon current estimates, customary maximums and budgetary limitations, as discussed.

Second, Ms. Boyer.

AYES: ALL. Motion carried.

CAPITAL PROJECTS ACCOUNT TRANSFER

Following the audit presentation, the Board would like to discuss transferring funds to the Capital Account to establish reserves in order to cover future building repairs & projects. This topic has been tabled until Mr. Athanas is able to present additional budgetary information.

PUBLIC PARTICIPATION

There was no public participation.

ADJOURNMENT

Motion by Ms. Boyer, seconded by Dr. Hilgeman, to adjourn the meeting. There being no further business, the meeting was adjourned at 11:32 a.m.

Respectfully submitted,

Katherine Rath for
Dr. Joyce Hilgeman, Secretary