

LIBRARY BOARD of TRUSTEES
Regular Meeting
May 22, 2025 – 10:00 a.m.

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

Library Staff: Ryan Athanas – Library Director, Linda Meglio – Assistant Library Director,

Absent: Renee Boyer – Finance Officer, Cristina Spinelli – Treasurer,
Katherine Rath – Senior Account Clerk

PLEDGE OF ALLEGIANCE

The meeting was called to order at 10:15 a.m. by Jenny Shore, President.

PUBLIC PARTICIPATION

There was no public participation.

CALL FOR NEW BUSINESS

There was no new business added to the agenda.

APPROVAL OF MINUTES

Motion by Mrs. Rieger to approve the minutes of the regular Board Meeting minutes of April 24th, 2025, as presented.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

FINANCIAL REPORTS

Motion by Mr. Clemens to approve the financial reports for the period ended May 31st, 2025, as presented.

Second, Mrs. Rieger.

AYES: ALL. Motion carried.

Motion by Mr. Clemens to approve the payment of the following Warrants for May, 2025:

Supplemental Warrant for Payroll, dated April 30th, 2025, in the amount of \$185,297.77.

Warrant 5-25-1 \$ 125,675.21

Warrant 5-25-2 (Gift) \$ 1,707.65

Warrant 5-25-3 (Debt Service) \$ 463.50

Second, Mrs. Rieger.

AYES: ALL. Motion carried.

Mrs. Spinelli, Treasurer, reviewed the financial statements, warrants and payroll records for the May 9th and the May 23rd, 2025, payrolls. Ms. Boyer, Finance Officer, will review and approve the records for the May 9th and the May 23rd, 2025, 2025, payrolls at the next meeting.

DIRECTOR'S REPORT

- 1. SCHOOL DISTRICT VOTE:** Congratulations to the Harborfields Central School District. The school budget passed 817 to 165. They stayed within the cap at 2.64%, and two new Trustees were elected: Dr. Jeanette Wojcik and Becky Dorsogna, who replaced Coleen Wolcott and Hansen Lee. Mr. Athanas congratulated Dr. Manning and he thanked us for our support.
- 2. Meetings:**
 - a. Huntington/Smithtown Zone Meeting:**
 - 1. State Budget:** Has been completed and Library Operating Aid is \$106.325M, which is up by almost \$2.5M. Construction Aid is \$44M, same as last year. \$3.1M of NOVEL (State Library).

- 2. Madeline Markowski:** We hired Maddy to fill the position in Programming. She is a PT Library Assistant with knowledge of graphic design, art history, makerspaces and social media. She started last week and we are very excited to have her on the team!
- 3. Karen McHugh:** Karen has been working with Sue Hope for the past few weeks. Mr. Athanas is incredibly grateful that we had someone with her skills already on staff, making this key position, held by someone that has been here 28 years, a much easier transition.
 - b. Assistant Director:** Mr. Athanas discussed the invaluable contributions made by Mrs. Meglio in managing both the Security and P&P Departments. He also acknowledged his gratitude for her expertise and thoughtfulness in coordinating staff events, staff farewells & retirement celebrations since these types of events contribute significantly to positive staff morale.
 - c. Circulation:** With the departure of Circulation Clerk, Joyce Pardee, at the end of this month, we hired two new PT Clerks - Willem Lynn and Amelia Semple. Joyce has been a ray of sunshine since she started as a Book Shop Volunteer, then as an Adult Page, and finally as a Circulation Clerk. She will be missed.

ASSISTANT DIRECTOR'S REPORT

- As a follow up to last month's meeting, the letters to the neighbors on Wyckoff St regarding the removal of the Bradford Pear Trees were sent via USPS on or around May 9th and we've not received any responses, either positive or negative, as of this meeting.
- Most of the month consisted of Mrs. Meglio familiarizing herself with Jenn Handler's duties. This included items in Canva and in the Museum Key software so that Mrs. Meglio can pull analytics regarding Museum passes and the Library of Things. Jenn also shared the process of reserving the movie screen from SCLS to host the outdoor movie, *Minecraft*, on August 18th.
- Mr. Athanas and Mrs. Meglio interviewed and hired part-time Librarian Assistant, Maddy Markowski, to work alongside Karen McHugh in the Programming Department. She has excellent design skills, which will eliminate the cost of designing the newsletter offsite. For now, the look of the newsletter will stay the same however, we are open to new improvements once her and Karen settle into their new positions.
- This year's Friends' Craft and Flea Market was a success. It was a beautiful day and the front circle was busy. The Friends had a table set-up and they were raffling off a basket with a substantial number of entries. All-in-all, a worthwhile event!
- A lovely staff breakfast was held in honor of Jenn Handler's transition to a new job at the Commack Library as an Administrative Assistant to new Director, Joanne Albano, and to wish her well in her new position. Needless to say, she was very happy and appreciative of the recognition. Susan Hope's last day will be June 18th and we are planning to host a staff breakfast for her as well.
- Mr. Athanas and Mrs. Meglio recently met with Olivia Madigan to discuss options for Olivia to work in the Programming Department along with Karen McHugh and Maddy Markowski. She seemed thrilled about the prospect. As it stands now, she is scheduled to run a book discussion group for 18-28-year-olds in July for Kim McCarthy in order to test out her skills. Kim is especially interested in reaching that specific age group and Olivia seems confident that there will be an interest.
- With Olivia Madigan starting in the P&P Department, she had many questions regarding Civil Service. Although Mrs. Meglio did her best to answer, it prompted her to inquire regarding holding an information session at the library for staff since Civil Service policies and standards can be hard to navigate. Mrs. Meglio is waiting on a reply from Civil Service regarding scheduling.

- The Plant Swaps will continue this Summer on the third Tuesday of each month. The first one is June 17th. Mrs. Meglio reached out to Pam Flamm and Susan Matthews and asked if they would be interested in volunteering to offer assistance and plant advice. Pam replied back and said she would be interested. Duong Vu from the Western Suffolk Alliance for Pollinators is planning a garden tour of local native gardens in our community for August 20th and asked if we would consider taking part. Since this requires little effort on our part, we're happy to participate and show off our beautiful garden.

DEPARTMENTAL REPORTS

The Board discussed the monthly Departmental Reports and noted that they are grateful for the well-written and informative submissions.

PERSONNEL REPORT

Motion by Dr. Hilgeman to approve the Personnel Report dated May 22nd, 2025, and the e-mail resignation letter from Jennifer Handler, dated April 10th, 2025, 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 April, 2025.

OLD BUSINESS

CAROL ALBANO MEMORIAL DEDICATION

Mrs. Rieger, Ms. Boyer & the Board of Trustees are still working towards determining an appropriate memorial(s) to honor former Library Director and friend, Carol Albano. The committee also intends to speak with Carol's daughter to discuss more options.

NEW BUSINESS

POLICY REVIEW

This item was tabled.

NYLAF / NYCLASS INTEGRATION

Motion by Mrs. Rieger to allow Mr. Athanas to sign the attached "Municipal Cooperation Resolution" in order to allow Harborfields Public Library to move any existing funds from NYLAF to NYCLASS as a result of their integration.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

JUNE BOARD MEETING

Motion by Mrs. Rieger to move the upcoming June 26th, 2025, Board meeting from 7:00 p.m. to 10:00 a.m.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

EXECUTIVE SESSION

Motion by Dr. Hilgeman to go into Executive Session at 11:25 a.m. to discuss the medical, financial, credit or employment history of a particular person or persons.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

Motion by Dr. Hilgeman to come out of Executive Session @ 11:36 a.m.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

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 11:37 a.m.

Respectfully submitted,

Katherine Rath & Ellen Rieger for
Dr. Joyce Hilgeman, Secretary

DRAFT