



LIBRARY BOARD of TRUSTEES
Regular Meeting
March 27, 2025 – 7:30 p.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,

PLEDGE OF ALLEGIANCE

The meeting was called to order at 7:42 p.m. by Jenny Shore, President, immediately following the Budget Information Hearing and presentation.

The regular order of business was suspended so that Architect, John Tanzi, could present information and provide specifics regarding the proposed building improvement project for which we were awarded a 2024 NYS Construction Aid grant. Bids for the project, as outlined in our legal ad “Notice to Bidders”, are due to the library on April 10th, 2025. Further discussion regarding the project will continue following the opening of bids.

PUBLIC PARTICIPATION

Kim McCarthy, Young Adult Services Librarian, remained in attendance for the regular meeting. Since she remained, the Board took the opportunity to congratulate the Young Adult Advanced Battle of the Books Team for winning 1st place in the recent competition and thanked Mrs. McCarthy and Mrs. Kim for their tremendous dedication to, and support of, the members of the team. Mrs. McCarthy noted that the team not only won the competition through their exceptionally hard work, but was also awarded the honor of “the team you would like to be on if you weren’t on your own” by their fellow competitors based on their outstanding positivity.

CALL FOR NEW BUSINESS

No new business was added to the agenda.

APPROVAL OF MINUTES

Motion by Dr. Hilgeman to approve the minutes of the regular Board meeting of March 27th, 2025, as presented.
Second, Ms. Boyer. AYES: ALL. Motion carried.

FINANCIAL REPORTS

Motion by Mrs. Rieger to approve the financial reports for the period ended March 31st, 2025, as presented.
Second, Dr. Hilgeman. AYES: ALL. Motion carried.

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

Supplemental Warrant for Payroll, dated February 28th, 2025, in the amount of \$185,794.51.

Warrant 3-25-1	\$ 130,675.25
Warrant 3-25-2 (Gift)	\$ 2,529.78
Warrant 3-25-3 (Capital – EV Parking)	\$ 54,512.00
Second, Dr. Hilgeman.	AYES: ALL. Motion carried.

Mrs. Spinelli, Treasurer, reviewed the financial statements, warrants and payroll records for the March 14th and the March 28th, 2025, payrolls. Ms. Boyer, Finance Officer, also reviewed and approved the records for the March 14th and March 28th, 2025, payrolls.

DIRECTOR'S REPORT

1. Meetings:

a. Huntington/Smithtown Zone Meeting:

- i. **Trustee Training at HHHCL change in time:** 10/28 from 6-8PM
- ii. Zone Libraries were asked to participate in the Huntington Pride Festival and the All Abilities Expo
- iii. Zone Libraries discussed how they handle staff development days, including closing for a day/half day.
- iv. Library Advocacy and a letter writing campaign was discussed and the value of mailing letters vs. emailing vs. calling. (Sample attached).

b. SCLS Quarterly Member Library Director's Meeting:

- i. **SCLS has created a new position called Government and Community Relations Coordinator.** They will have an opportunity to work with library leaders from around NYS as well as with library administrators, trustees, supporters, legislators and their aides.
- ii. **All SCLS delivery vans are now electric** & have a 275-mile range.
- iii. **Some of the work that SCLS does includes...**Demo Lab for technology, census training, news literacy training, demo of new online products, vaping workshops for Youth Services Librarians, plastic recycling pickup, poster printing, marketing and social media packages for libraries, coordinated media campaigns, mentorship panels for staff, informing libraries about changes in Civil Service procedures, coordinated purchases and programs, informing libraries of changes in the law (NYS, Federal, Suffolk), shared information, online training, sample policies and handouts on their website, applying for rebates and coordinating broadband services. They have a robust Lending Library service, including the Bus and Van, outdoor movie screens, and the list goes on and on.

2. Building:

- a. **Parking lots:** We are receiving a quote to seal the front lot to ensure it lasts for years to come. This will keep us in a cycle where we would do our lots on alternate years. We are also receiving a quote to paint the two EV spots green with an EV logo designating the spots for charging only.
- b. **EV:** Our EV charger is on its own separate service, which has been a great help to determine the costs. We received our first complete bill, which helped us determine a new pricing structure. The station is set to a flat rate of 25 cents an hour for every vehicle, PLUS 25 cents a KWH. This allows for the fact that different vehicles draw a different amount of power. The flat rate is a small incentive to move a vehicle after it has reached full charge, allowing others to use the charger. We currently have it set to a \$25 max fee, to allow for an event that may lead to a patron being unable to move their vehicle (this may change).
- c. **MTG Room Wing Reno:** The window to bid on the project was extended (2) weeks to allow for more vendors to participate.
- d. **Carpet Cleaner:** We plan to purchase a small walk-behind carpet cleaner to do small areas & to spot clean due to the age and deterioration of our larger unit. We will alternate the large sections of the library with an outside cleaning vendor.

3. Social Worker: Social Worker, Gisella Mejilla, informed the Family Service League, and the participating cooperative libraries, that she accepted a new position at Stony Brook Hospital. Her last day at Harborfields was March 18th.

- a. Family Service League is currently looking for a new candidate.

- b. The local cooperative libraries, SHUN, HUNT, NENPL and HARB, are in discussions about how to make the position more attractive to candidates. It is currently a PART-TIME position at FSL. Huntington and Northport are open to increasing their hours, which would make it a FULL-TIME position. This would increase costs slightly because a FT employee accrues some benefits, which would be shared between the four libraries.
- c. This service has been excellent and the last two shifts that Gisella worked were completely booked.

4. Programming

a. Popularity

- i. As a result of the overwhelming interest in registrations for the Children's programs these past two months, there have been a few additions/changes:
 - 1. A second session of Music Together and Sing, Sign and Play has been added.
 - 2. One of the Children's Librarians is currently training in Zumbini and will be running an additional monthly session beginning in June.
 - 3. There are currently two drop-in programs each Saturday - 11:30 and 2:30. No registration is necessary. Patrons and out of district are welcome. These include Lego's for Little Ones, Playing with Playdough, Little Artists, Puzzle Time, Mother Goose, Come Play with Me and Saturday Stories.
 - 4. An additional drop-in program will be added on a Friday, once or twice a month, if necessary.

b. Website

- i. PALS (partnership for automated libraries in Suffolk) informed us that there was a recent issue with the REST API which affected Library Market (the Library's website vendor) customers. The problem was identified and system slowdowns were likely caused by crawlers. These crawlers have been blocked, and the issue affecting our Library Calendar software has been resolved.
- ii. PALS will continue to monitor system performance and are particularly concerned about performance during the library's next major registration event.
- iii. In addition, we will no longer have Adult, Children & Teen signups on the same day. **If problems persist, we will split signups further.**

ASSISTANT DIRECTOR'S REPORT

- Mrs. Meglio is working on an updated *Access to Public Records Policy* after a bogus FOIL request came via email from Ethiopia based on the "decision of the United States government to commemorate the month of March as 'Women's History Month' and the sexist November 12th, 2023 article published by CBS about 'How Gender Disparities Are Affecting Men' in Vermont State University, as well as the rest of America's post-secondary system of education". Based on this request, it was realized that the policy from 2014 could stand to be updated.
- Mrs. Meglio has been in touch with Michael J Griffin, founder of the *Griffin Global Group*. He conducts emergency preparedness trainings in libraries and schools. He is a former Law Enforcement and Intelligence Officer for the U.S Coast Guard and played a central role in the formulation of Emergency Response Plans with various state and local agencies after 9/11. He conducted a training session for Westhampton Library that was well received. Although the last Active Shooter training session that was conducted was beneficial, with recommendations to secure access to certain parts of the building, it did little to focus on emergency response and evacuation. Michael plans to visit the library to get a sense of how to proceed with possible future training as we begin to update our Emergency Procedures Manual.

- This year's National Library Week is April 6th through 12th and it coincidentally falls during the week of HPL's budget vote. The Friends will have a table set up in the lobby at the entrance of the Children's Room from 10 a.m. – 12 p.m. on Monday and Wednesday, and at the Little Book Shop on Tuesday and Thursday, where they will sell children's age-specific book bundles at a discount (5 books for \$2) and give out lollipops that say "I Love My Library". Posters and bookmarks were also ordered from ALA.
- Mr. Athanas, Mrs. Meglio and Susan Hope met with Jane Irving, Rachel Risinger, Jenny Post from GCA, and with Friends' President Eileen Gruber, to discuss the future of the Longest Table fundraiser. The next meeting is set for April 3rd.

DEPARTMENTAL REPORTS

The Board discussed the monthly Departmental Reports and thanked the staff for their submissions.

PERSONNEL REPORT

There was no Personnel Report for March.

CORRESPONDENCE

Correspondence included a congratulatory letter from Huntington Town Councilwoman, Theresa Mari, regarding the first-place victory achieved by HPL's Advanced Battle of the Books Team and for the "wonderful support of coaches, Mary Kim and Kim McCarthy."

STATISTICS

The Board reviewed and discussed the statistics for February, 2025, noting the surprising number of patrons using the library's notary public services.

OLD BUSINESS

CAROL ALBANO MEMORIAL DEDICATION

Two members of the Board of Trustees volunteered to participate on a committee dedicated to establishing an appropriate memorial(s) honoring former Library Director and friend, Carol Albano. All committee recommendations will be presented to fellow members of the Board at a future meeting,

NEW BUSINESS

APPOINTMENT OF INSPECTORS OF ELECTION

Motion by Mrs. Rieger to approve the proposed list of Inspectors of Election for the 2025-2026 Budget Vote and Trustee Election on April 8th, 2025, as attached.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

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 9:02 p.m.

Respectfully submitted,

Katherine Rath for
Dr. Joyce Hilgeman, Secretary