

BOARD of TRUSTEES
Regular Meeting
January 28, 2021 – 10:00 a.m.

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

Library Staff: Ryan Athanas, Library Director
Katherine Rath, Senior Account Clerk

Absent: Renee Boyer, Finance Office
Cristina Spinelli, Treasurer

PLEDGE OF ALLEGIANCE

The meeting was called to order at 10:07 a.m. by Dr. Joyce Hilgeman, 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. Shore to approve the minutes of the regular meeting of December 22nd, 2020, as presented.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

FINANCIAL REPORTS

Motion by Mrs. Shore to approve the financial reports for the period ended December 31st, 2020, as presented.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

Motion by Mrs. Shore to approve the payment of the following Warrants for January, 2021:

Supplemental Warrant, dated December 31st, 2020, in the amount of \$169,637.71.

Warrant 1-21-1	\$ 113,452.09
Warrant 1-21-2 Gift	\$ 1,231.86
Warrant 1-21-3 Capital	\$ 15,150.00
Warrant 1-21-4	\$ 2,605.51

Second, Mr. Clemens.

AYES: ALL. Motion carried.

Mrs. Spinelli, Treasurer, reviewed the financial statements, warrants and payroll records for the January 8th and the January 22nd, 2021, payrolls.

DIRECTOR'S REPORT

- Mr. Athanas discussed recent changes to the Media Room and showed pictures. He thanked Kevin Crowley and Mike Cronin for their help with installing additional shelving and noted that Sarah Schnepf was able to revamp the area with the valuable help of pages Haseeb Altaf and James Anderson.
- Mr. Athanas thanked Brian Adams for his outstanding work with the Preserve Your Memories project, which allows patrons to bring in their old media, including slides, 8mm movies, VHS tapes, etc., and have them converted to a digital format. As of January 27th, 2021, the library has digitized approximately 240 items for 60 patrons, helping them to preserve and share their priceless memories with loved ones. In late 2019, Mr. Athanas began collecting the equipment necessary to make this valuable service a reality and patrons have repeatedly expressed their gratitude.
- The Annual NYS Report of Libraries is now unlocked and the deadline for submission has been extended until April, 2021. Due to many libraries being closed during the pandemic, there is the expectation that numbers will be significantly different from years past. They have also added many new COVID-related questions regarding library services provided during the pandemic period.
- Mr. Athanas attended the PLDA Executive Board meeting on Zoom and noted the following:
 - There are many libraries that are closed due to COVID concerns and COVID cases within their staff. Libraries are currently not required to report COVID cases to the state like schools, but SCLS is starting to track of these numbers.
 - Due to many libraries conducting their vote along with their school districts, the number of signatures required on Trustee Petitions for Library Boards is at an all-time high. The Governor is aware of the issue and there is a bill in the state legislature requesting a temporary change to the election law, but we are not hopeful that it will be passed in time for our vote on April 6th.

DIRECTOR'S REPORT (Continued)

- Since the Governor's proposed budget is meaningless without Federal Aid, it is unknown where the cuts may really occur, but currently, there has been a 5% cut to Library Aid, which will mostly affect SCLS, and Construction Aid is set at \$14 million.
- By March of 2021, all "single-use" bathrooms must be designated as gender neutral. Since all of the single-use bathrooms at HPL are already gender neutral, we are in-line with the mandate but may have to change signage to conform to NYS standards.
- The PLDA Diversity Committee is making a toolbox to help libraries with promoting Equality, Diversity and Inclusion (EDI). EDI ensures fair treatment and opportunity for all. It aims to eradicate prejudice and discrimination on the basis of an individual or group of individual's protected characteristics.
- Mr. Athanas discussed our current COVID policies and how we have been handling cases where staff members and/or their family members have been exposed to COVID or have tested positive for the virus. Mr. Athanas and Mrs. Kantianis created a spreadsheet where these events are tracked, including exposure dates, dates employees are off due to these issues, as well as the library's responses to employees when they report exposure. Mr. Athanas has daily discussions about safety protocols within the library to alleviate staff and patron anxiety.
- **The Board reviewed and discussed the Library's current policy for Public Expression. There were no changes made.**

DEPARTMENTAL REPORTS

The Board reviewed and discussed the Departmental Reports regarding November and December activities.

PERSONNEL REPORT

Motion by Mrs. Shore to accept the personnel report dated January 28th, 2021, as attached.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

CORRESPONDENCE

The Board reviewed correspondence from The Castellano Family regarding outstanding service provided by our library staff, Marjorie Losen and Mary Ann Farmer showing her appreciation for the Brain Fitness Program.

OLD BUSINESS

There was no old business discussed.

NEW BUSINESS

PROPOSED BUDGET 2021-2022

The proposed budget was presented by Mr. Athanas and reviewed by the Board of Trustees. Mr. Athanas specifically discussed budget lines that have been adjusted to accommodate changes to the needs of the library and its patrons. The budget, as proposed, is set for the second year in a row at a 0% overall increase during the currently difficult economic times.

Mr. Athanas noted that it is very difficult to budget for 2021-2022 when we have such little information about how the pandemic may continue to change the standard operating model. He also specified that we have some open staff positions that may need to be filled in 2021-2022 and that those expenses have been accounted for within the 0% budget presented.

BE IT RESOLVED that the proposed annual appropriation for the total operating budget for the Public Library of Harborfields Central School District, Greenlawn, New York, for the fiscal year beginning July 1, 2021, be established at a total of \$5,109,502, which represents no increase (0%) from the 2020-2021 budget.

Motion by Mrs. Shore to approve the 2021-2022 operating budget as presented and attached.

Second, Mrs. Rieger.

AYES: ALL. Motion carried.

2021-2022 LIBRARY CALENDAR OF CLOSINGS & HOLIDAYS

Mr. Athanas and Mrs. Rath presented a list of closings, holidays other important dates for the library for July 1st, 2021 through July 30th, 2022. There was a discussion regarding some desired changes to the proposed schedule, including remaining open until 5:00 p.m. on the eve of Thanksgiving as opposed to closing at 12:30 p.m. as the library has in past years.

Motion by Mrs. Rieger to adopt the July 1st, 2021 through July 30th, 2022, library calendar with changes, as attached.

Second, Mrs. Shore.

AYES: 3. NAYS: 1. Motion carried.

2021-2022 LIBRARY CALENDAR OF BOARD MEETINGS

Mr. Athanas presented a list of proposed Board meeting dates and times for July 1st, 2021 through June 30th, 2022.

No motion was made and approval was tabled until the February, 2021 Board meeting pending further discussion.

EXTENSION OF EMERGENCY (FFCRA) PAID SICK LEAVE

Whereas, the COVID-19 related benefits afforded to employees under the Families First Coronavirus Response Act (“FFCRA”), which were to expire on December 31st, 2020, have been extended through March 31st, 2021, at the employers option, by the federal COVID relief bill passed on December 21st, 2020, and signed into law on December 27th, 2020;

Whereas, the Library Board of Trustees recognizes that by providing FFCRA benefits to employees for COVID-19 related incidents, the Library is promoting employees to, among other things, stay home when sick, get tested for COVID-19, and quarantine where appropriate, which ultimately fosters a healthier and safer Library community for staff, patrons and the Harborfields community, generally;

BE IT RESOLVED that the Board of Trustees approves the extension of the FFCRA benefits to all employees, expiring March 31st, 2021.

Motion by Mrs. Shore to accept the resolution regarding the extension of FFCRA as stated above.

Second, Mrs. Rieger.

AYES: ALL. Motion carried.

LIBRARY SERVICE HOURS

The Board discussed the current schedule of Library Service Hours and decided that the schedule is successfully meeting the needs of our community.

Motion by Mrs. Rieger to continue operating under the current schedule of Library Service Hours, which was revised and adopted in light of the pandemic on May 28th, 2020, until such time that it should require reassessment.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

PROGRAM FEES FOR PATRONS

Prior to the pandemic, the library offered in-person programs at the library and charged patrons nominal fees for participation. Since the pandemic, programs are no longer being held in-person at the library but are run via Zoom or through YouTube and are free to our patrons. However, some libraries have begun charging patrons for their program participation on these virtual platforms, even though HPL does not. The Board confirmed that they would like our patrons to continue to receive these virtual program services through HPL without being charged fees for participation.

EXECUTIVE SESSION

Motion by Mrs. Rieger to move into Executive Session at 11:07 a.m. to discuss the salary history of a particular employee.

Second, Mrs. Shore.

AYES: ALL. Motion carried.

Motion by Mr. Clemens to return to the regular order of business at 11:48 a.m.

Second, Mrs. Shore.

AYES: ALL. Motion carried.

Motion by Mrs. Rieger to increase the annual salary of Mr. Ryan Athanas, Library Director, effective January 28th, 2021.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

PUBLIC PARTICIPATION

There was no public participation.

ADJOURNMENT

Motion by Mrs. Shore, seconded by Mrs. Rieger, to adjourn the meeting. There being no further business, the meeting was adjourned at 11:50 a.m.

Respectfully submitted,

Katherine Rath for
Jenny Shore, Secretary