

**BOARD of TRUSTEES****Regular Meeting****November 24, 2020 (Teleconference) – 10:00 a.m.**

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

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

**Absent:** Cristina Spinelli, Treasurer

**PLEDGE OF ALLEGIANCE**

The meeting was called to order at 10:02 a.m. by Dr. Hilgeman, President.

**PUBLIC PARTICIPATION**

Although the dial-in information for the teleconference was provided to the public on our website prior to the meeting, there was no public participation.

**APPROVAL OF MINUTES**

Motion by Mrs. Rieger to approve the minutes of the regular meeting of October 27, 2020, as presented.

Second, Mrs. Shore.

AYES: ALL. Motion carried.

**CALL FOR NEW BUSINESS**

- Sunday Services
- Centerport Garden Show
- Charging Fees for Virtual Programs
- Painting Proposal for Boiler Room Stairs and Hallway
- COVID-19 Policy if Staff Member(s) Test Positive

**FINANCIAL REPORTS**

Motion by Mrs. Rieger to approve the financial reports for the period ended October 31, 2020, as presented.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

Motion by Mrs. Rieger to approve the payment of the following Warrants for November, 2020:

Supplemental Warrant, dated October 31, 2020, in the amount of \$241,806.82.

Warrant 11-20-1	\$ 431,381.37
Warrant 11-20-2 Gift	\$ 1,040.00
Warrant 11-20-3 Capital	\$ 20,958.88
Warrant 11-20-4 Debt Service	\$ 647.25

Second, Mr. Clemens.

AYES: ALL. Motion carried.

Mrs. Spinelli, Treasurer, reviewed the financial statements, warrants and payroll records for the November 13<sup>th</sup> and the November 27<sup>th</sup>, 2020, payrolls.

Ms. Boyer reviewed and approved the Payroll Register for the November 13<sup>th</sup> and the November 27<sup>th</sup>, 2020, payrolls.

**DIRECTOR'S REPORT**

- Mr. Athanas presented photos of the newly painted boiler room walls and floor, and the newly installed energy efficient boilers.
- Mr. Athanas presented photos of the recently sanded, stained and repaired large meeting room floors. Beyond the finish looking beautiful, the tripping hazards no longer exist due to all warped areas being replaced with new boards.

- Mr. Athanas presented photos of the courtyard behind the non-fiction stacks, which can easily be viewed through a large window in that area. Due to storing many building materials and the library's tractor in that area, as well as the exposed vent pipes for the boiler, Mr. Athanas has ordered curtains to cover that window so that patrons don't have to view this cluttered area.
- Due to the advanced age and deteriorating condition of the wingback chairs in the reference areas along the front windows, Mr. Athanas will utilize the budget monies set aside in our current budget for furniture to order new club chairs for that area. The new chairs will have a lower profile than the current chairs and the back will sit lower under the window as to not block the view to the outside. All furniture that will be ordered is on NYS Contract.
- Mr. Athanas briefly discussed the COVID-19 in-building checkouts. Report attached.
- Mr. Athanas setup a projected image on the floor as patrons enter the main doors reminding them to wear a mask. Most patrons have been completely compliant with few-to-no complaints.
- We have received 90% of our 2019 Construction Grant monies and Mr. Athanas is working on the close-out documents so that we can receive the remaining funds.
- Mr. Athanas discussed the Greenlawn Civic Association's request to put a Santa Mailbox out by the Christmas Tree from December 5<sup>th</sup> through December 12<sup>th</sup> so that our youngest community members can drop-off their letters to Santa. They have also requested that our custodial staff bring the mailbox in at night to avoid it being taken or vandalized, to which Mr. Athanas agreed.
- We have received many generous donations in the past year, including one from The Shore Family Foundation, Jenny's Shore's family, and from a former patron's family in memory of Jean R. McCauley. Since this year has been so difficult for many of our elderly and compromised patrons, Mr. Athanas, along with Mrs. Matthews, thought it would be beneficial to utilize these donations to establish a large-print lending library at the local retirement community, Paumanack. This will allow those patrons to continue to connect with the library without having to visit the building and putting themselves at risk. The books will have bookplates citing these generous donors.
- Mr. Athanas showed pictures of the Children's Room and COVID signage and also highlighted that the Children's Room has done an exceptional job in rethinking ways to engage children during the pandemic, including highlighting the grab-n-go STEM Kits that Ms. Gabrielle has been putting together for our young patrons.
- Mr. Athanas showed the brand-new library website and mobile app, which he believes will go live in January, 2021. He also thanked Susan Hope and Jenn Handler for their amazing work on the site's calendar and also noted that each Department Head will be in-charge of their own page for their respective departments. Although many staff members will have access to adding and deleting information, Mr. Athanas will have final approval before any changes can be made once the site is live. Finally, he thanked Sarah Schnepf for her invaluable contribution in all aspects of the project and noted that she was instrumental in making the website a reality.

#### **DEPARTMENTAL REPORTS**

The Board discussed the departmental reports. Mrs. Rieger specifically noted that the Board of Trustees is exceedingly proud of the Harborfields Library staff for going above and beyond with their efforts to accommodate patrons during this difficult time.

#### **PERSONNEL REPORT**

Motion by Mrs. Shore to accept the resignation letter from Patrick Maisch, dated November 5th, 2020, as attached.

Second, Ms. Boyer.

AYES: ALL. Motion carried.

Motion by Mrs. Shore to accept the Personnel Report dated November 24th, 2020, as attached.

Second, Ms. Boyer.

AYES: ALL. Motion carried.

#### **CORRESPONDENCE**

The Board reviewed correspondence from the Harborfields Central School District regarding the library's Budget Vote, from George Marzuk regarding the excellent service provided by Mary Kim, and from Jane Steinmetz to thank Susan Matthews for sending books for outreach.

#### **NEW BUSINESS**

##### **SCLS 2020 BUDGET BALLOT**

Motion by Mrs. Shore to allow the Library Director, Mr. Athanas, to sign the 2021 SCLS Budget Ballot.

Second, Ms. Boyer.

AYES: ALL. Motion carried.

**COVID-19 MICRO-CLUSTER PLAN**

The Board reviewed and discussed the attached COVID-19 Micro-Cluster Plan for the library, which has also been reviewed and approved by our attorney, Bob Cohen, as well as the New York (State) “Micro-Cluster” Strategy, dated October 21, 2020.

Motion by Mr. Clemens to adopt both the Harborfields Public Library’s Micro-Cluster Plan and the New York “Micro-Cluster” Strategy as presented.

Second, Mrs. Rieger. AYES: ALL. Motion carried.

**RECORDS RETENTION AND DISPOSITION POLICY**

The Board reviewed and discussed the new uniform records retention and disposition schedule that must be adopted by all public library systems and public libraries in New York State by January 1, 2021. Kevin Verbese, Director of SCLS, provided the resolution to be adopted with additions in **BOLD** and deletions with ~~strike through~~ as follows;

Section IV – FINANCIAL POLICIES

L. RECORDS RETENTION AND DISPOSITION

RESOLVED by the Board of Trustees of the Suffolk Cooperative Library System that New York State Education Department Records Retention and Disposition Schedule **LGSML-1** issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, including any future revisions and re-issuances thereof, is hereby adopted for use by the Suffolk Cooperative Library System in legally disposing of valueless records listed therein.

FURTHER RESOLVED, that in accordance with Article 57-A:

- (a) those records that are described in New York State Education Department Records Retention and Disposition Schedule ~~LGSML-1~~ may only be dispersed of after they have met the minimum retention periods described therein;
- (b) only those records that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods may be disposed of.

Motion by Mr. Clemens to adopt the SCLS Records Retention and Disposition Policy as presented.

Second, Mrs. Rieger. AYES: ALL. Motion carried.

**CREDIT CARD POLICY**

Due to the dissolution of our credit card agreement with Bank of America on March 31, 2020, the library would like to apply for credit cards through our bank, First National Bank of Long Island. In order to ensure proper usage of these credit cards, the Board requested that we review and update our credit card policy to include important guidelines.

Motion by Mrs. Rieger to adopt the new Credit Card Policy as attached.

Second, Mrs. Shore. AYES: ALL. Motion carried.

**SUNDAY SERVICES**

Due to the current pandemic, the Board discussed the fact that many libraries across Suffolk County have opted to close their libraries to the public on Sundays in order to limit exposure for their patrons and staff members and Mr. Athanas presented a chart highlighting which libraries are still opening on Sundays. The Board requested that Mr. Athanas provide statistical data following the meeting regarding the number of patrons who are taking advantage of library services on Sundays, as well as the overhead costs of having our staff work on those days and to open the library. This topic will be added to the agenda for discussion again in the coming months.

**GREENLAWN CIVIC ASSOCIATION**

Motion by Mrs. Rieger to allow the Knights of Columbus to place a Nativity display on library property, to light the tree on the Broadway circle and for the library to display and light the menorah for the 2020 holiday season.

Second, Mrs. Shore. AYES: ALL. Motion carried.

**CENTERPORT GARDEN CLUB SHOW**

In light of the current pandemic, the Centerport Garden Club has requested to host their annual show, which will be on a much smaller scale, outside on library grounds in the Broadway Circle in June of 2021 as opposed to having the show indoors as in the past. The library will provide custodial staff to set-up, and the tables and chairs, for the day.

Motion by Mrs. Rieger to allow the Centerport Garden Club to host their annual show at the Harborfields Library in June of 2021, with no option to move the event indoors, pending any NYS mandates or library policies regarding the pandemic that may disallow the show to take place.

Second, Mr. Clemens. AYES: ALL. Motion carried.

**CHARGING PATRON FEES FOR PROGRAMS**

Due to the pandemic, the Harborfields Library made accommodations to begin hosting patron programs virtually. Since patrons are no longer coming in to the building, and are staying at home to take advantage of these programs, we have ceased to collect fees for participation. Other Suffolk County libraries, including some in our zone, are charging patrons for their virtual participation in order to offset the programmer fees that we are still paying to vendors. Mr. Athanas asked the Board to make a determination regarding continuing to allow our patrons to take these virtual classes free-of-charge.

The Board opted to table this discussion until January of 2021.

**PAINTING BY ERIC (E.B. PAINTING) PROPOSAL FOR BOILER ROOM HALLWAY & STAIRS**

The Board discussed the proposal from Painting by Eric to paint the stairs and hallway entering the Boiler Room. During Mr. Athanas’ Director’s Report, he showed pictures of that area which highlighted the necessity to seal the walls and floors since the installation of the new boiler has been completed.

Motion by Mr. Clemens to approve the proposal from Painting by Eric for \$1,900 to paint and seal the stairs and walls entering the Boiler Room, with work to begin immediately.

Second, Ms. Boyer.

AYES: ALL. Motion carried.

**CLOSURE DUE TO STAFF TESTING POSITIVE FOR COVID-19**

The Board reviewed and discussed the list of procedures presented by Mr. Athanas that the library will follow if a member of the library staff were to test positive for COVID-19. Since there are many local libraries closing due to staff members contracting COVID-19, Mr. Athanas felt it important to discuss these guidelines. The Board agreed that the presented plan is thorough and covers all bases in order to protect our staff and patrons.

**PUBLIC PARTICIPATION**

There was no public participation.

**ADJOURNMENT**

Motion by Mrs. Rieger, seconded by Ms. Boyer, to adjourn the meeting. There being no further business, the meeting was adjourned at 11:28 a.m.

Respectfully submitted,

Katherine Rath for  
Jenny Shore, Secretary