



**Board of Trustees  
Regular Meeting  
Thursday, August 27, 2020@ 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  
**Director:** Carol Albano  
**Assistant Director:** Ryan Athanas  
**Absent:** Cristina Spinelli, Treasurer

**PLEDGE OF ALLEGIANCE**

The meeting was called to order at 10:11 a.m. by Dr. Hilgeman, President.

The regular order of business was suspended in order to welcome Senator James Gaughran, New York State Senator for the 5th District, who presented Carol Albano with a Proclamation from the New York State Senate in recognition of her thirty-six years of service to the Harborfields Public Library.

**PUBLIC PARTICIPATION**

There were no members of the community in attendance.

**CALL FOR NEW BUSINESS**

- Construction Grant
- Boiler
- Flexible Spending Transfer
- Pre-approved Payment Schedule

**APPROVAL OF MINUTES**

Motion by Mr. Clemens to approve the minutes of the Regular Meeting of July 23, 2020, as presented.  
Second, Ms. Boyer. AYES: ALL. Motion carried.

**FINANCIAL REPORTS**

Motion by Mrs. Shore to approve the financial reports for the period ended August 31st, 2020, as presented.  
Second, Ms. Boyer. AYES: ALL. Motion carried.

Motion by Mrs. Shore to approve the payment of the following warrants:  
Supplemental Warrant, dated July 31, 2020 in the amount of \$169,605.18.

Warrant 8-20-1 PAYROLL	\$ 245.65
Warrant 8-20-2	\$150,329.67
Warrant 8-20-3 GIFT ACCOUNT	\$ 250.77
Warrant 8-20-4	\$ 2,001.15

Second, Ms. Boyer. AYES: ALL. Motion carried.

Mrs. Spinelli, Treasurer, reviewed the financial statements, warrants through August 27th, 2020, and the payroll records for the August 7th and August 21st, 2020 payrolls.

## Minutes – 8/27/20 (Continued)

### DIRECTOR'S REPORT

- The annual audit was conducted by Baldessari & Coster on August 24<sup>th</sup> and 25<sup>th</sup> and the preliminary findings are favorable.
- Mrs. Albano called Senator Gaughran regarding the power outages caused by the storm on Tuesday, August 4<sup>th</sup>, that caused the library to close. With his help, and within the same day, the power was restored to the library.
- Mrs. Albano thanked Mr. Athanas for organizing many lovely retirement events including a Zoom reunion with her former colleagues from the Children's Room during which he featured a picture montage of many of the events she coordinated over her 36 years at the library.
- Mrs. Albano thanked the Board for their kindness, vision for the library and dedication to the community. She noted that they have made her years as Director extremely fulfilling.

### ASSISTANT DIRECTOR'S REPORT

- Mr. Athanas discussed the power outage as a result of Tropical Storm Isaias and said that many community members who lost power in their homes came to the library to charge devices and to use our Wi-Fi. He specifically thanked the staff for accommodating a large number of patrons who were coming to the library and noted that on the first day of the storm, Tuesday, 9/4, there were 1,000 people who came to the library over the course of the day and at times, we were at max capacity. Having the power-threading in the floor allowed many more patrons to use and charge their devices.
- Following the storm, and considering the ever-increasing need for internet connectivity, SCLS is currently getting quotes for a coordinated order which would allow us to double our current bandwidth to increase the amount of data that can be transmitted over an internet connection in a given amount of time. This should allow many more patrons to connect at the same time. Details to follow.
- The library had one staff member who had a family member diagnosed with COVID and had to remain quarantined until the test results came back. After a ticket was put in with the Department of Health, they were happy to note that the library had followed all protocols and that they were confident that the incident was properly handled. The staff member's test was negative.
- Mr. Athanas discussed the progress being made on the library's new website and notes that he is hopeful for an October launch. He also thanked Sarah Schnepf for her invaluable help with this project.
- Mr. Athanas has been working on obtaining quotes for the repair and renewal of the library's cupola and expects to have some viable options within the next two months.
- "Visions 2020", which is the 32<sup>nd</sup> Annual Senior Art Show, will be displayed in the Art Gallery from September 1<sup>st</sup> through September 28<sup>th</sup>.

### DEPARTMENTAL REPORTS

The Board discussed the Departmental Reports.

### PERSONNEL REPORT

Motion by Mrs. Shore to accept the resignation letters from Thomas Cohn, dated August 4th, 2020, Samantha Sita, dated August 19<sup>th</sup>, 2020 and from Julia Perz, dated August 23<sup>rd</sup>, 2020 as attached.

Second, Ms. Boyer.

AYES: ALL. Motion carried.

Motion by Mrs. Shore to accept the personnel report, dated August 27th, 2020, as attached.

Second, Ms. Boyer.

AYES: ALL. Motion carried.

### CORRESPONDENCE

The Board reviewed the correspondence from Bernadette Olson, Jim Facella, who posted on the *Harborfields Family* Facebook Page and Jane S.

## **Minutes – 8/27/20 (Continued)**

### **NEW BUSINESS**

#### **LIBRARY SERVICE HOURS**

Following the pandemic, the library's service hours were revised to accommodate the changing dynamic of how and when people frequent public places and businesses. Mrs. Albano noted that we have not been receiving complaints regarding these changes and that the patrons are happy with the current schedule. However, in order to best serve the public, the Board requested that we revisit this topic in September so that we can review the revised hours and possibly make further changes as we attempt to return to our normal operating procedures. Additionally, the library would normally begin opening to the public on Sundays beginning September 13<sup>th</sup>, after being closed on Sundays for the summer. In light of the pandemic, opening on Sundays to the public was also delayed, but the Board would like to again make the library available to our community members and patrons as soon, and as much, as possible.

Motion by Ms. Boyer to open the library on Sundays, from 1:00-5:00 p.m., beginning October 4<sup>th</sup>, 2020.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

#### **MEMORANDUM OF UNDERSTANDING & CIVIL SERVICE LETTER**

Motion by Mrs. Shore to allow the President of the Board of Trustees to sign the 2020-2021 Memorandum of Understanding for Mr. Athanas, for his newly appointed position of Director, effective September 5<sup>th</sup>, 2020.

Second, Ms. Boyer.

AYES: ALL. Motion carried.

Mr. Clemens, as Board Trustee, received a letter from Philip B. Cohen, Director of Classification from the Suffolk County Department of Human Resources, Personnel and Civil Service, stating that Ryan would be reclassified from Assistant Library Director to Library Director, with an effective date of our choosing after August 24<sup>th</sup>, 2020 (as attached). Mr. Athanas will officially take over as Director on September 5th, 2020.

#### **GREENLAWN-CENTERPORT HISTORICAL ASSOCIATION AGREEMENT**

Due to the pandemic, the GCHA has been unable to hold many of their annual fundraising events. Additionally, during the period between March 16<sup>th</sup> and May 31<sup>st</sup>, when the library was closed, they had limited access to their offices. Mrs. Albano felt that it would be a gesture of good faith to offer them a rent reduction for the 2020-2021 year considering the circumstances of that period. However, Mrs. Albano asked that we honor the current language of the contract and add an Addendum stating the temporary reduction.

Motion by Mrs. Shore to have the President of the Board of Trustees sign the yearly Greenlawn Centerport Historical Association Agreement, with Addendum as attached reducing their annual rent from \$1,000.00 to \$750.00, for September 1st, 2020 – August 31<sup>st</sup>, 2021.

Second, Ms. Boyer.

AYES: ALL. Motion carried.

#### **CONSTRUCTION GRANT**

The current application deadline to receive a FY 2020-2023 State Aid Library Construction Grant is September 18<sup>th</sup>, 2020. Mr. Athanas would like to apply for funds to offset the cost of removing another old HVAC unit and replacing it with a highly-efficient 8.5 ton rooftop unit, which will heat and cool Teen'Scape, the rear-half of the Children's Room and the Children's Meeting Room area. The unit itself will be purchased from TRANE, which is on NYS Contract.

Motion by Mr. Clemens to accept the proposal for the FY 2020-2023 State Aid Library Construction Grant as attached.

Second, Ms. Boyer.

AYES: ALL. Motion carried.

#### **BOILER REPLACEMENT**

In 1996, the library installed a steam boiler for heating, replacing an older unit. During the 2005 renovation, it was converted to gas. Unfortunately, due to its age, we have had many costly repairs over the years. Since it was a converted steam boiler, it is oversized for our building, which now uses mostly forced hot air for heat, and inefficient. We have also just been advised that it needs another expensive repair immediately and most likely, additional significant repairs in the near future. Our contractor has advised that this is considered an emergency repair with the cold-weather approaching, but advises replacement, not just to be cost-effective, but to insure reliable heat for the winter and superior energy-efficiency. The cost of the (2) required units are approximately

\$20-\$25K on NYS Contract, and the removal of the old unit and installation of the new unit is approximately \$33.5K.

**Minutes – 8/27/20 (Continued)**

**BOILER REPLACEMENT (Continued)**

Motion by Mr. Clemens to approve the cost of the (2) new boiler units, removal of the old boiler and installation of the (2) new units, not to exceed \$65,000 and to be paid from the existing Building Improvement Capital Reserve Fund.

Second, Mrs. Shore.

AYES: ALL. Motion carried.

**FLEXIBLE SPENDING ACCOUNT**

The Board discussed the balance of forfeited Flexible Spending Account (FSA) funds in our FNBLI account. Under IRS regulations, the library is limited in the ways this money can be used, but one of the allowed options is to defray expenses of administering the cafeteria benefit plan under which the FSA program is offered. The cost to the library for administering this plan for the 2019-2020 fiscal year was \$1,404.00.

Motion by Mrs. Shore to transfer \$1,404.00 from the Flexible Spending Account to the General Fund to offset FSA administrative expenses for the 2019-2020 fiscal year.

Second, Ms. Boyer.

AYES: ALL. Motion carried.

**PRE-APPROVED PAYMENTS**

The Board reviewed the proposed list of monthly payments that would be considered necessary for the running of the library and for the maintenance of benefits for the staff. On an occasion where the Board is unable to meet to approve such payment due to an emergency situation, and no other option would be available, including meeting via web/teleconference or providing a warrant by electronic transmission, the library would like to be able to issue payments to the vendors as outlined noting that a record of these payments would be provided to the Board for approval after issuance.

Motion by Mrs. Shore to approved the emergency pre-payment schedule as revised and attached.

Second, Ms. Boyer.

AYES: ALL. Motion carried.

**PUBLIC PARTICIPATION**

There was no public participation.

**ADJOURNMENT**

Motion by Mrs. Shore, seconded by Ms. Boyer, to adjourn the meeting.

There being no further business, the meeting was adjourned at 11:47 a.m.

Respectfully submitted,

Katherine Rath for  
Jenny Shore, Secretary