

HARBORFIELDS PUBLIC LIBRARY

31 Broadway, Greenlawn, NY 11740



Board of Trustees Regular Meeting January 25, 2018

Board Members Present:

David Clemens, Vice President
Joyce Hilgeman, Ph.D., Secretary
Jenny Shore, Trustee

Director:

Carol Albano

Assistant Director:

Ryan Athanas

Absent:

Ellen Rieger, President
William Baker, Finance Officer
Cristina Spinelli, Treasurer

PLEDGE OF ALLEGIANCE

The meeting was called to order at 10:06 a.m. by David Clemens, Vice President.

PUBLIC PARTICIPATION

There were two twelfth grade students from Harborfields High School attending as a part of their government classes.

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 28, 2017, as presented.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

FINANCIAL REPORTS

Motion by Mrs. Shore to approve the financial reports for the period ended December 31, 2017, as presented.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

Motion by Mrs. Shore to approve the payment of the following Warrants for January, 2018:

Supplemental Warrant, dated December, 2017, in the amount of \$273,212.86.

Warrant 1-18-1	\$117,487.76
Warrant 1-18-2 Gift A/C	\$ 804.00

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

Mrs. Spinelli, Treasurer, reviewed the financial statements, warrants and payroll records for the December 29th, 2017, January 12th and the January 26th, 2018, payrolls. Mrs. Spinelli also reviewed the bank statements and bank reconciliations for the month ending December 31st, 2017.

DIRECTOR'S REPORT

- Mr. Clemens shared a postcard from the New York Library Association conference which highlighted the "Library Director's Bill of Rights" as the following; 1.) A Fair Wage, 2.) Feedback, 3.) A Unified and Loyal Board of Trustees, 4.) Freedom from Meddling and 5.) A Free Hand in Personnel Management. It also outlined the "Library Board of Trustees' Bill of Rights" as...1.) A Hard Day's Work, 2.) Effective Personnel Management, 3.) Options, Not Ultimatums and 4.) Loyalty.
- Mrs. Albano announced that there will be five employees retiring before the end of the 2017-2018 fiscal year. They are Jim Foley, Custodian with 23 years of service at HPL, Aileen Anderson, Materials Clerk in Circulation with 34 years of service at HPL, Fran Christina, Adult Page in Reference with 21 years of service at HPL, Camille Iulucci, Library Clerk in Technical Services with 28 years of service at HPL & Caren Fixsen, Library Clerk in Circulation with 34 years of service at HPL.

ASSISTANT DIRECTOR'S REPORT

- Mr. Athanas discussed the 2018-2019 budgetary highlights and provided budget and tax cap documents to the Board.

DEPARTMENTAL REPORTS

The Board discussed the departmental reports. The Board complimented Mrs. McCarthy, the Young Adult Department and our Young Adult patrons for their work on the “Blizzard Bag Survival Kits” for the Meals on Wheels homebound recipients.

PERSONNEL REPORT

Motion by Mrs. Shore to accept the resignation letters from the following employees:

- James Foley, dated 1/2/18, as attached.
- Aileen Anderson, dated 1/25/18, as attached.
- Frances Christina, dated 1/21/18, as attached.
- Caren Fixsen, dated 1/23/18, as attached.
- Camille Iuliucci, dated 1/25/18, as attached.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

Motion by Mrs. Shore to accept the personnel report, dated January 25, 2018, as attached.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

CORRESPONDENCE

The Board reviewed the correspondence from the Town of Huntington, Jenny Wyckoff Shore, Oldfield Middle School, The Little Shelter Animal Rescue and Adoption Center and Meals on Wheels.

NEW BUSINESS

PROPOSED BUDGET 2017-2018

The preliminary budget was discussed and reviewed by Mrs. Albano, Mr. Athanas and the Board of Trustees. Mr. Athanas specifically discussed the Tax Cap, as well as certain budget lines that have been adjusted to accommodate changes to the needs of the library and its patrons.

Since there were two members of the Board absent, the Board members present tabled the vote until all Board members could review the 2018-2019 Budget.

2018-2019 Library Calendar

Mrs. Albano presented a list of closing and other important dates for the library for the 2018-2019 budget year.

Motion by Dr. Hilgeman to adopt the 2018-2019 Library calendar with changes as attached.

Second, Mrs. Shore.

AYES: All. Motion carried.

2018 RETIREMENTS

Employee retirements were discussed during the Director’s Report.

EMERGENCY PROCEDURES & EVACUATION MANUAL & EMPLOYEE MANUAL

The Emergency Procedures & Evacuation Manual and the Employee Manual were both distributed to the Board for review. These will be approved at a later date and revisited during our annual reorganization meeting in July.

PUBLIC PARTICIPATION

There was no public participation.

ADJOURNMENT

Motion by Dr. Hilgeman, seconded by Mrs. Shore, to adjourn the meeting.

There being no further business, the meeting was adjourned at 11:42 a.m.

Respectfully submitted,

Katherine Rath for
Dr. Joyce Hilgeman, Secretary