

HARBORFIELDS PUBLIC LIBRARY

31 Broadway, Greenlawn, NY 11740



Board of Trustees Regular Meeting February 27, 2017

Board Members Present:

Ellen Rieger, President
Jenny Shore, Vice President
Joyce Hilgeman, Ph.D., Finance Officer
William Baker, Secretary
David Clemens, Trustee
Carol Albano
Ryan Athanas, Assistant Director
Cristina Spinelli, Treasurer

Director:

Absent:

PLEDGE OF ALLEGIANCE

The meeting was called to order at 10:05 a.m. by Mrs. Rieger, President.

PUBLIC PARTICIPATION

There were no community members in attendance.

CALL FOR NEW BUSINESS

ALA Annual Conference

APPROVAL OF MINUTES

Motion by Mrs. Shore to approve the minutes of the Regular Meeting of January 26, 2017, as presented.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

FINANCIAL REPORTS

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

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

Motion by Mrs. Shore to approve the payment of the following Warrants for February, 2017:

Supplemental Warrant, dated January 31, 2017, in the amount of \$172,500.01.

Warrant 2-17-1		\$146,173.69
Warrant 2-17-2	Gift A/C	\$ 400.00

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

Mrs. Spinelli, Treasurer, reviewed the financial statements, warrants and payroll records for the January 27th, February 10th and February 24th, 2017, payrolls. Mrs. Spinelli also reviewed the bank statements and bank reconciliations for the Month ending January 31, 2017.

Mrs. Rieger reviewed and approved the Payroll Register for the January 27th, February 10th and February 24th, 2017, payrolls.

DIRECTOR'S REPORT

- Mrs. Albano discussed her recent Zone meeting, where the Director's discussed the budget increases for their libraries. Mrs. Albano commented that Harborfield's 1.7% budget increase is in line with other zone libraries.
- The SCLS Trustee from Smithtown, Otis Thornhill, is recently deceased. There will be a ballot sent for library Trustee's to elect a new SCLS Trustee for the zone.
- The Zone libraries have continued to offer cooperative events to encourage patrons to partake of the many services offered by their local libraries. One event, the "Take Your Child To The Library" day, was a success for Harborfields with good attendance and a popular family entertainment show called "Polka Dot".
- One upcoming cooperative library program will be "Operation Medicine Cabinet" the week of April 17th. Harborfields will offer this service on April 18th, where representatives from the 2nd Precinct of the Suffolk

Minutes - 2/27/17 (Continued)

DIRECTOR'S REPORT (continued)

County Police Department will be on site from 10 a.m. - 2 p.m. to collect medication and dispose of it properly.
NO LIQUIDS OR NEEDLES WILL BE ACCEPTED.

- The staff will be hosting a chili cook-off contest on March 13th. All are invited to attend. Staff members will be making chili for taste-testing and an award will be given for best chili.

DEPARTMENTAL REPORTS

The Board discussed the departmental reports.

PERSONNEL REPORT

Motion by Mrs. Shore to accept the personnel report dated February 27th, 2017, as attached.

Second, Mr. Baker.

AYES: ALL. Motion carried.

CORRESPONDENCE

There was no correspondence.

NEW BUSINESS

Surveillance Camera Policy

Motion by Dr. Hilgeman to approve the Surveillance Camera Policy as attached.

Second, Mrs. Shore.

AYES: ALL. Motion carried.

NYS Annual Report

Mrs. Albano discussed the NYS Annual Report, which is due by February 28th, 2017.

Mrs. Spinelli, Treasurer for the Library, has reviewed the financial portion of the NYS Annual Report and has verified the figures from the 7/1/15-6/30/16 Audit Report.

Motion by Mrs. Shore to approve and submit the NYS Annual Report for Public and Association Libraries for 2016.

Second Dr. Hilgeman.

AYES: All. Motion carried.

ALA Conference

Susan Hope, Head of Programs & Publicity, has been selected to act as a judge for the 2017 PR XChange Awards Competition sponsored by LLAMA (Library Leadership and Management Association). Additionally, she was asked to participate in the PR XChange at the ALA Conference in Chicago, IL, which is an event where libraries across the country share their PR and marketing ideas and can meet the winners of the John Cotton Dana Award and the PR XChange Award.

Motion by Mrs. Shore to approve Susan Hope to attend this year's ALA Conference in Chicago, IL, from June 23rd through June 27th, 2017.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

PUBLIC PARTICIPATION

There was no public participation.

ADJOURNMENT

Motion by Mr. Clemens to adjourn the meeting.

There being no further business, the meeting was adjourned at 11:03 a.m.

BUILDING TOUR

Immediately following adjournment, there was a brief tour of the building conducted by Mrs. Albano and Mr. Crowley.

Respectfully submitted,

Katherine Rath for
William Baker, Secretary