

HARBORFIELDS PUBLIC LIBRARY

31 Broadway, Greenlawn, NY 11740



Board of Trustees Regular Meeting February 26, 2018

Board Members Present:

David Clemens, Vice President
Joyce Hilgeman, Ph.D., Secretary
William Baker, Finance Officer
Jenny Shore, Trustee

Director:

Carol Albano

Assistant Director:

Ryan Athanas

Absent:

Ellen Rieger, President
Cristina Spinelli, Treasurer

PLEDGE OF ALLEGIANCE

The meeting was called to order at 7:35 p.m. by Mr. Clemens, Vice President.

PUBLIC PARTICIPATION

There were no community members in attendance.

CALL FOR NEW BUSINESS

- Dental Plan for Employees
- Building Security

APPROVAL OF MINUTES

Motion by Mrs. Shore to approve the minutes of the Regular Meeting of January 25th, 2018, as presented.

Second, Mr. Baker.

Motion by Mrs. Shore to approve the minutes of the Special Meeting on February 5th, 2018, as presented.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

FINANCIAL REPORTS

Motion by Mrs. Shore to approve the financial reports for the period ended January 31, 2018, as presented.

Second, Mr. Baker.

AYES: ALL. Motion carried.

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

Supplemental Warrant, dated January 31, 2018, in the amount of \$195,547.75.

Warrant 2-18-1		\$110,630.47
Warrant 2-18-2	Gift A/C	\$ 1,600.00

Second, Mr. Baker.

AYES: ALL. Motion carried.

Mrs. Spinelli, Treasurer, reviewed the financial statements, warrants and payroll records for the January 26th, February 9th and February 23rd, 2018, payrolls. Mrs. Spinelli also reviewed the bank statements and bank reconciliations for the Month ending January 31, 2018.

Mr. Clemens reviewed and approved the Payroll Register for the January 26th, February 9th and February 23rd, 2018, payrolls.

DIRECTOR'S REPORT

- Mrs. Albano discussed a recent meeting held regarding the park adjacent to the library (Pickle Park). The Town Supervisor, Chad Lupinacci, the Town Engineer, and the Greenlawn Civic Association met to discuss making the park accessible for children with physical disabilities. In order to facilitate this change, it would require the library to reserve a few parking spaces for the park. Mrs. Albano requested that the library's attorney, and a representative from the library's Board of Trustees, meet with all involved parties before any decision can be made.
- The Friends recently gifted us with a demonstration mirror to help patrons see various hands-on programs from all angles of the room.

DIRECTOR'S REPORT (Continued)

- Susan Hope contacted Mity Lite regarding some problems with the recently purchased community room chairs. She was able to get them to send brand-new replacements and provide shipping to send back the faulty chairs.
- The recent Children's Program, "Dagger DogVinci," was a huge hit. Another program will be offered in the near future.

ASSISTANT DIRECTOR'S REPORT

- The SAM (State and Municipal) Facilities Grant, that Mr. Athanas applied for through DASNY, was approved for \$50,000.
- Mr. Athanas presented the Annual 2018-2019 Budget Brochure for approval. It will be made available to the public on March 2nd, 2018.
- The panic button system will be finished up by February 27th and staff will be trained to recognize specific alarm sounds and how to utilize the system when necessary.
- We have just upgraded our Wi-Fi Network bandwidth through Cablevision from 60 mbps to 350 mbps.
- Mr. Athanas has ordered a new, wide-screen, projection screen for the Community Room. This screen will take full advantage of the HD projector that was added last year.

DEPARTMENTAL REPORTS

The Board discussed the departmental reports.

PERSONNEL REPORT

Motion by Mrs. Shore to accept the personnel report dated February 26th, 2018, as amended and attached.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

CORRESPONDENCE

There was no correspondence.

NEW BUSINESS

NYS Annual Report

Mrs. Albano discussed the NYS Annual Report, which is due by February 28th, 2018.

Mrs. Spinelli, Treasurer for the Library, has reviewed the financial portion of the NYS Annual Report and has verified the figures from the 7/1/16-6/30/17 Audit Report.

Motion by Dr. Hilgeman to approve and submit the NYS Annual Report for Public and Association Libraries for 2017.

Second, Mrs. Shore.

AYES: All. Motion carried.

2018-2019 Budget Brochure

The Board reviewed the 2018-2019 Budget Brochure which will be made be available to the public on Friday, March 2nd, 2018.

Motion by Mrs. Shore to approve the 2018-2019 Budget Brochure as presented.

Second, Mr. Baker.

AYES: All. Motion carried.

Holiday Tree Replacement

Due to the poor condition of the current tree on the Library's property, Bruce Tilden has kindly offered to replace the tree, at no cost to the library, with a 15-foot replacement from his farm. Mrs. Albano is discussing the situation with the Friends of HPL and the Greenlawn Civic Association.

This topic has been tabled until we have further information. Carol will e-mail details as they arise.

Dental Plan for HPL Employees

Austin Company has offered a new group dental plan for all NYS employees of public libraries. After polling other libraries in our zone, we found that most offer dental coverage to their current full-time employees. They cover the cost of single coverage for the employee only, with any additional family coverage being paid-in-full by the employee

Motion by Mrs. Shore to offer Delta Dental coverage to all full-time employees of Harborfields Public Library, and to have the library pay for the cost, in full, of "single" coverage with the employee paying any additional cost to cover family members.

Second, Mr. Baker.

AYES: All. Motion carried.

NEW BUSINESS (Continued)

Building Security and Safety

Due to the increase in incidents in the country, the focus of security and safety is being increased for both local schools, and for the library. The Library has a plan in place for the following:

1. An assessment by the Suffolk County Police Department of the building and corresponding recommendations of ways to improve security.
2. Completion of the installation of the Panic Button System for the building. Panic buttons will be placed under each public service desk and when pressed, will immediately call 9-1-1.
3. Entrances that are in an area that will not be used during the evening for a program will be locked to incoming patrons.
4. The HPL Safety Committee will meet and discuss any concerns regarding security and will discuss desired changes and/or improvements to the current policies and procedures.

PUBLIC PARTICIPATION

There was no public participation.

ADJOURNMENT

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

There being no further business, the meeting was adjourned at 9:00 p.m.

Respectfully submitted,

Katherine Rath for
Dr. Joyce Hilgeman, Secretary