

HARBORFIELDS PUBLIC LIBRARY

31 Broadway, Greenlawn, NY 11740



Board of Trustees Regular Meeting April 27, 2017

Board Members Present: Ellen Rieger, President
Jenny Shore, Vice President
Joyce Hilgeman, Ph.D., Finance Officer
William Baker, 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 7:00 p.m. by Mrs. Rieger, President.

PUBLIC PARTICIPATION

Karen Cognato, full-time librarian on staff, was in attendance. There were no additional members of the community in attendance.

CALL FOR NEW BUSINESS

There was no new business added to the agenda.

APPROVAL OF MINUTES

Motion by Mr. Baker to approve the minutes of the Budget Information Meeting of March 23, 2017, as presented.

Second, Dr. Hilgeman. AYES: ALL. Motion carried.

Motion by Mr. Baker to approve the minutes of the Regular Meeting of March 23, 2017, as presented.

Second, Dr. Hilgeman. AYES: ALL. Motion carried.

Motion by Mr. Baker to approve the minutes of the Annual Meeting and Election on April 4, 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 March 31, 2017, as presented.

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

Motion by Mrs. Shore to approve the payment of the following Warrants for the period ended April 27, 2017:

Supplemental Warrant, dated March 31, 2017, in the amount of \$177,283.88.

Warrant 4-17-1 \$ 116,915.37

Warrant 4-17-2 GIFT A/C \$ 6,316.02

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

Mrs. Spinelli, Treasurer, reviewed the financial statements and warrants through April 27, 2017 and the payroll records for the April 7th and April 21st, 2017 payrolls.

Mrs. Rieger reviewed and approved the Payroll Register for the April 7th and April 21st, 2017, payrolls.

DIRECTOR'S REPORT

- The library-sponsored Lego group, "Purple Lego Eaters", won first place in the Long Island Lego Competition and will be traveling to Arkansas for the national competition. In order to raise funds for their trip, they hosted a car wash on Earth Day at the library and will be hosting another on May 7th from 9 a.m. to 12 p.m. They will also be selling drinks and snacks at the Friends' 8th Annual Outdoor Flea Market on May 13th from 10 a.m. to 3 p.m.

DIRECTOR’S REPORT (Continued)

- The Half Hollow Hills Library will hold a bond vote for construction of an entirely new building on October 3rd, 2017.
- Psychic Medium, Christopher Allan, presented a program on April 25th which was attended by more than 150 patrons.
- Mrs. Albano discussed the Annual Harborfields High School Young Artist’s Show which was hosted in the library’s gallery during the month of April. The reception and awards ceremony was held on April 20th with over 200 community members and high school artists attending the reception.
- Mrs. Albano discussed the great outreach we provide to our community and how many of our librarians are dedicated to providing these services. Each month, Mrs. Matthews and Mr. Adams visit our senior population hosting book discussions and offering computer and technology training at Paumanack Village. Ms. Cognato is working with Our Lady Queen of Martyrs to offer employment and career help. Mrs. Moisan and the Children’s staff visit Huntington Hospital, our local schools, as well as to the Dolan Family Health Center. Mrs. Meglio regularly visits Old Field Middle School to discuss online tutoring using Brainfuse and library programs. In a further effort to reach out to the community, we are increasing cooperative programs with other libraries, such as Story Time at the Walt Whitman Mall and Mother’s Day Card Making at Heckscher Park at the Tulip Festival.

ASSISTANT DIRECTOR’S REPORT

- Mr. Athanas discussed recent issues occurring with A/V equipment in the library including both the large and small meeting room projectors. He wanted to thank the custodial staff, Mr. Crowley, Mr. Cronin and Mr. Mueller, for the ongoing help with A/V troubleshooting and with accommodating the patrons and organizing alternatives during times when the equipment malfunctioned. Since the projector in the large meeting room no longer works, the library will be purchasing a new projector and associated equipment. Until the new projector arrives and is installed, HPL is leasing one in the interim. Additionally, there was an issue with an air-handler in the attic above the Small Meeting Room, which was causing the projector to shake and be unusable. Our HVAC company, Thermal Solutions was contacted and a part is on order to fix the issue.
- Mr. Athanas highlighted the book discussion group conducted by Donna Diamond. This group regularly uses Skype to meet the author of the books they are reading. This allows group members to receive fascinating insight into the author’s writing process and allows them to ask questions of the author. To date, there have been approximately (15) Skype discussions and most recently Adrianna Trigiani was Skyped in from Greenwich Village in NYC.
- Mr. Athanas discussed the success of the 3D Printing services offered to the community and thanked the YA Staff, including Mrs. Meglio, Mrs. McCarthy and Mr. Forman, for their knowledge of the printer and for their help with making the service run smoothly. He has handed off most of the coordination of the 3D print jobs to their team.
- Mr. Athanas congratulated Longwood Public Library for their recent achievement. Longwood Public Library’s expanded and transformed building, which re-opened on October 9, 2015, was built with energy-efficient technology and designed for an environmentally-friendly community-centered facility. The building’s many sustainable features have earned the facility LEED® Platinum Certification, the highest level of recognition awarded by the U.S. Green Building Council (USGBC). LEED, or Leadership in Energy and Environmental Design, is a globally-recognized certification system administered by the USGBC. Longwood is the first LEED Certified Platinum library building in New York State.

DEPARTMENTAL REPORTS

The Board discussed and reviewed the reports. The Board extended their congratulations to Linda Meglio for earning an Advanced Certificate in Public Library Administration from LIU Post.

PERSONNEL REPORT

Motion by Mrs. Shore to accept the letter of resignation dated April 14th, 2017 from Samira Saddiq as attached.

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

Motion by Mrs. Shore to accept the letter of resignation dated April 20th, 2017 from Keylin Rivas as attached.

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

Motion by Mrs. Shore to accept the Personnel Report dated April 27th, 2017 as attached.

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

CORRESPONDENCE

The Board reviewed the correspondence.

OLD BUSINESS

Purchase of Chairs

Mrs. Albano discussed the recently ordered Mity-Lite chairs for the community rooms and how the old chairs will be sold for \$10 each on a first-come-first-served basis on Friday, May 12th, from 3 p.m. to 7 p.m., and at the Friends' Flea Market on the 13th. Any money raised will be used to offset the purchase of the new chairs.

NEW BUSINESS

TANS AUTHORIZATION

Motion by Mrs. Shore to authorize signing of a letter to the President of the Board of Education (as attached), with copies to the Superintendent of Schools, the Assistant Superintendent for Business and the District Clerk, requesting the sum of \$3,000,000 in TANS (Tax Anticipation Notes), for the 2017-2018 operating budget, until such time as we receive our budget appropriation funds from the Town of Huntington.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

CONFERENCE & TRAVEL

The Board discussed the current Conference and Travel policy.

Motion by Mrs. Shore that, effective May 1st, 2017, all conference and travel reimbursement forms must be submitted within 30 days of travel or date of the expense in order to receive reimbursement from the library. Additionally, if a staff member is appointed as Chairperson or Officer of a committee, and it is related to library business, the employee serving on the committee will receive mileage reimbursement for their attendance at one meeting per month.

Second, Mr. Baker.

AYES: ALL. Motion carried.

PROGRAMMING

Motion by Mr. Clemens that, effective June 1st, 2017, programs provided by any and all current employees are considered part of their duties and are to be presented during their scheduled working hours.

Second, Mr. Baker.

AYES: ALL. Motion carried.

PUBLIC PARTICIPATION

There was no public participation.

ADJOURNMENT

Motion by Mrs. Shore, seconded by Mr. Baker, to adjourn the meeting.

There being no further business, the meeting was adjourned at 8:50 p.m.

Respectfully submitted,

Katherine Rath for
William Baker, Secretary