

HARBORFIELDS PUBLIC LIBRARY

31 Broadway, Greenlawn, NY 11740



Board of Trustees Regular Meeting April 26, 2018

Board Members Present: Ellen Rieger, President
David Clemens, Vice President
William Baker, Ph.D., Finance Officer
Jenny Shore, Trustee

Director: Carol Albano

Assistant Director: Ryan Athanas

Absent: Joyce Hilgeman, Ph.D., Secretary
Cristina Spinelli, Treasurer

PLEDGE OF ALLEGIANCE

The meeting was called to order at 7:05 p.m. by Mrs. Rieger, President.

PUBLIC PARTICIPATION

There were no members of the community in attendance.

CALL FOR NEW BUSINESS

Active Shooter Training

APPROVAL OF MINUTES

Motion by Mrs. Shore to approve the minutes of the Budget Information Meeting of March 27, 2018, as presented.

Second, Mr. Baker.

AYES: ALL. Motion carried.

Motion by Mrs. Shore to approve the minutes of the Regular Meeting of March 27, 2018, as presented.

Second, Mr. Baker.

AYES: ALL. Motion carried.

Motion by Mrs. Shore to approve the minutes of the Annual Meeting and Election on April 10, 2018, as presented.

Second, Mr. Baker.

AYES: ALL. Motion carried.

FINANCIAL REPORTS

Motion by Mrs. Shore to approve the financial reports for the period ended March 31, 2018, 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 26, 2018:

Supplemental Warrant, dated March 31, 2018, in the amount of \$235,923.91.

Warrant 4-18-1	\$ 152,044.54
Warrant 4-18-2 GIFT A/C	\$ 1,360.00
Warrant 4-18-3	\$ 8,110.44
Warrant 4-18-4 GIFT A/C	\$ 500.00

Second, Mr. Clemens.

AYES: ALL. Motion carried.

Mrs. Spinelli, Treasurer, reviewed the financial statements and warrants through April 26, 2018 and the payroll records for the April 6th and April 20th, 2018 payrolls.

Mrs. Rieger reviewed and approved the Payroll Register for the April 6th and April 20th, 2018, payrolls.

DIRECTOR'S REPORT

Mrs. Albano discussed the passing of former member of the Board, Linda Raynor and her significant contributions while serving as a Trustee for the library.

DIRECTOR'S REPORT (Continued)

- The 2018 Harborfields High School Art Show was a success and showcased 211 pieces of art from 155 students. The reception was well-attended and awards were given based upon judging by the Long Island Art School.
- One of the most well attended programs of the year so far was "Christopher Allan, Psychic Medium". There were approximately 175 attendees who left enthralled and grateful for the experience.
- In the past few months, we celebrated the retirements of five long-time employees; Aileen Anderson, Fran Christina, Caren Fixsen, James Foley and Camille Iuliucci. Well wishes were also extended to Brad Silverman, who left in April but will continue to conduct a monthly book discussion at the library.
- We received our new evergreen tree, donated by Tilden Farm, at the front of the library on Broadway. The Greenlawn Fire Department, Civic Association and the Town were a big help with the removal and planning.
- The holiday celebrations will commence with the tree lighting on Saturday, December 8th, 2018 and will conclude with the lighting of the Menorah on Sunday, December 9th.
- New part-time staff in Tech Services and Circulation have started; Christine Maloney, Laurie Martin & Liz Yorio. Peter Sostarich has been promoted to a part-time clerk in Tech Services as well.

ASSISTANT DIRECTOR'S REPORT

- Detective Lent from the Homeland Security Division of the Suffolk County Police Department met with Mrs. Albano and Mr. Athanas and provided some security recommendations. Based upon those recommendations, Mr. Athanas added 10 additional speakers to the PA system to cover all areas of the building.
- We are now offering mobile Wi-Fi hot-spots which patrons may borrow. Melissa Gabrielle will be overseeing and monitoring the program.
- We will be upgrading our HVAC system and Thermal Solutions will be replacing (2) rooftop units. PSEG will be coming to assess the replacement so that we may qualify for a rebate.
- Mr. Athanas will be purchasing (10) certified, reconditioned Windows 10 PCs for staff.
- The new HD screen in the large meeting room is excellent and the picture quality is greatly improved.
- Verizon will be coming to the library on May 18th to spec out the replacement of all copper lines with fiber.
- SCLS PALS is paying to replace the firewalls / content filters for all system libraries.
- SCLS recently held an Adult Services meeting regarding e-book usage. Based upon statistics system wide, the overall usage has increased 15% from 2017 and continues to rise. SCLS had only budgeted an 8% increase, which will not cover the current usage. An Advisory Committee has requested a vote via e-mail to be taken in May to increase the percentage allocated for e-books from 8% to 12%.
- Mr. Athanas and Mrs. Kantianis are working on upgrading the time clock system to include time-off requests being processed electronically.
- Thomas Philbin and Jonathan Gonzales recently joined our custodial staff. Mr. Athanas thanked Kevin Crowley and Mike Cronin for their patience with training.

DEPARTMENTAL REPORTS

The Board discussed and reviewed the reports.

PERSONNEL REPORT

There was no personnel report for April.

CORRESPONDENCE

The Board reviewed the correspondence from the staff of the library & Bruce Tilden.

OLD BUSINESS

The monthly Board meeting will be held at **10:00 a.m.** on Thursday, May 24th, instead of 7:00 p.m.

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 2018-2019 operating budget, until such time as we receive our budget appropriation funds from the Town of Huntington.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

Minutes – 4/26/18 (Continued)

ACTIVE SHOOTER TRAINING

As a part of our security assessment, Mrs. Albano would like to schedule an Active Shooter Training seminar on Friday, August 7th from 9:00 a.m. to 1:00 p.m., with employees taking a lunch break from 1:00 p.m. – 2:00 p.m.

Motion by Mrs. Shore to close the library from 9:00 a.m. to 2:00 p.m. for Active Shooter Training for the staff.

Second, Mr. Baker.

AYES: ALL. Motion carried.

PUBLIC PARTICIPATION

There was no public participation.

ADJOURNMENT

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

There being no further business, the meeting was adjourned at 8:15 p.m.

Respectfully submitted,

Katherine Rath for
Dr. Joyce Hilgeman, Secretary