

HARBORFIELDS PUBLIC LIBRARY
31 Broadway, Greenlawn, NY 11740



Board of Trustees
Regular Meeting
Thursday, May 24, 2018 @ 10:00 a.m.

Board Members Present: Ellen Rieger, President
David Clemens, Vice President
Joyce Hilgeman, Ph.D., Secretary
William Baker, Finance Officer

Assistant Director: Ryan Athanas

Absent: Jenny Shore, Trustee
Carol Albano, Director
Cristina Spinelli, Treasurer

PLEDGE OF ALLEGIANCE

The meeting was called to order at 10:04 a.m. by Mrs. Rieger, President.

PUBLIC PARTICIPATION

There was no public participation.

CALL FOR NEW BUSINESS

There was no new business placed on the agenda.

APPROVAL OF MINUTES

Motion by Mr. Clemens to approve the minutes of the Regular Meeting of April 26, 2018, as amended.

Second, Mr. Baker.

AYES: ALL. Motion carried.

FINANCIAL REPORTS

Motion by Mr. Baker to approve the financial reports for the period ended May 24th, 2018, as presented.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

Motion by Mr. Baker to approve the payment of the following Warrants for the period ended May 24th, 2018;

Supplemental Warrant, dated April 30, 2018, in the amount of \$240,159.39.

Warrant 5-18-1	\$ 108,304.00
Warrant 5-18-2	\$ 2,639.60
Warrant 5-18-3 GIFT A/C	\$ 320.00

Second, Mr. Clemens.

AYES: ALL. Motion carried.

Mrs. Spinelli, Treasurer, reviewed the financial statements, warrants and payroll records through May 24th, 2018.

Mrs. Rieger reviewed and approved the Payroll Register for May 4th and May 18th, 2018 payrolls.

DIRECTOR'S REPORT

There was no Director's Report this month.

ASSISTANT DIRECTOR'S REPORT

- The Board requested that we discuss the current DVD fines policy. The topic was tabled until Mrs. Albano could be present.
- The panic button system is officially installed and there will be a mandatory training, which will include the panic system, for all staff on August 7th. The library will be closed until 2 p.m. for this training.
- Our current time clock software, which enables staff to clock-in and clock-out for their shifts, will now offer staff the ability to electronically request, and track, their time-off.

ASSISTANT DIRECTOR'S REPORT (Continued)

- OverDrive, our e-book platform, had a huge jump in usage across all Suffolk County patrons. As a result, SCLS asked all zones to vote on increasing the budget for OverDrive.
- Mr. Athanas recently purchased 9 computers for the library.
- Mrs. Albano, Mr. Athanas and Mr. Crowley will be meeting with a local company, "The Green Guru", to discuss our continuing changeover to LED bulbs and corresponding fixtures.
- We will be launching the WiFi Hotspot borrowing in June.
- Our attorneys, Lamb & Barnosky, recently offered a webinar on ADA compliance, which Mr. Athanas attended.
- Mr. Athanas attended the Long Island Library Conference. One workshop was, "Recognizing and Responding to Harassment", including "quid pro quo" and the "hostile working environment", which was well-attended.
- The Children's Department recently organized a "Meet the Author" experience where the children who attended were able to interact with the author via Skype.
- Mr. Crowley recently purchased a lithium battery-powered lawn trimmer/edger for the library, in an effort to decrease pollution from gas-powered tools.
- In May there was an unprecedented Sierra outage which caused many issues. Mr. Athanas complimented our staff and Circulation in particular for the way they handled our patrons during this outage.
- We will soon have a library membership to NYLA. This will cover Board members and 15 staff members.
- Mr. Athanas discussed 2018 Bullet Aid money. He also wrote to Assemblyman Raia regarding the desire for Harborfields to be able to continue to expand services to our patrons as a result of receiving these grants.
- Using last year's Assembly Bullet Aid money, we will be installing a paver patio on library grounds so that our patrons may enjoy the outdoor space. Also, due to the generosity of the Friends of the Harborfields Public Library, we will have (2) eight-person, commercial-grade tables installed on the patio.
- We recently added FamilySearch.org as an online genealogical reference partner.
- The Board was happy to learn of the popularity of the Shredding Day program and a discussion ensued about the possibility of adding additional days.

DEPARTMENTAL REPORTS

The Board discussed the Departmental Reports. In particular, they complimented Susan Matthews for her work on the "Little Free Library."

PERSONNEL REPORT

Motion by Dr. Hilgeman to accept the resignation letter from Brittany Hardy, dated April 10th, 2018.

Second, Mr. Baker.

AYES: ALL. Motion carried.

Motion by Dr. Hilgeman to accept the Personnel Report dated May 24th, 2018, as presented.

Second, Mr. Baker.

AYES: ALL. Motion carried.

CORRESPONDENCE

The Board reviewed the correspondence from the Harborfields School District regarding the Community Forum on Security taking place on Wednesday, June 20th, 2018, as attached.

OLD BUSINESS

There was no old business to discuss.

NEW BUSINESS

2018-2019 BOARD OFFICERS

This topic was tabled until current Trustee, Jenny Shore, could be present to discuss the slate of officers for 2018-2019.

BALDESSARI & COSTER AGREEMENT

Motion by Dr. Hilgeman to authorize Mrs. Albano, Library Director, to sign the Proposal of Services Agreement from our auditors, Baldessari & Coster, dated April 4th, 2018 (as attached).

Second, Mr. Baker.

AYES: ALL. Motion carried.

EXECUTIVE SESSION

Motion by Mr. Clemens to move into Executive Session at 11:30 a.m. to discuss the medical, financial, credit or employment history of a particular employee.

Second, Mr. Baker.

AYES: ALL. Motion carried.

Motion by Dr. Hilgeman to return to the Regular Order of Business at 12:24 p.m.

Second, Mr. Baker .

AYES: ALL. Motion carried.

Motion by Mr. Clemens to offer the 2018 retirement incentive to Mrs. Joyce Cernilli.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

PUBLIC PARTICIPATION

There was no public participation.

ADJOURNMENT

Motion by Mr. Baker, seconded by Mr. Clemens, to adjourn the meeting.

There being no further business, the meeting was adjourned at 12:25 p.m.

Respectfully submitted,

Katherine Rath for
Dr. Joyce Hilgeman, Secretary