

# HARBORFIELDS PUBLIC LIBRARY

31 Broadway, Greenlawn, NY 11740



## Board of Trustees Regular Meeting June 22, 2017

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

**Director:** Carol Albano

**Assistant Director:** Ryan Athanas

**Absent:** Jenny Shore, Vice President  
David Clemens, Trustee  
Cristina Spinelli, Treasurer

### PLEDGE OF ALLEGIANCE

The meeting was called to order at 7:06 p.m. by Mrs. Rieger, President.

### PUBLIC PARTICIPATION

There was no public participation.

### CALL FOR NEW BUSINESS

- July Reorganization Meeting Date – Thursday, July 6<sup>th</sup> @ 10:00 a.m.

### APPROVAL OF MINUTES

Motion by Dr. Hilgeman to approve the minutes of the Regular Meeting of May 25, 2017, as presented.

Second, Mr. Baker.

AYES: ALL. Motion carried.

### FINANCIAL REPORTS

Motion by Dr. Hilgeman to approve the financial reports for the period ended May 31, 2017, as presented.

Second, Mr. Baker.

AYES: ALL. Motion carried.

Motion by Dr. Hilgeman to approve the payment of the following warrants:

Supplemental Warrant, dated May 31, 2017 in the amount of \$ 181,019.45.

Warrant 6-17-1	\$ 131,451.04
Warrant 6-17-2 GIFT ACCOUNT	\$ 2,277.95
Warrant 6-17-3 DEBT SERVICE A/C	\$ 1,250.00
Warrant 6-17-4 TAN'S	\$ 3,016,580.00
Warrant 6-17-5	\$ 57,545.50

Second, Mr. Baker.

AYES: ALL. Motion carried.

Mrs. Spinelli, Treasurer, reviewed the financial statements, warrants through June 22nd, 2017, and the payroll records for the June 2nd and June 16<sup>th</sup>, 2017, payrolls.

Mrs. Rieger reviewed and approved the Payroll Register for the June 2nd and June 16<sup>th</sup>, 2017, payrolls.

### DIRECTOR'S REPORT

- Mrs. Patty Moisan, Head of the Children's Department, was recently honored at the Harborfields SEPTA Annual Dinner. Mrs. Moisan was received the first ever "Community Advocacy Award" for the tremendous effort she and her staff make to provide programs and services for special needs children in the community. The August 2017 newsletter will feature pictures from that evening.

### **DIRECTOR'S REPORT (Continued)**

- Mrs. Albano discussed the numerous family programs being sponsored by the Friends of the Harborfields Library. They are;
  - “The Steel Silk Band” Outdoor Concert on June 30<sup>th</sup>.
  - “The Power of Food” with Chef Robert Dell’Amore on July 11<sup>th</sup>.
  - “What’s All That Jazz About?” with Jazz Saxophonist Shenole Latimer on July 14<sup>th</sup>.
  - Outdoor “Drive-In” Movie and Create Your Own Car Contest on July 17<sup>th</sup>.
  - “Madagascar” Live Action Show by Plaza Theatrical on July 28<sup>th</sup>.
  - “Putting Through the Pages” Mini Golf at the Library Fundraiser on August 5<sup>th</sup>.
- Harborfields Library was recently featured in Newsday for the “Beach Reads” program.
- The Longest Table planning is going strong and tickets will go on sale July 29<sup>th</sup>. The date of the event is September 16<sup>th</sup> and the rain date is September 23<sup>rd</sup>.
- The Library has numerous museum passes and discounted tickets for family attractions on Long Island. The museum passes are being reserved regularly and ticket sales are high in the summer months.

### **ASSISTANT DIRECTOR'S REPORT**

- Mr. Athanas attended the LILRC Annual Meeting at Farmingdale Public Library where one topic discussed was fundraising with East Hampton Library’s Annual Authors Night benefit. They also covered the topics of Podcasting and circulation of “hot spots”, which can be checked out by patrons. Brentwood PL received a special grant to purchase these devices for their library.
- Mr. Adams and Ms. Cognato have been working on a new program called “Preserving Your Memories,” where patrons can make an appointment to come to the library and catalog their memories and oral histories on video to be able to share with family and friends. A DVD is given to them of the interview.
- A new AV projector and switch has been installed in the large meeting room.
- New computers have been installed at the Reference Desk .
- We had an issue with the coin & bill receiver on the copiers but it will be repaired as soon as possible.
- There have been additional iPads installed in the Children’s room for “Tweens.”
- As a part of the ongoing safety upgrades in the library, the back-end of the panic button system has been installed but audible sound is still being discussed. Also, safety-rated fire glass was installed in the doors to the staff areas.

### **DEPARTMENT REPORTS**

The Board discussed the departmental reports.

### **PERSONNEL REPORT**

The Board discussed the Personnel Report.

Motion by Dr. Hilgeman to accept the Personnel Report dated June 22nd, 2017 as attached.

Second, Mr. Baker.

AYES: ALL. Motion carried.

### **CORRESPONDENCE**

The Board reviewed and discussed the correspondence.

### **OLD BUSINESS**

There was no old business to discuss.

### **NEW BUSINESS**

#### **ANNUAL REORGANIZATION MEETING**

The reorganization meeting for 2017-2018 will be held on Thursday, July 6<sup>th</sup> at 10 a.m.

#### **SCLS TRUSTEE BALLOT**

The Board members signed ballots for the SCLS Board of Trustees election for Michele Lauer-Bader. They must be submitted to SCLS by August 31<sup>st</sup>, 2017.

**NEW BUSINESS (Continued)**

**PUBLIC EXPRESSION AT LIBRARY BOARD OF TRUSTEES**

The Board briefly reviewed the proposed the “Public Expression at Library Board of Trustees” policy as provided by Mr. Athanas. This topic has been tabled until July 27<sup>th</sup>, when all board members may be present to make a motion. The policy was e-mailed to those Board members who were not present to receive it.

**PUBLIC PARTICIPATION**

There was no public participation.

**ADJOURNMENT**

Motion by Dr. Hilgeman, seconded by Mr. Baker, to adjourn the meeting.

There being no further business, the meeting was adjourned at 8:01 p.m.

Respectfully submitted,

Katherine Rath for  
William Baker, Secretary