

HARBORFIELDS PUBLIC LIBRARY

31 Broadway, Greenlawn, NY 11740



Board of Trustees Regular Meeting July 27, 2017

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

Director: Carol Albano

Assistant Director: Ryan Athanas

Absent: Cristina Spinelli, Treasurer

PLEDGE OF ALLEGIANCE

The meeting was called to order at 10:06 a.m. by Mrs. Rieger, President.

PUBLIC PARTICIPATION

There were no community members in attendance.

CALL FOR NEW BUSINESS

There was no new business added to the agenda.

APPROVAL OF MINUTES

Motion by Mrs. Shore to approve the minutes of the Regular Meeting of June 22nd, 2017, as presented.

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

Motion by Mrs. Shore to approve the minutes of the Annual Reorganization Meeting of July 6th, 2017, as presented.

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

FINANCIAL REPORTS

Motion by Mrs. Shore to approve the financial reports for the period ended July 27th, 2017, as amended.

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

Motion by Mrs. Shore to approve the payment of the following warrants:

Supplemental Warrant, dated June 30, 2017 in the amount of \$259,493.72.

Warrant 7-17-1	\$ 163,134.99
Warrant 7-17-2 GIFT A/C	\$ 3,718.98
Warrant 7-17-3	\$ 2,340.09

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

Mrs. Spinelli, Treasurer, reviewed the financial statements, warrants through July 27, 2017, and payroll records for the July 1st and July 15th, 2017 payrolls.

Mrs. Rieger reviewed and approved the Payroll Register for the July 1st and July 15th, 2017 payrolls.

DIRECTOR'S REPORT

Mrs. Albano discussed the success of the many outstanding programs this summer. The Outdoor Movie/Build Your Own Car night had more than 150 people attend and there were 50-60 cars built by the children and their families. Additionally, Mrs. Meglio's "Escape A Room" program was well-attended and the young adults truly enjoyed the challenge. Finally, the Friends sponsored "Putting Through The Pages" Mini-Golf Night has 65 families currently registered and is expected to be a great fundraiser and evening of fun for the community.

PERSONNEL REPORT

The Board discussed the Personnel Report.

Motion by Mrs. Shore to accept the resignation letter from Jeremy Forman, dated 7/7/17, as attached.
Second, Dr. Hilgeman. AYES: ALL. Motion carried.

Motion by Mrs. Shore to accept the Personnel Report dated July 27th, 2017, as attached.
Second, Mr. Clemens. AYES: ALL. Motion carried.

CORRESPONDENCE

The Board reviewed and discussed the correspondence.

OLD BUSINESS

PUBLIC EXPRESSION AT THE LIBRARY BOARD OF TRUSTEES MEETING

Motion by Dr. Hilgeman to adopt the Public Expression at Library Board of Trustees Policy as amended and attached.
Second, Mr. Baker. AYES: ALL. Motion carried.

NEW BUSINESS

NEW YORK LIBRARY ASSOCIATION CONFERENCE

This topic was tabled until August 24, 2017.

LIBRARIAN I

Kimberly McCarthy recently achieved her Master of Library and Information Science (MLIS) degree.

Motion by Mrs. Shore to promote Kimberly McCarthy from Librarian Trainee to Librarian I, with commensurate salary increase, effective July 29th, 2017.
Second, Mr. Clemens. AYES: ALL. Motion carried.

BUDGET HEARING DATE

NYS Education Law regarding School Districts and Special Districts (Public Libraries) states that "budget hearings must be held no more than fourteen days, nor less than seven days, before the date of the annual meeting and election. Notice of the date, time and place of the public hearing must be included in the notice of the annual meeting." The Annual Budget Vote and Trustee Election for Harborfields Public Library will be held on April 10th, 2018, from 3:00-9:00 p.m.

Motion by Dr. Hilgeman to change the date of the budget hearing from March 27th, 2018, to March 28th, 2018, so that Harborfields Public Library may be in compliance with the NYS Education Law.
Second, Mr. Clemens. AYES: ALL. Motion carried.

EXECUTIVE SESSION

Motion by Mrs. Shore to move into Executive Session at 11:16 a.m. to discuss library policy.
Second, Mr. Clemens. AYES: ALL. Motion carried.

Motion by Mrs. Shore to return to the regular order of business at 11:20 a.m.
Second, Mr. Clemens. AYES: ALL. Motion carried.

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 11:21 a.m.

Respectfully submitted,

Katherine Rath for
Dr. Joyce Hilgeman, Secretary