

HARBORFIELDS PUBLIC LIBRARY

31 Broadway, Greenlawn, NY 11740



Board of Trustees Regular Meeting July 26, 2018

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

Director: Carol Albano

Assistant Director: Ryan Athanas

Absent: Cristina Spinelli, Treasurer

PLEDGE OF ALLEGIANCE

The meeting was called to order at 10:01 a.m. by Mr. Clemens, 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 21st, 2018, as presented.

Second, Mr. Friedlander.

AYES: ALL. Motion carried.

Motion by Mrs. Shore to approve the minutes of the Annual Reorganization Meeting of July 12th, 2018, as presented.

Second, Mr. Friedlander.

AYES: ALL. Motion carried.

FINANCIAL REPORTS

Motion by Mrs. Shore to approve the financial reports for the period ended July 26th, 2018, as amended.

Second, Mr. Friedlander.

AYES: ALL. Motion carried.

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

Supplemental Warrant, dated June 30, 2018 in the amount of \$259,525.61.

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|-------------------------|---------------|
| Warrant 7-18-1 | \$ 250,869.91 |
| Warrant 7-18-2 GIFT A/C | \$ 3,505.00 |
| Warrant 7-18-3 | \$ 7,508.00 |
| Warrant 7-18-4 GIFT A/C | \$ 1,800.00 |

Second, Mr. Friedlander.

AYES: ALL. Motion carried.

Mrs. Spinelli, Treasurer, reviewed the financial statements, warrants through July 26, 2018, and payroll records for the June 29th, July 13th and July 27th, 2018 payrolls.

Mrs. Rieger reviewed and approved the Payroll Register for the June 29th, July 13th and July 27th, 2018 payrolls.

DIRECTOR'S REPORT

The new patio by the Broadway entrance is near completion. The two picnic tables purchased by the Friends of HPL have been installed and the benches were put back in place and anchored to the patio.

DIRECTOR'S REPORT (Continued)

There will be a memorial service held at the library in honor of Maureen Buskard on Sunday, September 16th at 2:00 p.m.

The Longest Table event will be held on Saturday, September 15th at 5:00 p.m.

The job sharing in the Technical Services Department is working well with part-time employees Peter Sostarich and Liz Yorio.

The Annual Summer Reading Clubs are a great success with 541 patrons registered in Children's, 157 registered in Young Adult and 237 registered in the Adult department. There were also 40 volunteers participating in the Teen Summer Reading Club. Mrs. Albano thanked the staff for an outstanding job.

The Friends' Little Book Shop is enjoying patrons coming in to redeem their 3D Printed coin prizes for a book. The children are especially excited and it is encouraging additional sales of books.

The outdoor lawn games and Wi-Fi hot spots are an enormous hit with library patrons.

The Active Shooter Workshop, which was scheduled for August 7th, was cancelled due to a conflict for the Suffolk County Police Department representative that was presenting. It will be rescheduled as soon as possible.

The outdoor concerts and activities are very popular with the community. The Summer Outdoor Concert will be held on July 27th and will feature a band called "Just Sixties" and the Children's Outdoor Movie, "Boss Baby" and Cardboard Car Contest will be held on Friday, August 24th @ 7:30 p.m.

ASSISTANT DIRECTOR'S REPORT

We are currently working with Thermal Solutions on finishing up the work related to the 2017 HVAC Grant which included replacing HVAC units 4 & 5. We have also just received a grant from Senator Marcellino which will go toward some building renovation projects. Mr. Athanas has also completed the DASNY SAM grant paperwork to be reimbursed for a portion of the TeenScape renovation.

Mr. Athanas has been working on replacing old computers, which will be donated to the *Retired and Senior Volunteer Program (RSVP Suffolk)* and on replacing them with newer models.

The old John Deere tractor that is no longer in use is being stored on library property and needs to be sold before it deteriorates into obsolescence. We were unable to sell it back to John Deere for credit or cash. Mrs. Albano recommended that we post an auction blurb in the newsletters and accept offers, awarding it to the highest bidder. The Board agreed that taxpayers should be allowed an opportunity to purchase this item.

PERSONNEL REPORT

The Board discussed the Personnel Report.

Motion by Ellen Rieger to accept the Personnel Report dated July 26th, 2018, as attached.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

CORRESPONDENCE

The Board reviewed and discussed the correspondence.

OLD BUSINESS

EMPLOYEE MANUAL

Mr. Athanas briefly reviewed the last changes to the Employee Manual. The Board stated that they would like to revisit the contribution percentages towards Health Insurance at the October 2018 Board meeting.

Motion by Mrs. Shore to approve, for distribution to the staff, the Employee Manual Draft, Version 7, as presented.

Second, Mrs. Rieger.

AYES: ALL. Motion carried.

NEW BUSINESS

LARGE MEETING ROOM LED CONVERSION

The Green Guru, a company that specializes in assessing buildings to be more energy efficient, came to do a walkthrough to review our lighting and fixtures in the Large Meeting Room. Kevin Crowley and Mike Cronin in the Maintenance Department have been replacing our old bulbs and fixtures in the rest of the building and applying for rebates from PSEG. However, the lighting system in the Large Meeting Room has not been renovated since 1993 and is unable to handle simple LED bulb replacement. The system also encompasses the stage lighting for performers. The Green Guru will write a proposal to update the lighting and manage the entire project – including PSEG rebates. Mr. Athanas will also apply for a construction grant with the hopes of covering some of the conversion costs.

Motion by Mrs. Rieger to sign the contract with the Green Guru company to oversee the conversion to LED bulbs and corresponding fixtures.

Second, Mrs. Shore.

AYES: ALL. Motion carried.

CONSTRUCTION GRANT

Mr. Athanas discussed the upcoming 2018 Construction Grant and the projects he would like to submit for consideration. As of now they are: 1) The Green Guru lighting conversion, 2) Replacement of another HVAC unit in the meeting room wing of the library since the Freon used is no longer environmentally friendly and the unit is inefficient, and 3) Restoration of the cupola on the original, Broadway entrance, building.

Motion by Mrs. Shore to allow Mr. Athanas to apply for the 2019 Construction Grant with three phases of construction as outlined above.

Second, Mrs. Rieger.

AYES: ALL. Motion carried.

CARPETING – ADULT AREA

Mrs. Albano briefly discussed the necessity for replacing the carpeting the Adult Reference area of the library. She hopes to provide estimates in August. The discussion was tabled until these estimates are presented.

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 11:42 a.m.

Respectfully submitted,

Katherine Rath for
Dr. Joyce Hilgeman, Secretary