

BOARD of TRUSTEES
Regular Meeting
March 24, 2022 – 7:30 p.m.

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

Library Staff: Ryan Athanas, Library Director
Linda Meglio, Assistant Director
Katherine Rath, Senior Account Clerk

Absent: Cristina Spinelli, Treasurer

PLEDGE OF ALLEGIANCE

The meeting was called to order at 7:43 p.m. by Dr. Joyce Hilgeman, President, immediately following the Budget Information Hearing.

PUBLIC PARTICIPATION

There was no public participation. Mrs. Patricia Fellmeth was in attendance to be introduced to the Board as the Library's new Head of Human Resources.

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 January 25th, 2022, as presented.

Second, Ms. Boyer. AYES: ALL. Motion carried.

FINANCIAL REPORTS

Motion by Mrs. Shore to approve the financial reports for the period ended February 28th, 2022, as presented.

Second, Mrs. Rieger. AYES: ALL. Motion carried.

Motion by Mrs. Shore to approve the payment of the following Warrants for March, 2022:

Supplemental Warrant for Payroll, dated February 28th, 2022, in the amount of \$175,380.28.

Warrant 3-22-1	\$ 108,629.82
Warrant 3-22-2 Gift Fund	\$ 1,762.12
Warrant 3-22-3 Capital	\$ 4,261.79
Warrant 3-22-4 Payroll	\$ 271.67

Second, Mrs. Rieger. AYES: ALL. Motion carried.

Mrs. Spinelli, Treasurer, reviewed the financial statements, warrants and payroll records for the March 4th and the March 18th, 2022, payrolls and Ms. Boyer, Finance Officer, reviewed and approved the Payroll Registers for the March 4th and the March 18th, 2022, payrolls.

DIRECTOR'S REPORT

- **Carpet Installation:** The installation of the special carpet to surround the boat, dock and train in the Children's Room has been delayed due to a supply shortage.
- **RENU:** The meeting room wing lighting update, which will be performed by RENU Contracting Restoration, will begin after the budget vote in April and should be completed by the end of April / beginning of May.
- **Pickle Park Landscape:** DeGroot Landscape Design has completed the pruning, removal of poison ivy and the clean-up of dead trees and shrubs along the fence between the library and pickle park. This has transformed the area and has also helped to uncover the parking lot lights, improving safety in the library parking lot and surrounding areas.
- **Sustainable Libraries Initiative:** Anne Marie Gordon, who is our sustainability representative at SCLS, has offered to discuss the initiative with our Board of Trustees either in-person or via Zoom. The Board expressed that they are interested in meeting with her.
- **Electric Car Charging Stations:** The Board requested an update on this project and Mr. Athanas stated that Suffolk County has been at a standstill regarding installation schedules. Since there are many questions regarding applicable rules for those wishing to charge cars, as well as the logistics on costs associated with the build and electric usage, we will revisit once more information is available.
- **Staff Break Room:** We have been looking to refresh the staff break room with updated furniture and as a part of the refresh, and in keeping with the sustainability effort, we have installed a water bottle filling station, which will replace the rented water cooler and allow people to use sustainable vessels and bottles instead of wasting single-use cups.
- **Civil Service Job Classifications:** While attempting to make some adjustments to our current staff roster, either due to adding positions or due to replacing positions when people retire, Civil Service has notified us that some of the current titles have been changed and/or deleted and that they are working on reclassification of certain titles.
- **Community Shredding Day:** Mr. Athanas discussed the upcoming Community Shredding Day, which will be held in the staff parking lot on Saturday, April 2nd, 2022, from 9:30 a.m. - 12:30 p.m. This is a very popular event and we expect an excellent turnout.

March 24th, 2022 Board Minutes – Page 2

ASSISTANT DIRECTOR'S REPORT

- **Break Room Furniture:** Mrs. Meglio and Mr. Adams took a trip to OfficeWorx in order to look at furniture for the staff break room. OfficeWorx honors NYS Contract pricing and offered many colorful options for chairs and tables which will significantly brighten the feel of the room. Mrs. Meglio placed an order with them and hopes to have the new furniture by the end of the fiscal year.
- **Dunlop Community Garden:** Children's Librarian, Mary Kim, who is also a member of the sustainability committee, has kindly offered to work with community teens in developing (2) garden plots where they can grow vegetables in order to donate them to local food pantries. She will meet with these groups on Saturdays and teach them about gardening and growing their own food. These plots will also be used for library programs about gardening.
- **Junior Friends of the Library Group:** The group formerly known as the Teen Advisory Board will be now be called the Junior Friends of the Library and will be helping out in the Friends' Bookshop on a regular basis. Mrs. Meglio also intends to invite them to attend the regular Friends' meeting to see if there are other ways in which they may like to help.
- **Sunshine Committee:** This committee has been instrumental in making staff members feel connected and appreciated. With a voluntary annual donation of \$20 from staff members, this group organizes get well wishes, sympathy, and acknowledgements for major life events and has been organizing givebacks, contests, socials and other fun activities in order to foster great morale. This year, we have a record participation level and the committee looks forward to continuing to support our amazing staff.

DEPARTMENTAL REPORTS

The Board reviewed and discussed the Departmental Reports regarding February, 2022, activities.

PERSONNEL REPORT

Motion by Mrs. Shore to accept the resignation letter from James Anderson, dated February 28th, 2022, and the retirement letter from Jane (Jody) Kantianis, dated March 14th, 2022, as attached.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

Motion by Mrs. Shore to accept the personnel report dated March 24th, 2022, as attached.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

CORRESPONDENCE

The Board reviewed correspondence from the family of Dennis Freres and the Memorandum dated March 16th, 2022, from Lamb & Barnosky.

OLD BUSINESS

LIBRARY CALENDAR OF CLOSINGS, HOLIDAYS & BOARD MEETINGS

The Board discussed the 2022-2023 Calendar, and noted that the library will remain open on "Indigenous Peoples' Day", which is Monday, October 10th, 2022, as it has in previous years. The Board also made changes to the times of some of the Board meetings.

Motion by Mrs. Rieger to adopt the 2022-2023 Schedule of Board meetings, as revised and attached.

Second, Mrs. Shore.

AYES: All. Motion carried.

NEW BUSINESS

POLICY REVIEW

Mrs. Meglio discussed the current Whistleblower Policy, which was last reviewed in 2014.

Motion by Mrs. Shore to accept the revised Whistleblower Policy, as presented and attached.

Second, Ms. Boyer.

AYES: All. Motion carried.

LITTLE FREE PANTRY

The Library, in conjunction with the Harborfields High School Key Club, would like to establish a "Little Free Pantry" for the members of our community who are in need. The Key Club has already planned a bake sale in order to help raise funds for its establishment. The library will accommodate the pantry in an established area on library grounds and volunteers will be in charge of maintaining it.

FIRE PANEL REPLACEMENT

Our current fire panel is at the end of its life and will need to be replaced. Mr. Athanas has been working on getting quotes, but estimates \$14K.

BUDGET WORKERS

Motion by Mrs. Shore to approve the proposed list of election workers for the Budget Vote and Trustee Election on April 5th, 2022, as amended.

Second, Mrs. Rieger.

AYES: ALL. Motion carried.

PUBLIC PARTICIPATION

There was no public participation.

ADJOURNMENT

Motion by Ms. Boyer, seconded by Mrs. Shore, to adjourn the meeting. There being no further business, the meeting was adjourned at 9:07 p.m.

Respectfully submitted,

Katherine Rath for David Clemens, Secretary