

BOARD of TRUSTEES
Regular Meeting
June 24, 2021 – 10:00 a.m.

Board Members Present: Joyce Hilgeman, Ph.D., President
Renee Boyer, Finance Officer
David Clemens, Trustee

Library Staff Present: Ryan Athanas, Library Director
Katherine Rath, Senior Account Clerk
Jody Kantianis, Senior Library Clerk

Absent: Ellen Rieger, Vice President
Jenny Shore, Secretary
Cristina Spinelli, Treasurer

PLEDGE OF ALLEGIANCE

The meeting was called to order at 10:10 a.m. by Dr. Joyce Hilgeman, President.

PUBLIC PARTICIPATION

There was no public participation.

CALL FOR NEW BUSINESS

- Policy Review
- Juneteenth Holiday
- Centerport Garden Club
- COVID Tutoring Policy
- NYS Safety Plan & COVID Procedures
- Sealcoating & Lining of Parking Lot & Driveways

APPROVAL OF MINUTES

Motion by Mr. Clemens to approve the minutes of the Regular Meeting of May 27, 2021, as presented.

Second, Ms. Boyer.

AYES: ALL. Motion carried.

FINANCIAL REPORTS

Motion by Ms. Boyer to approve the financial reports for the period ended May 31, 2021, as presented.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

Motion by Ms. Boyer to approve the payment of the following Warrants for June 24, 2021:

Supplemental Warrant, dated May 31, 2021, in the amount of \$170,257.79.

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|------------------------------|----------------|
| Warrant 6-21-1 Gift Fund | \$ 11,848.82 |
| Warrant 6-21-2 Debt Service | \$ 1,897.25 |
| Warrant 6-21-3 TAN Repayment | \$2,005,602.78 |
| Warrant 6-21-4 | \$ 120,569.59 |
| Warrant 6-21-5 Gift Fund | \$ 52.60 |

Second, Mr. Clemens.

AYES: ALL. Motion carried.

Mrs. Spinelli, Treasurer, reviewed the financial statements, warrants and payroll records for the June 11 and June 25, 2021, payrolls.

Ms. Boyer, Finance Officer, reviewed and approved the Payroll Registers for the June 11 and June 25, 2021, payrolls.

DIRECTOR'S REPORT

- Mr. Athanas shared a video entitled, "Read & Explore in the Great Outdoors", where each member of the Children's Room staff virtually visited a National Park as a part of the Children's Summer Reading Club and made a presentation on that location.
- Mr. Athanas attended the Friends of the Library monthly meeting to discuss funds that have been previously gifted to the library. The Friends kindly offered to allow us to use these funds towards the purchase of new train and boat play-structures for the Children's Room. As they are being custom built for the library, the new boat and train will not arrive until November or December of 2021.
- Mr. Athanas attended a meeting to discuss Overdrive and the escalating costs of downloads. The concern will be how libraries are going to sustain the increases if they continue at the current rates. However, as of now, there will be no changes to the current loan rules for patrons using this service. Since the reopening of libraries across the state, the overall rates are slightly decreasing, but the Adult Services Advisory Committee will continue to monitor downloads over the next few months and revisit the topic with updated statistics.

DIRECTOR'S REPORT (Continued)

- Starting in May, we returned to having in-person staff meetings. Mr. Athanas intends to continue to do this every month by having a staff meeting the morning following Board meetings so that he may inform staff of pertinent information and upcoming projects. He will also have Department Head meetings immediately preceding the Board meetings so that Department Heads may share concerns or information that they may want to share with the Board through Mr. Athanas.
- Mr. Athanas shared pictures of the now fully-grown HPL Bobwhite Quails which are scheduled to be released at Caleb Smith Park in July to help combat the growing deer tick population.
- The department specific "Chat with Us" function on the website is working well and we have had (50) "Chats" with patrons since January.
- Mr. Athanas shared pictures of the amazing Summer Reading Club decorations throughout every area of the library. He thanked the staff for their outstanding contributions to making the library come to life for our patrons.
- Mr. Athanas commended Karen McHugh and Liz Yorio for their outstanding work on numerous virtual adult program videos and their "Paged to Perfection" virtual book discussions. We have received a few thank you emails from patrons regarding these wonderful videos.
- The current museum software module that allows patrons to reserve museum passes expires at the end of September and the company is going out of business. Another company called *Museum Key* will be taking over the majority of the clients and we should have a seamless transition to the new software by October 1, 2021.
- Mr. Athanas discussed the Annual HPL Storybook Halloween and noted that we are discussing changing the event to a character parade outdoors as opposed to taking the chance of hosting a crowded indoor event. We will also schedule and announce a rain date in advance.

DEPARTMENTAL REPORTS

The Board reviewed and discussed the Departmental Reports regarding May, 2021, activities. The Board noted that all Departmental Reports are appreciated each month.

PERSONNEL REPORT

There was no Personnel Report this month.

STATISTICS

The Board reviewed and discussed the statistical reports and are happy to see that the numbers are returning to pre-COVID levels.

CORRESPONDENCE

There was no correspondence this month.

OLD BUSINESS

There was no old business to discuss.

NEW BUSINESS

POLICY REVIEW – PETTY CASH

The Petty Cash Policy was reviewed by our accountant and auditor, Mr. Al Coster, prior to the Board meeting. He did not recommend any revisions.

Motion by Mr. Clemens to accept the Petty Cash Policy, originally adopted February 7, 2013, as presented and attached.

Second, Ms. Boyer.

AYES: ALL. Motion carried.

JUNETEENTH NATIONAL INDEPENDENCE DAY ACT

Due to the recent legislation declaring Juneteenth a federal holiday commemorating the emancipation of African-American slaves, the library would like to add this to the list of holidays on which the library will be closed. Since June 19th falls on a Sunday in 2022, the library would observe the holiday on Monday, June 20th in 2022, but the library will follow the federal calendar to determine the date on which the holiday is officially observed moving forward.

Motion by Ms. Boyer to close the library in observance of the Juneteenth National Independence Day Act in conjunction with the federal calendar each year beginning June 20th, 2022.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

CENTERPORT GARDEN CLUB SHOW

The Centerport Garden Club will present their "Show Stoppers on Broadway" Small-Standard Flower Show on Tuesday, September 14th, 2021 from 1:00-5:00 p.m. in the library's front circle. Since it will be held outside, and they are only allowing current members to submit entries, we don't expect a large crowd. Information is available @ www.centerportgardenclub.org.

COVID TUTORING POLICY

Based on the current changes in CDC Guidelines and NYS Mandates, Mr. Athanas discussed with the Board the desire to abolish the COVID Tutoring Policy, originally adopted during the height of the pandemic on July 23, 2020.

Motion by Mr. Clemens to rescind the COVID Tutoring Policy, originally adopted on July 23, 2020.

Second, Ms. Boyer.

AYES: ALL. Motion carried.

NYS SAFETY PLAN & COVID PROCEDURES REVIEW

The Board reviewed the current NYS Safety Plan & COVID Procedures adopted by the library and, due to Governor Cuomo announcing that New York is ending the COVID-19 State Disaster Emergency on June 24, 2021, would like to make changes accordingly. These include not limiting the number of patrons in Teen'Scape, no longer prohibiting group activities or tutoring, no longer requiring six-feet of social distancing, allowing some chairs and seating to be reintroduced to patron areas and adding (2) more computers back to the patron computer area. We will still be diligent in wiping down high-traffic public-use items and iPads will still not be available in the Children's area.

Motion by Ms. Boyer to accept the revised COVID Procedures document as attached.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

SEALCOATING & RELINING OF THE LIBRARY PARKING LOT & DRIVEWAYS

The Board reviewed proposals from Centerport Sealcoat Company, J. Canales Blacktop & Sealcoating and from Black Ice Paving to sealcoat all of the paved areas of the parking lots and driveways, fill all cracks with rubberized filler and to repaint parking stalls as laid out. Since this service has not been performed in many years, it is desperately needed to help to maintain the integrity of the blacktop. Of the (3) estimates received, Centerport Sealcoat Company provided the most competitive estimate and can perform the work during hours when the library is closed.

Motion by Ms. Boyer to approve the estimate from Centerport Sealcoat Company to sealcoat the entire parking lot, including all driveways, fill all cracks with rubberized filler and repaint parking stalls as laid out at a cost of \$7,450 per estimate, as attached.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

PUBLIC PARTICIPATION

There was no public participation.

ADJOURNMENT

Motion by Ms. Boyer, seconded by Mr. Clemens, to adjourn the meeting. There being no further business, the meeting was adjourned at 11:12 a.m.

Respectfully submitted,

Katherine Rath for
Jenny Shore, Secretary