

HUNTINGTON PUBLIC LIBRARY
338 Main Street
Huntington, NY 11743

MINUTES

Approved

Of a Regular Meeting of the Library Board of Trustees
Held July 19, 2022,
at the Main Library – Meeting Room

PRESENT: Trustees: Ann M. Berger, Kim Hawkins, Charles Rosner, Ann Scolnick
Library Director: Joanne Adam; Assistant Library Director: Kristine Casper;
Business Manager: Jennifer Mulvihill; Administrative Assistant: Gabriele Guerra

EXCUSED: Pat McKenna-Bausch

Ms. Adam called the meeting to order at 6:10 p.m.

Ms. Scolnick made a motion, seconded by Mr. Rosner, to approve the agenda as presented for the July 19, 2022, Board of Trustees Meeting. The vote was unanimous.

Ms. Berger made a motion, seconded by Ms. Scolnick, to appoint Joanne Adam to act as Chairperson. The vote was unanimous. Ms. Adam proceeded with the Election of Officers for 2022-2023

Kim Hawkins takes Oath of Office as newly elected Trustee.

Ms. Scolnick made a motion, seconded by Mr. Rosner to nominate Ms. Berger to the office of President for 2022-2023. The vote was unanimous.

Ms. Berger made a motion, seconded by Ms. Scolnick to nominate Mr. Rosner to the office of Vice President for 2022 – 2023. The vote was unanimous.

Ms. Scolnick made a motion, seconded by Ms. Berger to nominate Ms. McKenna-Bausch to the office of Secretary for 2022-2023. The vote was unanimous.

Ms. Berger made a motion, seconded by Mr. Rosner to nominate Ms. Scolnick to the office of Financial Officer for 2022-2023. The vote was unanimous.

Chairperson, Ms. Adam made a motion, seconded by Ms. Scolnick, to turn the meeting over to President, Ms. Berger. The vote was unanimous.

Ms. Berger continued with the annual appointments.

Ms. Scolnick made a motion, seconded by Mr. Rosner to re-appoint the legal counsel, Law Offices of Hamburger, Maxson, Yaffe, & Martingale, LLP – Andrew Martingale, Partner for 2022-2023. The vote was unanimous.

Ms. Scolnick made a motion, seconded by Mr. Rosner to re-appoint the library auditor, Baldessari & Coster LLP, Ted Schlomann, Partner for 2022-2023. The vote was unanimous.

Ms. Scolnick made a motion, seconded by Ms. Hawkins to re-appoint the *Long Islander* as the Newspaper of Record for 2022-2023. The vote was unanimous.

Mr. Rosner made a motion, seconded by Ms. Hawkins to re-appoint Renata Robak, Library Treasurer for 2022-2023. The vote was unanimous.

Mr. Rosner made a motion, seconded by Ms. Scolnick to re-appoint TD Bank and The First National Bank of Long Island as the Official Banks of Record for 2022-2023. The vote was unanimous.

Ms. Hawkins made a motion, seconded by Mr. Rosner to make the following standing committee appointments:

- Budget & Finance: Ann Scolnick and Charles Rosner
- Station Branch Planning: Kimberly Hawkins and Charles Rosner
- Personnel: Pat McKenna-Bausch and Ann Berger
- By-laws & Policies: Kimberly Hawkins and Ann Scolnick
- Foundation: Kimberly Hawkins and Pat McKenna-Bausch
- Facilities and Renovation: Ann Scolnick and Ann Berger
- Labor Management: Pat McKenna-Bausch and Charles Rosner
 - The vote was unanimous.

Signed copies of the Affirmation of Compliance relating to the Conflict of Interest policy were collected from the Board members. Mr. Rosner made a motion, seconded by Ms. Hawkins to affirm the Conflict of Interest policy as presented. The vote was unanimous.

Ms. Scolnick made a motion, seconded by Mr. Rosner to Establish the Time and Place of Regular Meetings for 2022-2023 as presented. The vote was unanimous.

The approval of the Holiday and Sunday schedule for 2022-2023 was tabled until the next meeting.

Mr. Rosner made a motion, seconded by Ms. Hawkins to approve the Fines and Fees Schedule for 2022-2023 as presented. The vote was unanimous.

Ms. Scolnick made a motion, seconded by Ms. Hawkins to reaffirm the Library Procurement Policy as presented. The vote was unanimous.

Mr. Rosner made a motion, seconded by Ms. Hawkins to reaffirm the Library's By-Laws as presented. The vote was unanimous.

Mr. Rosner made a motion, seconded by Ms. Scolnick, to approve the Library Board of Trustees Minutes of June 21, 2022. The vote was unanimous.

A period of public expression was offered.

A motion was made by Mr. Rosner, seconded by Ms. Hawkins, that Warrant #56, June End of Month, totaling \$455,076.78, is paid. The vote was unanimous.

A motion was made by Mr. Rosner, seconded by Ms. Hawkins, that Warrant #1, July Disbursements, totaling \$354,460.47, is paid. The vote was unanimous.

A motion was made by Mr. Rosner, seconded by Ms. Hawkins, that Warrant #3, Q2 Medicare Reimbursements, totaling \$33,216.03 is paid. The vote was unanimous.

Business Manager Jennifer Mulvihill gave an update on the year-end audit currently underway and noted that the auditors commented that the process was going along very well due to the strong organization of the paperwork involved and thanked staff members Afshan Khan and Peggy Tavolaro for their yearlong commitment to keeping all Business Office records accurate and organized.

Committee Assignments: No committees met in June.

A motion was made by Ms. Hawkins, seconded by Mr. Rosner, to accept the July 2022, Personnel Report as presented. The vote was unanimous.

Assistant Library Director Kristine Casper shared a thank you note given to the Station Branch staff for their presentations during a class visit to the Branch from Open Word, an English language class offered at St. Hugh's Church. Kristine provided a fiscal year-end statistical summary that noted that most library services are showing a steady increase in usage over last year, however most numbers are still not quite at pre-pandemic levels.

Library Director Joanne Adam noted that we have just received the evaluation of the Station Branch building from the architect and will review with the Station Branch Committee. The Station Branch will be an early voting site for the August primary.

There was no further Correspondence and Communication this month.

A second period of public expression was offered.

At 6:41 p.m., a motion was made by Mr. Rosner, seconded by Ms. Scolnick to enter Executive Session to discuss a personnel matter and contract negotiations. The vote was unanimous.

At 7:45 p.m., Ms. Berger reconvened the meeting.

At 7:47 p.m., a motion was made by Ms. Hawkins, seconded by Ms. Berger to adjourn the meeting. At 7:47 p.m., the meeting was adjourned.

Respectfully submitted:

Prepared by:

Ann Scolnick, Secretary

Kristine M. Casper, Assistant Library Director