

HUNTINGTON PUBLIC LIBRARY
338 Main Street
Huntington, NY 11743

MINUTES

Approved

Of a Regular Meeting of the Library Board of Trustees
Held September 20, 2022,
at the Station Branch Library – Community Room

PRESENT: Trustees: Ann M. Berger, Ann Scolnick, Charles Rosner, Kimberly Hawkins, Pat McKenna-Bausch
Library Director: Joanne Adam; Assistant Library Director: Kristine Casper;
Business Manager: Jennifer Mulvihill; Administrative Assistant: Gabriele Guerra;
Computer Services Department Head: Thomas Romano

EXCUSED:

Ms. Berger called the meeting to order at 6:08 p.m.

Ms. Hawkins made a motion, seconded by Ms. Scolnick, to approve the agenda as presented for the September 20, 2022, Board of Trustees Meeting. The vote was unanimous.

Ms. Scolnick made a motion, seconded by Ms. Hawkins, to approve the Library Board of Trustees Minutes of July 19, 2022. The vote was unanimous.

Joanne Adam gave the Friends of the Library report. Their monthly meetings have been well attended and the group is energized. The Friends are currently focusing on the upcoming Fall Clearance Book Sale being organized by Mary Kelly. They are also considering other various print-on-demand fundraising ideas. There is a Friends of Library's Roundtable meeting being held at SCLS in October and Joanne will be attending with a couple of members from our group.

A period of public expression was offered.

A motion was made by Ms. Hawkins, seconded by Mr. Rosner, that Warrant #4, July End of Month, totaling \$327,870.26, is paid. The vote was unanimous.

A motion was made by Ms. Hawkins, seconded by Ms. Berger, that Warrant #5, August Disbursements, totaling \$209,440.96, is paid. The vote was unanimous.

A motion was made by Ms. Hawkins, seconded by Ms. Berger, that Warrant #1, August Capital Fund, totaling \$1,000.00 is paid. The vote was unanimous.

A motion was made by Ms. Hawkins, seconded by Ms. Berger, that Warrant #8, August End of Month, totaling \$329,514.95 is paid. The vote was unanimous.

Ms. Hawkins made a motion, seconded by Ms. Berger, that Warrant #9, September Disbursements, totaling \$226,656.85 is paid. The vote was unanimous.

Mr. Rosner made a motion, seconded by Ms. Hawkins, to approve Asset Disposals as follows: 8 computers and 2 Surface Pros. The vote was unanimous.

Business Manager Jennifer Mulvihill announced that the auditors will be on site the beginning of October to complete the audit and gave an update on the Tax ID issue relating that the library name and business address is once again associated with our ID number and the situation appears to be resolved.

Committee Assignments: No committees met.

A motion was made by Ms. Scolnick, seconded by Ms. McKenna-Bausch, to accept the September 2022, Personnel Report as presented. The vote was unanimous.

Computer Services Department Head, Thomas Romano was present to give an overview of the latest projects being undertaken in Computer Services including updating our cyber security, server backups, and the investigation into acquiring a new maintenance service / print management agreement for our copiers and printers.

Assistant Library Director Kristine Casper was available to answer questions and gave a brief update on current outreach opportunities and the purchase of a snack machine at the Station Branch. If all goes well, we are looking into replacing the machines at the Main as well.

Library Director Joanne Adam gave an update to her report that shared a Welcome Brochure created by Customer Services clerk Brittany Bowen that is being distributed as part of September is Library Card Signup Month. Joanne also mentioned that ten staff members have completed the Passport Acceptance training, the addition of new staff in Maintenance has allowed them to complete various projects including the painting/carpeting of the Business Office, and the Adult Department will be getting new desks.

Unfinished Business:

New Business: Mr. Rosner made a motion, seconded by Ms. McKenna-Bausch to approve the transfer and retain legal counsel of Andrew K. Martingale as legal counsel.

RESOVLED: Pursuant to the letter from Library Counsel Andrew K. Martingale, dated July 28, 2022, the Board authorizes the transfer of all paper and electronic files of the Library from Hamburger, Maxson, Yaffe & Martingale, LLP (HMY) to Quatela Chimeri, PLLC, and retains Andrew K. Martingale of Quatela Chimeri, PLLC, as Library Attorney, effective September 1, 2022, on the same terms and conditions as the retainer letter on file with the library from HMY.

The vote was unanimous.

Ms. Scolnick made a motion, seconded by Ms. McKenna-Bausch to approve the Resource Sharing Code for Suffolk Cooperative Library System as presented.

The vote was unanimous.

Correspondence & Communication:

A second period of public expression was offered.

At 6:51 p.m., a motion was made by Mr. Rosner, seconded by Ms. Hawkins to enter Executive Session to discuss a personnel matter and contract negotiations. The vote was unanimous.

At 7:51 p.m., Ms. Berger reconvened the meeting.

The Board acknowledged receipt of a letter from staff.

Ms. Hawkins made a motion, seconded by Ms. Scolnick to approve the Library Holiday & Sunday Schedule 2022 – 2023, as presented.

Committee assignments were updated.

At 7:53 p.m., a motion was made by Ms. Scolnick, seconded by Ms. Hawkins to adjourn the meeting. At 7:53 p.m., the meeting was adjourned.

Respectfully submitted:

Prepared by:

Pat McKenna-Bausch, Secretary

Kristine M. Casper, Assistant Library Director