

HUNTINGTON PUBLIC LIBRARY  
338 Main Street  
Huntington, NY 11743

**MINUTES**

Approved

Of a Regular Meeting of the Library Board of Trustees  
Held November 16, 2021,  
Main Library – Meeting Room

PRESENT: Trustees: Kimberly Hawkins, Pat McKenna-Bausch, Ann Scolnick, Ann M. Berger, Charles Rosner  
Library Director: Joanne Adam  
Assistant Library Director: Kristine Casper  
Business Manager: Jennifer Mulvihill

EXCUSED:

Ms. Hawkins called the meeting to order at 6:04 p.m.

Ms. Berger made a motion, seconded by Ms. Scolnick, to approve the agenda as presented for the November 16, 2021, Board of Trustees Meeting. The vote was unanimous.

Ms. Berger made a motion, seconded by Ms. Scolnick, to approve the Library Board of Trustees Minutes of October 19, 2021. The vote was unanimous.

A period of public expression was offered.

A motion was made by Ms. Scolnick, seconded by Mr. Rosner, that Warrant #18, October End of Month, totaling \$422,769.71, is paid. The vote was unanimous.

A motion was made by Mr. Rosner, seconded by Ms. Scolnick, that Warrant #19, November Disbursements, totaling \$654,121.52, is paid. The vote was unanimous.

Jennifer Mulvihill reported that since we are officially in contract to purchase the Station Branch, the rent checks have been reversed and voided on this warrant. We made the annual payment to the New York State Retirement and saved some money by paying early. NYSHIP rates for 2022 will be increasing 13% for family coverage. Jennifer answered questions related to the resolution of the PCI compliance issues with Communico.

Committee Assignments: No committees met.

A motion was made by Mr. Rosner, seconded by Ms. Scolnick, to accept the November 2021, Personnel Report as presented. The vote was unanimous.

Assistant Library Director Kristine Casper answered questions related to the new website. A link will be sent to the Board and we will present the new website at the December meeting.

Library Director Joanne Adam gave an update on staffing issues reporting that canvas letters were sent out for the Senior Office Assistant position. Positions submitted to Civil Service for Customer Services have finally been approved. A Spanish Speaking Librarian I position is still in processing in Civil Service.

The environmental study at the Station Branch was completed. We do not have the full report yet but no concerns were raised. We have met with a public relations firm to write an article after the sale is complete.

The Trustee Handbook book club was meeting again during our Board meeting. Joanne will send the recording and links when they become available.

Old Business: Sterling North America had to withdraw their bid for the printing and mailing of the library newsletter after realizing their presses did not meet the specifications. The next lowest bid was vetted and can meet all specifications.

A motion was made by Ms. McKenna-Bausch, seconded by Mr. Rosner to award the bid to print and mail the library newsletter to R&J Graphics. The vote was unanimous.

New Business:

Ms. McKenna-Bausch made a motion, seconded by Mr. Rosner to approve the SCLS FY 2022 Operating Budget as presented. The vote was unanimous.

Ms. Hawkins made a motion, seconded by Ms. Scolnick to elect Michelle Lauer-Bader SCLS Trustee for Zone IV libraries. The vote was unanimous.

Correspondence & Communication: The receipt of a thank you card from Mary Kelly for the Board's retirement gift was announced.

A second period of Public Expression was held.

At 7:08 p.m., a motion was made by Mr. Rosner, seconded by Ms. Hawkins to enter executive session to discuss a personnel matter. The vote was unanimous.

At 8:35 p.m., Ms. Hawkins reconvened the meeting.

At 8:37 p.m., a motion was made by Ms. Hawkins, seconded by Ms. McKenna-Bausch to adjourn the meeting. At 8:37 p.m. the meeting was adjourned.

Respectfully submitted:

Prepared by:

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Ann Scolnick, Secretary

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Kristine M. Casper, Assistant Library Director