

HUNTINGTON PUBLIC LIBRARY
338 Main Street
Huntington, NY 11743

MINUTES

Approved

Of a Regular Meeting of the Library Board of Trustees
Held December 20, 2022,
at the Main Library – Meeting Room

PRESENT: Trustees: Ann M. Berger, Ann Scolnick, Charles Rosner, Kimberly Hawkins, Pat McKenna-Bausch
Library Director: Joanne Adam; Assistant Library Director: Kristine Casper;
Station Branch Manager, Jose-Rodrigo Hernandez; Business Manager: Jennifer Mulvihill; Administrative Assistant: Gabriele Guerra

EXCUSED:

Ms. Berger called the meeting to order at 6:01 p.m.

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

Mr. Rosner made a motion, seconded by Ms. Scolnick, to approve the Library Board of Trustees Minutes of November 15, 2022. The vote was unanimous.

Friends of the Library Report: No report.

A period of public expression was offered.

A motion was made by Ms. Berger, seconded by Mr. Rosner, that Warrant #21, November End of Month, totaling \$337,166.49, is paid. The vote was unanimous.

A motion was made by Mr. Rosner, seconded by Ms. Scolnick, that Warrant #22, December Disbursements, totaling \$230,676.50, is paid. The vote was unanimous.

Business Manager Jennifer Mulvihill reported that the Business Office is busy processing year-end reports.

Committee Assignments: The Station Branch Committee met to give feedback on the architect/engineer report for upgrades to be considered for the Station Branch building in the next few years.

The Policy Committee reviewed the Trustee Education Policy to be approved under New Business.

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

Station Branch Manager, Jose Hernandez reviewed his written report highlighting meetings with Community Groups meeting at the Station Branch.

Assistant Library Director Kristine Casper followed up on her written report explaining that the substitutions made to the office furniture cost a little less than originally quoted. We should be ready to place the order next week.

Library Director Joanne Adam gave more information about obtaining feedback from staff and the community regarding the Station Branch. We will be setting up a meeting with the architect in January. We will also be meeting with the Huntington Library Foundation in January. We are getting more requests for individuals to use Meeting Room space as a quiet space when Community Groups are not using them. We are formalizing procedures to make it easier to create multipurpose spaces. Joanne also gave an update on the pedestrian accident that occurred outside the Station Branch entrance.

Unfinished Business: None

New Business: Joanne Adam explained the Holiday & Sunday schedule for 2023.

Ms. Sconick made a motion, seconded by Ms. McKenna-Bausch to approve the Holiday & Sunday Schedule for July-December 2023 as presented. The vote was unanimous.

Mr. Rosner made a motion, seconded by Ms. Hawkins to approve the SCLS Annual Budget as presented. The vote was unanimous.

Ms. McKenna-Bausch made a motion, seconded by Mr. Rosner to approve the Trustee Education Policy as presented. The vote was unanimous.

Correspondence & Communication: An email from a patron regarding the usage of Meeting Room space and their experience was received.

A second period of public expression was held.

At 6:35 p.m., a motion was made by Mr. Rosner, seconded by Ms. McKenna-Bausch to enter Executive Session to discuss a personnel matter.

At 7:08 p.m., Ms. Berger reconvened the meeting.

At 7:09 p.m., a motion as made by Ms. Scolnick, seconded by Ms. Hawkins to adjourn the meeting. The meeting was adjourned at 7:09 p.m.

Respectfully submitted:

Prepared by:

Pat McKenna-Bausch, Secretary

Kristine M. Casper, Assistant Library Director