

HUNTINGTON PUBLIC LIBRARY  
338 Main Street  
Huntington, NY 11743

**MINUTES**

Approved

Of a Regular Meeting of the Library Board of Trustees  
Held January 18, 2022,  
via Zoom

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

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 January 18, 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 December 21, 2021. The vote was unanimous.

A period of public expression was offered.

Mr. Schlomann from Baldessari & Coster, LLP was in attendance to present the Annual Financial Report and answer questions posed from the Board members.

A motion was made by Mr. Rosner, seconded by Ms. Hawkins, that Warrant #27, December End of Month, totaling \$530,522.96, is paid. The vote was unanimous.

A motion was made by Ms. Scolnick, seconded by Mr. Rosner, that Warrant #28, January Disbursements, totaling \$246,580.56, is paid. The vote was unanimous.

A motion was made by Ms. McKenna-Bausch, seconded by Ms. Scolnick, that Warrant #31, Q4 Medicare Reimbursements, totaling \$28,833.18, is paid. The vote was unanimous.

Jennifer Mulvihill was available to answer questions and reported that we received the tax check for the remainder of the fiscal year and the monies will be deposited into the money market account. Joanne Adam thanked Jennifer and the Business Office staff for their hard work and attention to detail that makes the audit a successful and smooth process.

Committee Assignments: No committees met.

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

Assistant Library Director Kristine Casper updated her written report announcing that we will be putting a message to patrons on the existing webpage that we will be updating to a new webpage the evening of Tuesday, February 1<sup>st</sup> to give the public ample notice that current bookmarks will no longer be accurate. Thomas Romano and Chris Glaser will be available on February 1<sup>st</sup> and 2<sup>nd</sup> to address any issues that may arise once the webpage goes live.

Kristine and Jennifer have been working with vendors Communico, PayPal, and Security Metrics to resolve existing and conflicting PCI compliance issues.

Library Director Joanne Adam reviewed aspects of her written report including: many staff members were absent in January due to COVID-19 illness leaving departments short staff – kudos to the staff for stepping up and keeping everything running efficiently; Kristine and Nicole will be interviewing for a Full-Time Clerk for Customer Services; we will be getting an engineer/architect to evaluate the current Station Branch building to help determine a course of action going forward; the press release announcing the purchase of the Station Branch building is complete and we are working on setting a date for a photo op with Town officials; staff is currently completing the required Sexual Harassment and Workplace Violence training and a DEI survey will be distributed to staff after the other training is complete.

Joanne welcomed and introduced new Administrative Assistant, Gabriele Guerra, to the Board of Trustees.

Joanne and Jennifer have begun working on the budget for fiscal year 2022-2023 and it has been announced that the tax cap will be 2%. They will be meeting with the Budget Committee this month. There was a discussion about the budget vote process and it was decided that we will rent machines from the Board of Elections for the purpose of our budget vote.

Unfinished Business: None

New Business:

A motion was made by Mr. Rosner, seconded by Ms. Scolnick, to approve a voter registration day to occur on Tuesday, March 22 so patrons can register to vote for the library budget if they are not currently registered. The vote was unanimous.

A motion was made by Ms. Scolnick, seconded by Mr. Rosner, to appoint Gabriele Guerra as the Clerk of the Vote for the Library Budget Vote taking place on Tuesday, April 5, 2022. The vote was unanimous.

Correspondence & Communication: A letter of retirement from Thérèse Purcell Nielsen was announced and accepted.

A second period of Public Expression was offered.

At 7:07 p.m., a motion was made by Ms. Scolnick, seconded by Ms. McKenna-Bausch to adjourn the meeting. At 7:07 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