

HUNTINGTON PUBLIC LIBRARY
338 Main Street
Huntington, NY 11743

MINUTES

Approved

Of a Regular Meeting of the Library Board of Trustees
Held January 20, 2026,
at the Station Branch Library – Classroom

PRESENT: Trustees: Kimberly Hawkins, Pat McKenna-Bausch, Jennifer Hebert, Sam Sowyrda, Susan Corcoran Waters

Library Director: Jose-Rodrigo Hernandez; Assistant Library Director: Kristine Casper; Business Manager: Jennifer Mulvihill; Administrative Assistant: Gabriele Guerra; Library Accountant, Teddy Schlomann

EXCUSED:

Ms. Hawkins called the meeting to order at 6:33 p.m.

Ms. Hebert made a motion, seconded by Mr. Sowyrda, to approve the agenda as presented for the January 20, 2026, Board of Trustees Meeting. The vote was unanimous.

Ms. Waters made a motion, seconded by Ms. McKenna-Bausch, to approve the Library Board of Trustees Minutes of a meeting held December 16, 2025. The vote was unanimous.

A period of public expression was offered.

Mr. Schlomann was in attendance to present the Annual Financial Audit and answer related questions.

A motion was made by Mr. Sowyrda, seconded by Ms. Hawkins, that Warrant #26, December End of Month, totaling \$406,194.14, is paid. The vote was unanimous.

A motion was made by Ms. Waters, seconded by Mr. Sowyrda, that Warrant #27, January Disbursements, totaling \$274,184.06, is paid. The vote was unanimous.

A motion was made by Ms. Hebert, seconded by Ms. Waters that Warrant #30, Q4 Medicare Disbursements, totaling \$29,516.52, is paid. The vote was unanimous.

A motion was made by Mr. Sowyrda, seconded by Ms. Waters, that Warrant #3, January Capital Fund, totaling \$68,480.33, is paid. The vote was unanimous.

Business Manager Jennifer Mulvihill relayed she was extremely busy doing budget projections and was unable to submit a written report. She was available to answer questions.

Committee Assignments: None

A motion was made by Ms. Hebert, seconded by Mr. Sowyrda, to accept the January 2026 Personnel Report, as presented. The vote was unanimous.

Assistant Library Director Kristine Casper highlighted information about the Main elevator inspection from her written report and also provided a shout out to Colleen Giordano, the creator of the My Public Library campaign. Ms. Casper was available for questions.

Director Jose Hernandez provided a summary on an AI survey. He and was available to answer questions about his written report.

Unfinished Business:

A motion was made by Ms. Hebert, seconded by Mr. Sowyrda, to approve Policy Section 500 Circulation and Related, as presented. The vote was unanimous.

A motion was made by Ms. Hebert, seconded by Ms. McKenna-Bausch, to approve Policy Section 400 – Operational Policies II. Programming Policy, as presented. The vote was unanimous.

New Business: Ms. Hawkins congratulated Library Director Jose Hernandez on completing his probationary period.

Ms. Hebert made a motion, seconded by Ms. McKenna-Bausch to approve the telephone service agreement renewal as presented. The vote was unanimous.

Ms. Waters made a motion, seconded by Mr. Sowyrda to appoint Jose Hernandez as Clerk of the Vote for the annual Budget Vote and Trustee Election for the library. The vote was unanimous.

Ms. Hebert made a motion, seconded by Mr. Sowyrda to appoint Gabriele Guerra as Assistant Clerk of the Vote for the annual Budget Vote and Trustee Election for the library. The vote was unanimous.

Mr. Sowyrda made a motion, seconded by Ms. Waters, to approve March 31, 2026 as Voter Registration Day. The vote was unanimous.

Correspondence & Communication: Scam spam was received.

A period of public expression was offered.

At 7:40 pm, Ms. Hebert made a motion, seconded by Mr. Sowyrda to enter executive session to discuss contract negotiations. The vote was unanimous.

At 8:30 pm, Ms. Hawkins made a motion, seconded by Ms. Hebert, to re-enter public session. The vote was unanimous.

At 8:30 pm, Ms. Waters made a motion, seconded by Ms. Hebert to adjourn the meeting. Ms. Hawkins adjourned the meeting at 8:30 pm.

Respectfully submitted:

Prepared by:

Susan Corcoran Waters, Secretary

Gabriele Guerra, Administrative Assistant