

HUNTINGTON PUBLIC LIBRARY
338 Main Street
Huntington, NY 11743

MINUTES

Approved

Of a Regular Meeting of the Library Board of Trustees
Held February 18, 2025,
at the Main Library – Meeting Room

PRESENT: Trustees: Pat McKenna-Bausch, Sam Sowyrda, Jennifer Hebert, Susan Corcoran Waters
Library Director: Joanne Adam; Assistant Library Director: Kristine Casper; Station
Branch Manager: Jose-Rodrigo Hernandez, Business Manager: Jennifer Mulvihill,
Administrative Assistant: Gabriele Guerra

EXCUSED: Trustee: Kimberly Hawkins

Ms. McKenna-Bausch called the meeting to order at 6:06 p.m.

Mr. Sowyrda made a motion, seconded by Ms. Hebert, to approve the agenda as presented for the February 18, 2025, Board of Trustees Meeting. The vote was unanimous.

Ms. Waters made a motion, seconded by Mr. Sowyrda, to approve the Library Board of Trustees Minutes, of a meeting held January 21, 2025. The vote was unanimous.

A period of public expression was offered.

Ms. McKenna-Bausch made a motion, seconded by Ms. Hebert that Warrant #33, January End of Month, totaling \$371,882.75, is paid. The vote was unanimous.

Ms. Hebert made a motion, seconded by Ms. Waters that Warrant #34, February disbursements, totaling \$447,448.83, is paid. The vote was unanimous.

Ms. Hebert made a motion, seconded by Ms. Waters to approve disposal of the following assets: Credenza from maintenance office – original cost \$823.00. Fully depreciated. The vote was unanimous.

Business Manager Jennifer Mulvihill expanded on her written report regarding budget and projections prep work for the next budget year as well as elaborated on her findings regarding options for record management. She was available for questions.

Committee Assignments:

The Long-Range Planning Committee and Facilities Committee members, Mr. Sowyrda and Ms. Waters, met with Assistant Director, Kristine Casper and Library Director, Joanne Adam to review the patron survey results and discuss some furniture purchases.

The Bylaws and Policy Committee members, Ms. Hebert and Ms. McKenna-Bausch, reviewed policies related to patron privacy.

Mr. Sowyrda made a motion, seconded by Ms. Hebert, to accept the February 2025 Personnel Report as presented. The vote was unanimous.

Station Branch Manager, Jose Hernandez, highlighted from his written report that the Station Branch Library has been extremely busy and there was a large increase in passport applications from the prior month. He was available for questions.

Assistant Library Director Kristine Casper gave an update to her written report stating she met with the Long Range Planning Committee and the Director on February 17, 2025 and provided them with the results from the patron survey. She was available for questions.

Library Director Joanne Adam provided an update to her written report that the Librarian II Teen position was canvassed in addition to the Head Custodian position. She also expanded on her report stating our attorney suggested the trustees approve the budget vote legal notice that will appear in The Long Islander, our newspaper of record. She was available for questions.

Unfinished Business: none

New Business:

Ms. Hebert made a motion, seconded by Mr. Sowyrda to approve the legal notice for the annual budget vote and trustee election as presented. The vote was unanimous.

Ms. Waters made a motion, seconded by Ms. Hebert to appoint Joanne Adam as 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. Hebert 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.

Ms. Hebert made a motion, seconded by Ms. Waters to approve the purchase of an Aruba Switch for Computer Services in the amount of \$25,232.97 as presented. The vote was unanimous.

Kristine Casper reviewed the New York State Annual Report for Public and Association Libraries – 2024 summarizing and highlighting many aspects of this voluminous report.

Ms. Hebert made a motion, seconded by Ms. Waters to approve the New York State Annual Report for Public and Association Libraries – 2024. The vote was unanimous.

Correspondence & Communication: None

A second period of public expression was offered.

At 8:14 pm, Ms. Hebert made a motion, seconded by Ms. Waters to adjourn the meeting. Ms. McKenna-Bausch adjourned the meeting at 8:14 pm.

Respectfully submitted:

Prepared by:

Susan Corcoran Waters, Secretary

Gabriele Guerra, Administrative Assistant