

HUNTINGTON PUBLIC LIBRARY  
338 Main Street  
Huntington, NY 11743

**MINUTES**

Approved

Of a Regular Meeting of the Library Board of Trustees  
Held February 20, 2024,  
at the Station Branch Library - Classroom

**PRESENT:** Trustees: Pat McKenna-Bausch, Sam Sowyrda, Kimberly Hawkins, Charles Rosner, Ann Scolnick

Library Director: Joanne Adam; Assistant Library Director: Kristine Casper;  
Station Branch Manager, Jose-Rodrigo Hernandez;  
Business Manager: Jennifer Mulvihill; Administrative Assistant Gabriele Guerra

**EXCUSED:**

Mr. Rosner called the meeting to order at 6:06 p.m.

Ms. Hawkins made a motion, seconded by Ms. Scolnick, to approve the agenda as presented for the February 20, 2024 Board of Trustees Meeting. The vote was unanimous.

Ms. Hawkins made a motion, seconded by Ms. Scolnick, to approve the Library Board of Trustees Minutes of a meeting held January 16, 2024. The vote was unanimous.

A period of public expression was offered.

A motion was made by Ms. Scolnick, seconded by Mr. Rosner, that Warrant #31, January End of Month, totaling \$381,327.12, be paid. The vote was unanimous.

A motion was made by Ms. Scolnick, seconded by Ms. Hawkins, that Warrant #32, February Disbursements, totaling \$405,255.32, be paid. The vote was unanimous.

Business Manager, Jennifer Mulvihill didn't have anything to add to her report and was available to answer questions.

Committee Assignments: The Budget and Finance committee met with Joanne Adam to review the proposed budget. The Station Library committee met with Joanne Adam, Jose Hernandez and Kristine Casper to review the bathroom renovation plans.

A motion was made by Ms. McKenna-Bausch, seconded by Ms. Scolnick, to accept the February 2024 Personnel Report as presented. The vote was unanimous.

Station Branch Manager, Jose Hernandez, gave a recap of a list of items that were reviewed from the bathroom renovation plans, and noted anything missing. He stated the architect was very forward thinking and was available for questions.

Assistant Library Director Kristine Casper gave an update on National Grid's gas leak repairs at the Station Branch Library and that National Grid declared the building safe and was available for questions.

Library Director Joanne Adam highlighted information about our Annual Budget Vote process. She noted that early mail voting is a new requirement that we are working on with our attorney so that we are in compliance. She was available for questions.

Unfinished Business: None

New Business:

Joanne Adam presented the budget narrative highlighting important changes she and Jennifer Mulvihill included in the proposed Annual Budget for fiscal year 2024-2025.

Ms. Scolnick made a motion, seconded by Mr. Sowyrda, to approve the proposed Annual Budget for fiscal year 2024-2025 as presented. The vote was unanimous.

Kristine Casper reviewed the New York State Annual Report for Public and Association Libraries 2023 summarizing and highlighting many aspects of this voluminous report.

Ms. Scolnick made a motion, seconded by Ms. Hawkins, to approve the New York State Annual Report for Public and Association Libraries 2023. The vote was unanimous.

Ms. Hawkins made a motion, seconded by Ms. McKenna-Bausch, to approve the Makerspace policy. A discussion ensued and then vote taken. The vote was unanimous.

Mr. Sowyrda made a motion, seconded by Ms. Hawkins, to approve the Open Meetings policy. A discussion ensued and then vote taken. The vote was unanimous.

The Confidentiality of Library Records policy was tabled until next month.

Ms. Hawkins made a motion, seconded by Ms. Scolnick, to appoint Joanne Adam Clerk of the Vote for the annual Budget Vote and Trustee Election for the library. The vote was unanimous.

Ms. Hawkins made a motion, seconded by Ms. Scolnick, to appoint Gabriele Guerra Assistant Clerk of the Vote. The vote was unanimous.

Ms. Hawkins made a motion, seconded by Ms. McKenna-Bausch, to approve April 2, 2024 as Voter Registration Day. The vote was unanimous.

Ms. Scolnick made a motion, seconded by Mr. Sowyrda, to reschedule the Budget Presentation/Meet the Candidate(s) Night to Monday, April 8, 2024 at the Main Library, as one of the Trustee Candidates was unable to attend on the original date. The vote was unanimous.

Correspondence & Communication:

A second period of public expression was offered.

At 8:27 p.m., a motion was made by Ms. Hawkins, seconded by Ms Scolnick to enter executive session to discuss a personnel matter. The vote was unanimous.

At 9:30 p.m., Mr. Rosner reconvened the public meeting.

Ms. Hawkins made a motion, seconded by Mr. Sowyrda to adjourn the meeting.

At 9:30 p.m., Mr. Rosner adjourned the meeting.

Respectfully submitted:

Prepared by:

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Ann Scolnick, Secretary

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Gabriele Guerra, Administrative Assistant