

HUNTINGTON PUBLIC LIBRARY  
338 Main Street  
Huntington, NY 11743

**MINUTES**

Unapproved

Of a Regular Meeting of the Library Board of Trustees  
Held March 18, 2025,  
at the Station Branch Library – Classroom

**PRESENT:** Trustees: Pat McKenna-Bausch, Sam Sowyrda, Jennifer Hebert, Susan Corcoran Waters, Kimberly Hawkins (on zoom)

Library Director: Joanne Adam; Assistant Library Director: Kristine Casper; Station, Business Manager: Jennifer Mulvihill, Administrative Assistant: Gabriele Guerra

**EXCUSED:** Branch Manager: Jose-Rodrigo Hernandez

Ms. McKenna-Bausch called the meeting to order at 6:07 p.m.

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

Ms. Hebert made a motion, seconded by Ms. Waters, to approve the Library Board of Trustees Minutes, of a meeting held February 18, 2025. The vote was unanimous.

A period of public expression was offered.

Ms. McKenna-Bausch made a motion, seconded by Ms. Hebert that Warrant #36, February End of Month, totaling \$371,393.99, is paid. The vote was unanimous.

Ms. McKenna-Bausch made a motion, seconded by Ms. Waters that Warrant #37, March disbursements, totaling \$271,562.90, is paid. The vote was unanimous.

Business Manager Jennifer Mulvihill stated other than changing the Head Count report breakdown to make it more effective by adding extra lines for Full-Time and Part-Time employees she didn't have anything to report other than the proposed budget which would be presented and discussed later.

Committee Assignments:

The Budget & Finance Committee members, Ms. Hebert and Ms. Hawkins met to review the proposed budget.

The Personnel Committee members, Ms. McKenna-Bausch and Mr. Sowyrda met to discuss a timeline for hiring a new director as current Director Joanne Adam prepares to retire at the end of June 2025.

The Long Range Planning Committee pushed their meeting to a date to be determined.

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

Station Branch Manager, Jose Hernandez, was excused and his written report was acknowledged.

Assistant Library Director Kristine Casper elaborated on her written report and was available for questions.

Library Director Joanne Adam elaborated on her written report and was available for questions.

Unfinished Business: none

New Business: Joanne Adam presented the proposed 2025-2026 budget with a 3.29% increase for discussion and approval. Although the budget is more than a 2% increase, it falls below the New York State allowable tax cap levy.

Ms. Waters made a motion, seconded by Mr. Sowyrda to approve the proposed 2025-2026 budget as presented, which is to be voted on by the Huntington Library District taxpayers at the April 8, 2025, annual Budget Vote and Trustee Election for the library. The vote was unanimous

The Board commented that people will need library services more than ever now and the proposed budget allows us to strengthen the services and build up our staff for a good and stable future.

Correspondence & Communication: None

A second period of public expression was offered.

At 7:25 pm, Ms. Hebert made a motion, seconded by Mr. Sowyrda to enter executive session to discuss a personnel matter. The vote was unanimous.

At 7:55 pm, Ms. Waters made a motion, seconded by Ms. Hebert, to re-enter public session. The vote was unanimous.

At 7:57pm, Ms. Hebert made a motion, seconded by Ms. Waters to adjourn the meeting. Ms. McKenna-Bausch adjourned the meeting at 7:57 pm.

Respectfully submitted:

Prepared by:

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Susan Corcoran Waters, Secretary

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Gabriele Guerra, Administrative Assistant