

HUNTINGTON PUBLIC LIBRARY  
338 Main Street  
Huntington, NY 11743

**MINUTES**

Approved

Of a Regular Meeting of the Library Board of Trustees  
Held March 19, 2024,  
at the Station Branch Library

**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; Administrative Assistant Gabriele Guerra; Business Manager: Jennifer Mulvihill

**EXCUSED:**

Mr. Rosner called the meeting to order at 6:05 p.m.

Ms. Hawkins made a motion, seconded by Ms. Scolnick, to approve the agenda as presented for the March 19, 2024, 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 a meeting held on February 20, 2024. The vote was unanimous.

A period of public expression was offered.

A motion was made by Ms. McKenna-Bausch, seconded by Ms. Scolnick, that Warrant #36, February End of Month, totaling \$347,432.98, be paid. The vote was unanimous.

A motion was made by Ms. McKenna-Bausch, seconded by Ms. Scolnick, that Warrant #37, March disbursements, totaling \$234,009.56, be paid. The vote was unanimous.

Business Manager Jennifer Mulvihill reported that the 1099s have been submitted to the IRS; there has been a change in the reporting of personnel for NYS Retirement that they are accommodating; and the CD that matured has been rolled over into a new CD at a slightly higher interest rate.

**Committee Assignments:**

The Personnel Committee received a request for additional staffing and the hiring of these positions was discussed.

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

Station Branch Manager, Jose Hernandez, elaborated on his written report regarding the sensitive nature of the reference questions and the assistance librarians provide to those in need at the Station Library and was available to answer questions.

Assistant Library Director Kristine Casper reported that the distribution of the eclipse glasses began on Monday and was going very smoothly. She also gave an update on the meeting with the architect regarding the restroom renovation at the Station where the recommendations of the Station Branch Committee have been included in the plans. The architect is setting up a meeting with the Town of Huntington Building Department for permits and approvals.

Library Director Joanne Adam gave an update that the information regarding early mail voting and absentee ballot have been distributed and posted on the library website. She discussed the social worker position that we are working on with Family Service League and reported that she is planning a staff workshop with the Coalition for the Homeless in April.

#### Unfinished Business:

Mr. Sowyrda made a motion, seconded by Ms. Scolnick to accept the Confidentiality of Library Records policy that had been tabled at the February meeting. The vote was unanimous.

The previous Library Survey to the Community and the results from 2018 were reviewed and it was requested that the survey be updated and shared with the community on an annual basis.

The annual evaluation forms for the Library Director and the Library Board of Trustees were discussed and will be ready to be filled out by the May meeting with a meeting with the Library Director to take place in June.

#### New Business:

Ms. Scolnick made a motion, seconded by Mr. Sowyrda to approve the Social Worker contract with the Family Service League as presented. The vote was unanimous.

#### Correspondence & Communication:

A thank you letter from Town Councilman Dr. Bernnardo was received.

A second period of public expression was offered.

At 7:22 p.m., a motion was made by Mr. Rosner, seconded by Mr. Sowyrda to enter executive session to discuss a labor employment issue. The vote was unanimous.

At 9:33pm, Ms. Hawkins made a motion, seconded by Mr. Sowyrda, to re-enter public session. The vote was unanimous.

At 9:34 p.m., a motion was made by Ms. Hawkins, seconded by Mr. Sowyrda, to adjourn the meeting. The meeting was adjourned at 9:34 p.m.

Respectfully submitted:

Prepared by:

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Ann Scolnick, Secretary

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Kristine M. Casper, Assistant Library Director