

HUNTINGTON PUBLIC LIBRARY
338 Main Street
Huntington, NY 11743

MINUTES

Approved

Of a Regular Meeting of the Library Board of Trustees
Held July 15, 2025,
at the Main Library – Meeting Room

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

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

EXCUSED: Trustee: Sam Sowyrda

Ms. Hawkins called the meeting to order at 6:00 p.m.

Ms. Hebert made a motion, seconded by Ms. Waters, to approve the agenda as presented for the
July 15, 2025, Board of Trustees Meeting. The vote was unanimous.

Ms. Hebert made a motion, seconded by Ms. Waters, to appoint Jose Hernandez as chairperson. The
vote was unanimous.

Ms. McKenna-Bausch took the Oath of Office and was sworn in as a Library Board Trustee for a
one year term ending June 30, 2026.

Ms. Hebert took the Oath of Office and was sworn in as a Library Board Trustee for a five year
term ending June 30, 2030.

Mr. Hernandez presented the slate of Nominees for the Election of Officers 2025-2026 as follows:

- A. President – Kimberly Hawkins
- B. Vice President – Sam Sowyrda
- C. Secretary – Susan Corcoran Waters
- D. Finance Officer – Pat McKenna-Bausch

Mr. Hernandez asked if there were any additional nominees. There were no additional nominees.

Ms. Hawkins made a motion, seconded by Ms. Waters, to elect the slate of officers as presented for
the 2025-2026 fiscal year. The vote was unanimous.

Mr. Hernandez turned the meeting over to the newly elected Board President, Ms. Hawkins.

Ms. Waters made a motion, seconded by Ms. Hebert, to appoint the Law Office of Quatela Chimeri,
PLLC, Andrew Martingale, Partner, as legal counsel. The vote was unanimous.

Ms. Hebert made a motion, seconded by Ms. Waters, to appoint Baldessari & Coster, LLP, Ted Scholmann, Partner, as Library Auditor. The vote was unanimous.

Ms. Waters made a motion, seconded by Ms. Hebert, to appoint the Long Islander as the Newspaper of Record. The vote was unanimous.

Ms. Hebert made a motion, seconded by Ms. Waters, to appoint Renata Robak as Library Treasurer. The vote was unanimous.

Ms. Hebert made a motion, seconded by Ms. Waters, to appoint T.D. Bank and ConnectOne Bank as the Official Banks of Record. The vote was unanimous.

Ms. Hebert made a motion, seconded by Ms. Waters to appoint the standing committees for the fiscal year 2025-2026 as follows:

- Budget & Finance: Jennifer Hebert and Kimberly Hawkins
- Station Branch Library: Kimberly Hawkins and Sam Sowyrda
- Personnel: Pat McKenna-Bausch and Sam Sowyrda
- By-laws & Policies: Pat McKenna-Bausch and Jennifer Hebert
- Foundation: Susan Corcoran Waters and Pat McKenna-Bausch
- Facilities and Renovation Sam Sowyrda and Susan Corcoran Waters
- Labor Management: Susan Corcoran Waters and Jennifer Hebert
- Long Range Planning: Sam Sowyrda and Susan Corcoran Waters

The vote was unanimous.

Ms. Waters made a motion, seconded by Ms. Hebert, to affirm compliance with the Conflict of Interest Policy. The vote was unanimous.

Ms. Hebert made a motion, seconded by Ms. Waters, to approve and establish the Time and Place of Regular Meetings, July 2025 – December 2026, as amended with the tentative August 19, 2025 meeting cancelled, and a new 6:30pm start time for meetings, beginning with the September 16, 2025 meeting. The vote was unanimous.

Ms. Hebert made a motion, seconded by Ms. Waters, to approve the Holiday Schedule, January – December 2026, as presented. The vote was unanimous.

Ms. Hebert made a motion, seconded by Ms. Waters, to approve the Fines and Fees Schedule July 1, 2025 – June 30, 2026, as presented. The vote was unanimous.

Ms. Waters made a motion, seconded by Ms. Hebert, to reaffirm the Library Purchasing Policy, as presented. The vote was unanimous.

Ms. Hebert made a motion, seconded by Ms. Waters, to reaffirm the By-Laws, as presented. 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 June 17, 2025. The vote was unanimous.

A period of public expression was offered.

A motion was made by Ms. Waters, seconded by Ms. Hebert, that Warrant #54, June End of Month, totaling \$400,601.80, is paid. The vote was unanimous.

A motion was made by Ms. Hebert, seconded by Ms. Waters, that Warrant #1, July Disbursements, totaling \$357,815.78, is paid. The vote was unanimous.

Ms. Waters made a motion, seconded by Ms. Hebert, that Warrant #3, Q2 Medicare Reimbursements, totaling \$27,851.52, is paid. The vote was unanimous.

Business Manager, Jennifer Mulvihill had nothing to add to her written report and there were no questions for her.

Committee Assignments: Ms. Waters reported the Long Range Planning committee met and discussed the Plan of Service and Long Range Plan.

A motion was made by Ms. Waters, seconded by Ms. Hebert, to accept the July 2025, Personnel Report, as presented. The vote was unanimous.

Former Station Branch Manager Jose Hernandez provided a verbal update on the Station Branch Library restroom renovation, reporting that the project is progressing well and that coordination among the various trades is proceeding smoothly.

Assistant Library Director Kristine Casper updated her written report and stated she filed a claim for a roof leak at the Main Library and due to all the recent rain, some ceiling tiles in front of the local history room were damaged. The roof is under warranty. She was available for questions.

Director Jose Hernandez shared key highlights from his written report. Director Hernandez expressed gratitude to Business Manager Jennifer Mulvihill and her team, Assistant Director Kristine Casper, and former Director Joanne Adam for their significant support and guidance during his orientation and transition into the new role.

Unfinished Business: None

New Business:

Ms. Hebert made a motion, seconded by Ms. Waters, to approve the Plan of Service and Long Range Plan, as presented. The vote was unanimous.

Ms. Waters made a motion, seconded by Ms. Hebert, to approve the emergency lighting quote for \$13,400. The vote was unanimous.

Ms. Hebert made a motion, seconded by Ms. Waters, to approve the annual Google Workspace invoice for July 1, 2025-June 30, 2026 for \$10,500. The vote was unanimous.

Ms. Waters made a motion, seconded by Ms. Hebert, to approve Board of Trustees President, Kimberly Hawkins as an emergency Civil Service signatory in the absence of the Director. The vote was unanimous.

Correspondence & Communication: Two patrons submitted communication. One patron was very complimentary of library, staff and all the services offered. The second patron commented on programming and their information was shared with staff at a programming meeting. Both patrons communication was acknowledged and addressed.

At 6:46 pm a motion was made by Ms. Waters, seconded by Ms Hebert, to adjourn the meeting. Ms. Hawkins adjourned the meeting at 6:46 pm.

Respectfully submitted:

Prepared by:

Susan Corcoran Waters, Secretary

Gabriele Guerra, Administrative Assistant