

HUNTINGTON PUBLIC LIBRARY
338 Main Street
Huntington, NY 11743

MINUTES

Approved

Of a Regular Meeting of the Library Board of Trustees
Held July 16, 2024,
at the Main Library – Auditorium

PRESENT: Trustees: Charles Rosner, Pat McKenna-Bausch, Sam Sowyrda, 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

Mr. Rosner called the meeting to order at 6:11 p.m.

Mr. Sowyrda made a motion, seconded by Ms. McKenna-Bausch, to approve the agenda as presented for the July 16, 2024, Board of Trustees Meeting. The vote was unanimous.

Mr. Rosner made a motion, seconded by Ms. McKenna-Bausch, to appoint Joanne Adam as chairperson. The vote was unanimous.

Ms. Waters took the Oath of Office and was sworn in as a Library Board Trustee.

Ms. Adam presented the slate of Nominees for the Election of Officers 2024-2025 as follows:

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

Ms. Adam asked if there were any additional nominees. Mr. Sowyrda nominated Ms. Hawkins for Board President for the 2024-2025 fiscal year.

The election of Board President for the 2024-2025 fiscal year was tabled as Ms. Hawkins was not present to accept the nomination.

Mr. Sowyrda made a motion, seconded by Mr. Rosner, to elect Ms. McKenna-Bausch, Board Vice President for the 2024-2025 fiscal year. The vote was unanimous.

Mr. Rosner made a motion, seconded by Mr. Sowyrda, to elect Ms. Waters, Board Secretary for the 2024-2025 fiscal year. The vote was unanimous.

Ms. McKenna-Bausch made a motion, seconded by Mr. Rosner, to elect Mr. Sowyrda, Board Finance Officer for the fiscal year 2024-2025. The vote was unanimous.

Ms. Adam turned the meeting over to the present nominated Board President, Mr. Rosner.

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

Mr. Rosner made a motion, seconded by Mr. Sowyrda, to appoint Baldessari & Coster, LLP, Ted Scholmann, Partner, as Library Auditor. The vote was unanimous.

Mr. Sowyrda made a motion, seconded by Mr. Rosner, to appoint the Long Islander as the Newspaper of Record. The vote was unanimous.

Mr. Sowyrda made a motion, seconded by Mr. Rosner, to appoint Renata Robak as Library Treasurer. The vote was unanimous.

Mr. Rosner made a motion, seconded by Mr. Sowyrda, to appoint T.D. Bank and The First National Bank as the Official Banks of Record. The vote was unanimous.

Mr. Sowyrda made a motion, seconded by Mr. Rosner to appoint the standing committees for the fiscal year 2024-2025 as follows:

- Budget & Finance: Charles Rosner and Kimberly Hawkins
- Station Library: Kimberly Hawkins and Sam Sowyrda
- Personnel: Pat McKenna-Bausch and Sam Sowyrda
- By-laws & Policies: Pat McKenna-Bausch and Susan Corcoran Waters
- Foundation: Kimberly Hawkins and Pat McKenna-Bausch
- Facilities and Renovation: Charles Rosner and Susan Corcoran Waters
- Labor Management: Charles Rosner and Sam Sowyrda

The vote was unanimous.

Mr. Rosner made a motion, seconded by Mr. Sowyrda, to affirm compliance with the Conflict of Interest Policy. The vote was unanimous.

Mr. Rosner made a motion, seconded by Mr. Sowyrda, to approve and establish the Time and Place of Regular Meetings, January – December 2025, as presented. The vote was unanimous.

Mr. Sowyrda made a motion, seconded by Mr. Rosner, to approve the Holiday Schedule, January – December 2025, as presented. The vote was unanimous.

Ms. McKenna-Bausch made a motion, seconded by Mr. Sowyrda, to approve the Fines and Fees Schedule July 1, 2024 – June 30, 2025, as presented. The vote was unanimous.

Mr. Sowyrda made a motion, seconded by Mr. Rosner, to reaffirm the Library Purchasing Policy, as presented. The vote was unanimous.

Ms. McKenna-Bausch made a motion, seconded by Mr. Sowyrda, to reaffirm the By-Laws, as presented. The vote was unanimous.

Ms. McKenna-Bausch made a motion, seconded by Mr. Sowyrda, to approve the Library Board of Trustees Minutes of a meeting held June 18, 2024, as amended. The vote was unanimous.

A period of public expression was offered.

A motion was made by Mr. Sowyrda, seconded by Mr. Rosner, that Warrant #53, June End of Month, totaling \$359,857.92, is paid. The vote was unanimous.

A motion was made by Mr. Sowyrda, seconded by Mr. Rosner, that Warrant #1, July Disbursements, totaling \$353,336.76, is paid. The vote was unanimous.

Mr. Sowyrda made a motion, seconded by Mr. Rosner, that Warrant #3, Q2 Medicare Reimbursements, totaling \$27,153.20, is paid. The vote was unanimous.

Business Manager, Jennifer Mulvihill gave a verbal report with an update on the year-end close, annual audit, and CD investments, and was available for questions.

Committee Assignments: Mr. Sowyrda reported the personnel committee met and discussed open positions.

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

Station Branch Manager, Jose Hernandez, didn't add anything to his written report but highlighted that the Summer Lunch Program is experiencing strong, consistent attendance which is a noticeable change from last year. He was also available for questions.

Assistant Library Director Kristine Casper made a correction to her written report. She stated the visits to the Station library increased by 10% and not 33%. She noted that 10% is still a significant increase. She provided an update about the Maker Space and the Newsletter and answered related questions.

Library Director Joanne Adam highlighted from her written report that the afternoon hybrid Staff meeting went well and had good in-person and remote attendance and that similar future meetings will be held. She was available for questions.

Unfinished Business: None

New Business: None

Correspondence & Communication: A thank you card from Ms. Scolnick was received.

At 7:45 pm, a motion was made by Ms. McKenna-Bausch, seconded by Mr. Rosner to enter an executive session to discuss contractual issues. The vote was unanimous.

At 9:05 pm, Mr. Sowyrda made a motion, seconded by Ms. McKenna-Bausch, to re-enter the public session. The vote was unanimous.

Mr. Sowyrda made a motion, seconded by Ms. McKenna-Bausch, to approve a rollover contract to include a scale increase by 4% + step for July 1, 2025-June 30, 2026. The vote was unanimous.

Mr. Rosner wanted it reflected in the minutes that he is resigning from the Board of Trustees effective immediately.

At 9:08 pm a motion was made by Ms. Susan Corcoran Waters, seconded by Ms McKenna-Bausch, to adjourn the meeting. The meeting was adjourned at 9:08 pm.

Respectfully submitted:

Prepared by:

Susan Corcoran Waters, Secretary

Gabriele Guerra, Administrative Assistant