

HUNTINGTON PUBLIC LIBRARY
338 Main Street
Huntington, NY 11743

MINUTES

Approved

Of a Regular Meeting of the Library Board of Trustees
Held July 18, 2023,
at the Main Library – Meeting Room

PRESENT: Trustees: Ann Scolnick, Charles Rosner, Pat McKenna-Bausch, Kim Hawkins, Sam Sowyrd

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

EXCUSED:

Ms. Adam called the meeting to order at 6:07 p.m.

Ms. Scolnick made a motion, seconded by Mr. Rosner, to approve the agenda as presented for the July 18, 2023, Board of Trustees Meeting. The vote was unanimous.

Mr. Rosner made a motion, seconded by Ms. Hawkins, to appoint Joanne Adam, Chairperson. The vote was unanimous.

Mr. Sowyrd took the Oath of Office and was sworn in as a Library Board Trustee.

Ms. Hawkins made a motion, seconded by Ms. Scolnick, to appoint Mr. Rosner, Board President for the 2023-2024 fiscal year. The vote was unanimous.

Ms. Scolnick made a motion, seconded by Mr. Rosner, to appoint Ms. Hawkins, Board Vice President for the 2023-2024 fiscal year. The vote was unanimous.

Mr. Rosner made a motion, seconded by Ms. Hawkins, to appoint Ms. Scolnick, Board Secretary for the 2023-2024 fiscal year. The vote was unanimous.

Ms. Scolnick made a motion, seconded by Mr. Rosner, to appoint Ms. McKenna-Bausch, Board Finance Officer for the fiscal year 2023-2024. The vote was unanimous.

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

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

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

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

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

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

Ms. Hawkins made a motion, seconded by Mr. Rosner to appoint the standing committees for the fiscal year 2023-2024 as follows:

- Budget & Finance: Ann Scolnick and Charles Rosner
- Station Branch Planning: Kimberly Hawkins and Sam Sowyrda
- Personnel: Pat McKenna-Bausch and Sam Sowyrda
- By-laws & Policies: Kimberly Hawkins and Pat McKenna-Bausch
- Foundation: Kimberly Hawkins and Pat McKenna-Bausch
- Facilities and Renovation: Ann Scolnick and Charles Rosner
- Labor Management: Ann Scolnick and Charles Rosner

The vote was unanimous.

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

Mr. Rosner made a motion, seconded by Ms. Hawkins, to approve and establish the Time and Place of Regular Meetings, July 2023 – December 2024, as presented. The vote was unanimous.

Mr. Rosner made a motion, seconded by Ms. Hawkins, to approve the Holiday Schedule 2024, as presented. The vote was unanimous.

Ms. Scolnick made a motion, seconded by Ms. McKenna-Bausch, to approve the Fines and Fees Schedule July 1, 2023 – June 30, 2024, as presented. The vote was unanimous.

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

Ms. Scolnick made a motion, seconded by Mr. Rosner, to reaffirm the By-Laws, as presented. 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 June 20, 2023. The vote was unanimous.

A period of public expression was offered.

A motion was made by Ms. Scolnick, seconded by Mr. Rosner, that Warrant #53, June End of Month, totaling \$485,219.62, is paid. The vote was unanimous.

A motion was made by Ms. Scolnick, seconded by Mr. Rosner, that Warrant #1, July Disbursements, totaling \$350,058.78, is paid. The vote was unanimous.

Ms. Hawkins made a motion, seconded by Mr. Rosner, that Warrant #3, Q2 Medicare Reimbursements, totaling \$33,822.65, is paid. The vote was unanimous.

Ms. Scolnick made a motion, seconded by Mr. Rosner, to approve the Asset Disposals of twenty-three computers and three printers, as presented. The vote was unanimous.

Business Manager, Jennifer Mulvihill gave an update on end-of-year projections and answered related questions.

Committee Assignments: No committees met.

A motion was made by Ms. Hawkins, seconded by Ms. Scolnick, to accept the July 2023, Personnel Report, as presented. The vote was unanimous.

Station Branch Manager, Jose Hernandez, announced that the Summer Lunch Program was off to a good start. He also informed the Board that he submitted a Project Proposal to the Station Downtown Revitalization Committee to apply for funding for planned renovations of the Station Library building and answered related questions.

Assistant Library Director Kristine Casper gave a facilities update that the elevators passed their bi-annual inspections and the plumber was called to fix a couple of leaks. Kristine also gave a quick statistical update that library services across the board have increased over last year and answered related questions. Customer Services is conducting a patron outreach initiative informing residents of expiring/expired library cards that has led to an excellent renewal rate.

Library Director Joanne Adam thanked Jennifer Mulvihill and Afshan Khan for completing year-end reports and updating personnel payroll benefits in time for the start of the fiscal year in short time. Joanne will be presenting a new, required policy for nursing mothers to the Policy Committee for approval at the next meeting. Joanne announced that the library received a monetary donation from the estate of a deceased member of our community.

Unfinished Business: None

New Business: None

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

At 7:20 p.m., a motion was made to adjourn the meeting by Ms. Hawkins, seconded by Mr. Rosner.

At 7:25 p.m., Mr. Rosner adjourned the meeting.

Respectfully submitted:

Ann Scolnick, Secretary

Prepared by:

Kristine M. Casper, Assistant Library Director