

HUNTINGTON PUBLIC LIBRARY  
338 Main Street  
Huntington, NY 11743

**MINUTES**

Unapproved

Of a Regular Meeting of the Library Board of Trustees  
Held August 19, 2024,  
at the Station Branch Library – Community Room

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

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

**EXCUSED:** Business Manager: Jennifer Mulvihill

Ms. Hawkins called the meeting to order at 6:03 p.m.

Mr. Sowyrda made a motion, seconded by Ms. Waters, to approve the agenda as presented for the August 19, 2024, Board of Trustees Meeting. The vote was unanimous.

Mr. Sowyrda made a motion, seconded by Ms. Waters, to accept the resignation of Board of Trustee, Charles Rosner. The vote was unanimous.

Ms. Waters made a motion, seconded by Mr. Sowyrda, to appoint Jennifer Hebert as trustee to fill the vacancy left by Charles Rosner through June 30, 2025. The vote was unanimous.

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

Signed Conflict of Interest Affirmations of Compliance were collected from newly appointed trustee Ms. Hebert and July excused trustee Ms. Hawkins.

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

Mr. Sowyrda made a motion, seconded by Ms. Waters, to approve the Library Board of Trustees Minutes, of a meeting held July 16, 2024. The vote was unanimous.

A period of public expression was offered.

Ms. Hawkins made a motion, seconded by Ms. McKenna-Bausch that Warrant #4, July End of Month, totaling \$389,167.77, is paid. The vote was unanimous.

Ms. Hawkins made a motion, seconded by Ms. McKenna-Bausch that Warrant #5, August disbursements, totaling \$266,725.98, is paid. The vote was unanimous.

Business Manager Jennifer Mulvihill was excused.

Committee Assignments: None

A motion was made by Mr. Sowyrda, seconded by Ms. Waters, to accept the August 2024 Personnel Report as presented. The vote was unanimous.

Station Branch Manager, Jose Hernandez, gave an update to his written report, stating that the Summer Fun Fest was successful with increased community involvement and evolving parking solutions. He was available to answer questions about his written report.

Assistant Library Director Kristine Casper gave an update on the Maker Space progress, highlighted items from her written report, and was available for questions.

Library Director Joanne Adam highlighted items from her written report and thanked all the staff that helped make the Summer Fun Fest at the Station so successful. It was truly a collaborative effort. She was available to answer questions.

Unfinished Business: None

New Business:

The warrant review schedule for September 2024-June 2025, was discussed and accepted as presented.

Ms. Waters made a motion, seconded by Ms. McKenna-Bausch to amend the appointed Committee Assignments as presented. The vote was unanimous.

Committee Assignments:

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

Correspondence & Communication: None

A second period of public expression was held.

At 7:29 pm, Ms. Hawkins made a motion, seconded by Ms. McKenna-Bausch to enter executive session to discuss a personnel matter. The vote was unanimous.

At 8:31 pm, Ms. Hawkins made a motion, seconded by Ms. Hebert, to re-enter public session. The vote was unanimous.

At 8:31 pm Ms. Hawkins made a motion, seconded by Ms. McKenna-Bausch to adjourn the meeting. The meeting was adjourned at 8:32 pm.

Respectfully submitted:

Prepared by:

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Susan Corcoran Waters, Secretary

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Gabriele Guerra, Administrative Assistant