

HUNTINGTON PUBLIC LIBRARY  
338 Main Street  
Huntington, NY 11743

**MINUTES**

Approved

Of a Regular Meeting of the Library Board of Trustees  
Held October 15, 2024,  
at the Main Library – Meeting 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; Business Manager: Jennifer Mulvihill, Administrative Assistant: Gabriele Guerra

**EXCUSED:**

Ms. Hawkins called the meeting to order at 6:01 p.m.

Ms. Hebert made a motion, seconded by Ms. Waters, to approve the agenda as presented for the October 15, 2024, Board of Trustees Meeting. The vote was unanimous.

Ms. Waters made a motion, seconded by Mr. Sowyrda, to approve the Library Board of Trustees Minutes, of a meeting held September 17, 2024. The vote was unanimous.

A period of public expression was offered.

Rocco Aloe, Security, gave a staff presentation on the Library's Incident Tracker software.

Ms. Hebert made a motion, seconded by Ms. McKenna-Bausch that Warrant #12, September End of Month, totaling \$366,783.06, is paid. The vote was unanimous.

Ms. Hawkins made a motion, seconded by Ms. McKenna-Bausch that Warrant #13, October disbursements, totaling \$313,228.45, is paid. The vote was unanimous.

Ms. Waters made a motion, seconded by Ms. Hawkins that Warrant #17, Q3 Medicare Reimbursements, totaling \$25,580.90, is paid. The vote was unanimous.

Business Manager Jennifer Mulvihill gave a verbal report that she had been busy wrapping up the audit this week and that her team is awesome. She was available for questions.

Committee Assignments: None

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

Station Branch Manager, Jose Hernandez, didn't have anything to add to his written report and was available to answer questions.

Assistant Library Director Kristine Casper gave an update to her written report that DASNY officially approved the \$200,000 grant for the Station Branch construction. The library will receive a check for \$180,000 soon and the remaining 10% upon completion of the project. She stated the walk through for interested construction bidders was that morning, October 15, 2024 and that the architect had received additional inquiries. All bids are due October 31, 2024 by 2pm

Library Director Joanne Adam highlighted from her written report that the library was looking to establish a long range planning committee to set goals and help envision the future. Mr. Sowyrda and Ms. Waters volunteered to be the two trustees needed for the committee.

Unfinished Business: None

New Business:

The revised Code of Conduct was reviewed and feedback was requested.

The SCLS 2025 Budget was shared for review.

Correspondence & Communication: None

A second period of public expression was offered.

At 7:06 pm, Ms. Corcoran Waters made a motion, seconded by Mr. Sowyrda to enter executive session to discuss a personnel matter. The vote was unanimous.

At 8:25 pm, Ms. Hebert made a motion, seconded by Ms. Waters, to re-enter public session. The vote was unanimous.

At 8:26 pm, Ms. Hebert made a motion, seconded by Ms. Hawkins to adjourn the meeting. Ms. Hawkins adjourned the meeting at 8:26 pm.

Respectfully submitted:

Prepared by:

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Susan Corcoran Waters, Secretary

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Gabriele Guerra, Administrative Assistant