

HUNTINGTON PUBLIC LIBRARY
338 Main Street
Huntington, NY 11743

MINUTES

Approved

Of a Regular Meeting of the Library Board of Trustees
Held November 18, 2025,
at the Station Branch Library – Classroom

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

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

EXCUSED:

Ms. Hawkins called the meeting to order at 6:30 p.m.

Ms. Waters made a motion, seconded by Mr. Sowyrda, to approve the agenda as presented for the November 18, 2025, Board of Trustees Meeting. 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 October 21, 2025. The vote was unanimous.

A period of public expression was offered.

A motion was made by Ms. Hebert, seconded by Ms. Hawkins, that Warrant #18, October End of Month, totaling \$613,744.56, is paid. The vote was unanimous.

A motion was made by Ms. Waters, seconded by Ms. Hawkins, that Warrant #19, November Disbursements, totaling \$991,986.73, is paid. The vote was unanimous.

Business Manager Jennifer Mulvihill didn't have anything to add to her written report other than thanking security, her staff and others for going above and beyond during a recent incident. She was available for questions.

Committee Assignments: Station Branch Library committee members Kimberly Hawkins and Sam Sowyrda met with Library Director, Jose Hernandez and Assistant Director, Kristine Casper to discuss the bathroom pipe issue that needs repair. The fix will slow down the next phase of the project but save money in the future.

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

Assistant Library Director Kristine Casper wanted to thank the staff for all their hard work on the 150th Anniversary of the Library celebration. She also elaborated on a fix our program registration

vendor is implementing to ensure a recent payment processing issue won't occur again. Additional information on our aging elevator at the Main building was provided and she was available for questions.

Director Jose Hernandez acknowledged Assistant Director, Kristine Casper on her expertise on policy and contractual matters and stated the library is very fortunate to have her and that we are in extremely capable hands on these issues. He was available to answer questions.

Unfinished Business: None

New Business:

Ms. Hebert made a motion, seconded by Ms. Waters, to approve the SCLS 2026 budget, as presented. The vote was unanimous.

Ms. Waters made a motion, seconded by Ms. Hawkins, to approve the HVAC annual maintenance agreements for both buildings, as presented. The vote was unanimous.

Ms. Waters made a motion, seconded by Ms. Hebert, to approve the snow removal contracts for 2025-2026 winter for both buildings, as presented. The vote was unanimous.

Mr. Sowyrda made a motion, seconded by Ms. Hawkins, to proceed with the replacement of the Station bathroom pipe. The vote was unanimous.

Correspondence & Communication: None

A period of public expression was offered.

At 7:43 pm a motion was made by Ms. Hebert, seconded by Mr. Sowyrda, to adjourn the meeting. Ms. Hawkins adjourned the meeting at 7:43 pm.

Respectfully submitted:

Prepared by:

Susan Corcoran Waters, Secretary

Gabriele Guerra, Administrative Assistant