

HUNTINGTON PUBLIC LIBRARY
338 Main Street
Huntington, NY 11743

MINUTES

Approved

Of a Regular Meeting of the Library Board of Trustees
Held November 19, 2024,
at the Station Branch Library – Classroom

PRESENT: Trustees: Kimberly Hawkins, Pat McKenna-Bausch, Sam Sowyrda, Jennifer Hebert
Library Director: Joanne Adam; Assistant Library Director: Kristine Casper; Business
Manager: Jennifer Mulvihill, Administrative Assistant: Gabriele Guerra

EXCUSED: Trustee: Susan Corcoran Waters
Station Branch Manager: Jose-Rodrigo Hernandez

Ms. Hawkins called the meeting to order at 6:02 p.m.

Ms. McKenna-Bausch made a motion, seconded by Ms. Hebert, to approve the agenda as presented for the November 19, 2024, Board of Trustees Meeting. The vote was unanimous.

Mr. Sowyrda made a motion, seconded by Ms. Hebert, to approve the Library Board of Trustees Minutes, of a meeting held October 15, 2024. The vote was unanimous.

A period of public expression was offered.

Ms. Hebert made a motion, seconded by Ms. McKenna-Bausch that Warrant #18, October End of Month, totaling \$585,589.05, is paid. The vote was unanimous.

Ms. McKenna-Bausch made a motion, seconded by Ms. Hawkins that Warrant #19, November disbursements, totaling \$896,045.44, is paid. The vote was unanimous.

Business Manager Jennifer Mulvihill gave a verbal report that the audit is complete, the library is just waiting to receive the report, and thereafter the auditor will be scheduled to present to the trustees at a board meeting. She also stated a full asset audit had been completed in both buildings. She was available for questions.

Committee Assignments: None.

Ms. McKenna-Bausch made a motion, seconded by Mr. Sowyrda to accept the November 2024 Personnel Report as presented. The vote passed with three in favor (Ms. Hawkins, Ms. McKenna-Bausch, Mr. Sowyrda) and one abstention (Ms. Hebert.)

Station Branch Manager, Jose Hernandez, was excused and there were no questions regarding his written report.

Assistant Library Director Kristine Casper gave an update to her written report that the Fire Marshall did a surprise inspection on November 18, 2024 and the library passed. She stated that the November 16, 2024 Maker Space Open House was successful with 60 people in attendance over the course of the program. She also elaborated that the upcoming 5 year sprinkler inspection is more comprehensive than our quarterly inspections and is handled by a different company. There was also a discussion about the purchase of new computers and approval will be requested under new business.

Library Director Joanne Adam updated her written report that recent SCLS award recipient, part-time Librarian Trainee, Gena Mizzi was hired full-time in our Youth and Parent Services department. A discussion also ensued and the trustees agreed to continue the tradition to award floater holiday time, up to one day, to staff that reach their five year incremental milestones. This staff recognition celebration of achievements will be awarded at the January full staff meeting.

Unfinished Business:

Mr. Sowyrda made a motion, seconded by Ms. Hebert, to approve the newest revised Maintenance of Public Order / Code of Conduct as presented. The vote was unanimous.

Ms. Hawkins made a motion, seconded by Mr. Sowyrda, to approve the SCLS budget as presented. The vote was unanimous.

New Business:

Ms. Hebert made a motion, seconded by Ms. Hawkins to accept the recommendation that Fidele Construction, Inc. be awarded the interior renovations project contract for the total contract amount of \$443,500.00. The vote was unanimous.

Ms. Hebert made a motion, seconded by Mr. Sowyrda, to approve the purchase of new computers as presented in the amount of \$17,490.22. The vote was unanimous.

Correspondence & Communication: None

A second period of public expression was held.

At 7:05 pm, Ms. Hebert made a motion, seconded by Mr. Sowyrda to enter executive session to discuss a personnel matter. The vote was unanimous.

At 8:11 pm, Ms. Hebert made a motion, seconded by Mr. Sowyrda, to re-enter public session. The vote was unanimous.

At 8:14 pm, Ms. Hebert made a motion, seconded by Mr. Sowyrda to adjourn the meeting. Ms. Hawkins adjourned the meeting at 8:14 pm.

Respectfully submitted:

Prepared by:

Kimberly Hawkins, President

Gabriele Guerra, Administrative Assistant